Dear <Student name>,

This email contains important information on your upcoming centrally managed assessments. It covers:

- How to check that you are registered for your centrally managed assessments on AssessmentUCL.
- How a Summary of Reasonable Adjustments (SORA) will show in AssessmentUCL.
- How to complete the three practice assessments in AssessmentUCL.

The assessment period for centrally managed assessments is 25 April – 27 May 2022. All centrally managed assessments and some departmentally managed assessments will take place on AssessmentUCL, UCL’s digital assessment platform.

**Checking you are registered for your centrally managed assessments on AssessmentUCL**

You should now be registered on AssessmentUCL for all the assessments listed on your Central Assessments Timetable. Please log into AssessmentUCL to ensure that you can see all of your centrally managed assessments listed. This list will be on your overview page under the heading “Flows.”

If any assessments are missing, please get in touch with us immediately via askUCL.

Please see our AssessmentUCL support guidance for students which will support you in logging into AssessmentUCL, viewing your assessments and much more.

**Further guidance and support**

**Understanding how your Summary of Reasonable Adjustments (SORA) will show in AssessmentUCL (if applicable)**

If you have been granted extra time and/or rest breaks for an assessment as part of a Summary of Reasonable Adjustments (SORA), this additional time is not shown on your Central Assessment Timetable but it is included in the assessment duration shown on AssessmentUCL. You must complete and submit your assessment by the time and date shown in AssessmentUCL.

**Completing your practice assessments on AssessmentUCL**

When you log in to AssessmentUCL, you will see three links called “Practice Assessment” – each one allows you to practice a different assessment format. You may be required to use a combination of these different formats during the assessment period, so we strongly advise you to practice ALL three using the devices and browser that you intend to use on your actual assessment day.

This is your chance to get familiar with the platform and the steps needed to successfully submit an assessment.

Visit our Exams and Assessment Hub practice assessment page for further guidance on completing your practice assessments.

The Exams and Assessment Hub contains all regulations, guidance and support resources you need to prepare for your central 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.

With best wishes,

UCL Central Assessment Team
Other contacts
For Username / Password questions, please contact IS Service Desk | 020 7679 5000 | servicedesk@ucl.ac.uk
For assessment questions, please contact Central Assessment Team | askUCL