

A background image showing three students in a study environment. One student is wearing a headset and talking on a phone, another is looking at a laptop, and a third is looking at a book.

Getting ready for

## LATE SUMMER ASSESSMENTS

Hi, Victoria

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### To do this week:

- **Read our 'Central Assessments checklist'**  
Set yourself up for success and avoid any last-minute stress or submission problems by taking these important steps now.
  - **Plan where you will sit your assessment**  
Make time to set up a quiet space at home or, if you need to find a desk on campus, know where you can book one in advance.
  - **Complete a practice assessment on AssessmentUCL**  
If you haven't already done so, we strongly advise you to practice the three different assessment formats you may be required to use on the AssessmentUCL platform. If your assessment will require you to complete a PDF upload, and/or convert your handwritten submission into a PDF we also recommend that you view our [guidance on completing a PDF upload](#) and practice this process.
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### What you need to know:

## Extenuating Circumstances

The 'Extenuating Circumstances (ECs) Procedure' is a formal process to quickly let your department know about a serious illness, bereavement or other significant event which might affect your performance at assessment. If your assessment is disrupted by illness or other personal difficulties, you may be eligible for 'Extenuating Circumstances'

### How to apply for Extenuating Circumstances

#### Submitting your assessment on time

**You must complete, upload and hand in your assessments on AssessmentUCL on time, e.g. by the assessment end time shown on AssessmentUCL.**

There were a number of instances during the Central Assessment period where students missed their assessment deadline because they ran out of time to collate their documents, convert them to pdf and then upload and submit on AssessmentUCL. Please read the guidance below and the links provided and ensure that this does not happen to you for your Late Summer Assessments.

The consequence of not submitting or completing your assessment by the deadline may impact your ability to continue on your course or be awarded. We strongly encourage you to complete the practice assessment to understand what is involved. For more information read the [consequences of failure section in UCL's Academic Manual](#)

All assessments **MUST** be submitted on AssessmentUCL for them to be accepted. Do not email your submission directly to departments and/or academic staff, or through any other route as they will not be accepted.

For controlled exams (short, timed online exams of two to four hours duration):

- All students will sit controlled exams at the same time: if you start your exam late but within the timetabled duration, you will be allowed to sit the exam but you will have to finish within the time remaining. You will not be given extra time or be able to hand in late.
- There will be a 20-minute upload window in addition to the duration of the exam. This allocated upload time does not show on the timetable, but the end time shown on AssessmentUCL includes your upload window. The upload window should be used to upload

and hand in your submission only. It is not provided as additional time to continue working on your exam answers.

- If there are complex upload requirements, such as converting handwritten answers into PDF, additional time has been built into the exam duration stated on your timetable. Please read the front page of your exam and instructions for more information on this.

For Take-Home Papers:

You are not expected to use the full duration to complete your assessment. The longer duration allows sufficient time to complete your assessment, convert your response to one single PDF document, upload and hand in on AssessmentUCL - there is no additional upload window. You must still ensure you plan your time, so you don't miss the deadline. Late submissions for take-home papers are subject to penalties.

**For Controlled Condition Exams, you will NOT be able to submit after the deadline. For other types of assessment, late submissions are subject to penalties.**

Please note: All times shown on your Central Assessment Timetable are in UK time (BST (UTC+1)). The times shown on AssessmentUCL will be in your local time according to your device settings. Your assessment will open on AssessmentUCL at the date and time displayed on your timetable.

Make sure you give yourself plenty of time to upload and submit your work. Read our tips for managing your time during an assessment.

## **Troubleshooting on AssessmentUCL**

Check our [Frequently Asked Questions \(FAQs\)](#) for answers to common queries about AssessmentUCL. We strongly advise you to [complete the three practice assessments](#) on the platform before next week.

## **Support if you have problems during an assessment**

Despite how much you prepare, there's always a chance that unexpected problems may arise on the day. .

Make sure you give yourself plenty of time to upload and submit your work. Read our tips for managing your time during an assessment.

## How to get help during an assessment



### Key dates:

**Timetable Released:** 25 July 2022

**Late Summer Assessment period:** 22 August - 9 September 2022

**Results:** 30 September 2022



## Avoid Academic Misconduct

It is your responsibility to ensure you understand how to avoid different types of Academic Misconduct, including plagiarism, collusion, file sharing, contract cheating etc.

### Contract cheating

**UCL takes a zero-tolerance approach to 'contract cheating'.** Contract cheating is where a student commissions someone else to complete an assessment or makes use of work commissioned from someone else. This includes using 'essay mills', 'ghost-writing' or 'homework help' services.

**Tempted to cheat? [Here's why you should think again....](#)**

### Plagiarism

UCL uses Turnitin, a plagiarism detection tool to check your work against a large database of sources such as journal articles, websites and other students' work. It provides a 'similarity index score' expressed as a percentage, which is a guide for how much of the text you've submitted matches other sources.

Before you submit your assessment, you can check your work in a test version of Turnitin via the [Plagiarism and academic writing for students Moodle course](#).

To avoid plagiarism, make sure you understand [how to correctly acknowledge and reference](#) other people's work.

**Complete the Understanding Academic Integrity online course**



## Helping you get ready

**Will you need to submit handwritten answers? Make sure you know how!** During an assessment, you won't have time to waste figuring out how to upload your handwritten papers to the platform. [Practice using the Office Lens app in advance](#).

**Staying healthy during assessments:** Philosophy student Dylan shares advice for [simple ways to stay healthy during assessment season](#).

**Where you can take an online assessment on campus:** Useful information [if you don't have at-home access to the technology or study space](#) needed to sit an online assessment.

**Studying tips and tricks: a Neurodivergent perspective:** Check out Comparative Literature student Alice's tips and tricks for [studying through her perspective as a Neurodivergent student](#).



## Need support?

The [Exams and Assessments Hub](#) contains all regulations, guidance and support resources you need to prepare for your Late Summer Assessments.

See [Support during your assessments](#) for guidance on how to direct your question on the day of an assessment. Do NOT contact your department or tutors to report these issues as they will not be able to resolve them.

An archive of [these emails will be available](#) from the Exams and Assessments Hub.



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