Subject: FW: Reminder: You must submit assessments on time

From: no-reply-central-assessments@ucl.ac.uk <no-reply-central-assessments@ucl.ac.uk>

Sent: 26 April 2022 14:21
To: Subject: Reminder: You must submit assessments on time

Reminder: You must submit assessments on time

Dear <student>,

You must complete, upload and hand in your assessments on AssessmentUCL on time. We have had a number of instances where students have missed their assessment deadline because they have run out of time. It is clear that some students have not followed the guidance issued and have not left enough time to upload. Please ensure that this does not happen to you. The 20 minute upload window should only be used to upload and hand in your submission.

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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. Make sure you give yourself plenty of time to upload and submit your work.

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 Condition Exams, you have an additional 20-minute upload window on top of the duration of the exam. This upload window is to ensure you have time to convert your document to one single PDF document, upload and hand in on AssessmentUCL. It has not been provided as additional time to continue working on your exam answers.

NOTE: The exam duration shown in AssessmentUCL is the TOTAL time you have to complete the exam AND upload and submit, e.g., a 2-hour exam will show as 2 hours and 20 minutes on the platform. The end time on AssessmentUCL is the time by which your submission must be handed in. You will not be able to submit after the deadline.

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.

Be prepared
To avoid any last-minute stress when it comes time to submit, we strongly encourage you to complete the three practice assessments to get familiar with AssessmentUCL before any deadlines or exam days.

For support with managing your time during exams, see Managing yourself and your time during an assessment.
For other tips on preparing for assessment days, see Central assessments: Checklist for success.

Problems with your assessment?
If you have a query about your assessment paper, or you are unable to submit your assessment due to a technical issue, you should follow the guidance on the Support during your assessments. Do NOT contact your department or tutors to report these issues as they will not be able to resolve them.

Where are the regulations?
Please ensure that you read the regulations for your assessment. These can be found online on our Exams and Assessments Hub.

With best wishes,

UCL Central Assessment Team