Hi, ${Contacts.First Name}

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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 or PC on campus, know where you can book one in advance.

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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 to Extenuating Circumstances](#)

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**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.

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**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 know where you can find support if you have trouble accessing or completing an assessment on AssessmentUCL.

[How to get help during an assessment](#)

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**Key dates:**

**Timetable released**: 28 February 2022. [View your Central Assessment Timetable](#).

**Central Assessment period**: 25 April – 27 May 2022
Plagiarism checking

Plagiarism, just one form of academic dishonesty, is the representation of other people’s work or ideas as your own without appropriate referencing or acknowledgement.

You’re at risk of plagiarism if you:

- copy something from a book, journal or website without proper use of quotation marks and referencing;
- paraphrase or switch key words in a text with synonyms without acknowledging the original source;
- incorrectly identify quotations; or
- don’t include a complete bibliography of the sources you’ve used in your work.

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.

Find out how to reference correctly

Helping you get ready

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.

Managing yourself and your time during an assessment: Managing your time during an assessment is a key to good preparation, so read our tips for staying on track.

Contact a Student Advisor if you need support: If you find yourself struggling ahead of or during the assessment period, please get help! Student Support and Wellbeing are here if you have any issues with your health, disability or wellbeing - you can easily make a free appointment to speak to a member of our caring team.

Need support?

The Exams and Assessments 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.

An archive of these emails will be available from the Exams and Assessments Hub.