

To be sent to: All taught students sitting Late Summer Assessments 2022

Date: 26 July 2022

Subject line: Late Summer Assessments: important information from UCL



## Hi, [Student name]

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### To do this week:

- **[Check your Late Summer Assessment timetable](#)**  
You may have received a timetable email on 25 July. If so, don't forget to check your assessment dates and add them to your calendar. If you were expecting to receive a Late Summer Assessment Timetable and have not, please contact your department. Your department will also advise you on when any departmentally-managed assessments may take place.
  - **[Apply for reasonable adjustments if you need them.](#)**  
If you are disabled or have a health condition that you feel might impact on your ability to perform in assessments, you can apply for reasonable adjustments to your Late Summer Assessment(s) **by 1 August 2022, 4.00pm UK time (BST (UTC+1 hour))**
  - **[Complete a practice assessment on AssessmentUCL.](#)** Before the assessment period begins, we strongly encourage you to practice the three different assessment formats you may be required to use you on the AssessmentUCL platform. More details below.
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# What you need to know

## When does this guidance apply?

Any assessments taking place on the AssessmentUCL platform will follow the guidance set out in these emails and on the [Exams and Assessments Hub](#). Your department will advise you on what guidance you should follow for any assessments you may be required to take on another platform (e.g. Moodle, CrowdMark).

## Different types of assessments

There is more than one way you can be assessed online at UCL. Not all of these are like the 'traditional' face-to-face exam format. They include:

- Controlled condition exams (short, timed online exams of two to four hours duration)
- Take-home papers
- In-class tests and quizzes
- Practical exams
- Dissertations/Research Projects
- Coursework

The assessment regulations explain everything that you need to know about how to complete each type of assessment.

It is important that you read the full the guidance for your type of [assessment](#).

**Read the regulations for your type of assessment(s)**



## Key dates

**Timetable released:** 25 July 2022

**Deadline to apply for Reasonable Adjustments:** 1 August 2022, 4pm UK time (BST)

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

**Results:** 30 September 2022



# Get to know AssessmentUCL

All centrally-managed late summer assessments and some departmentally managed late summer assessments will take place on the [AssessmentUCL](#) – UCL's digital assessment platform.

## Emails from AssessmentUCL

In the coming weeks, you will begin to receive automated emails from the AssessmentUCL platform. The sender will be listed as 'WISEflow' which is the system that powers AssessmentUCL.

You will receive an automated email:

- when a practice assessment is ready for you to complete
- whenever you are registered for an assessment on the platform
- 24 hours before an assessment is due to begin
- if any changes are made to your assessment time / date
- when you submit an assessment (if you request a receipt when you hand in).
- if you withdraw a submission on AssessmentUCL.

These emails contain reminders of important assessment information so please read them carefully.

## AssessmentUCL guidance

The Exams and Assessments Hub also signposts to [step-by-step guides and FAQs](#) on how to use the online assessment platform.

## If you have Reasonable Adjustments

If you have been granted extra time for an assessment as part of a Summary of Reasonable Adjustments (SORA), it is important to note that 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.

Find out how to apply for [Reasonable adjustments to your assessments](#) by the deadline.

## Get to know the platform and the submission process

When you log in to AssessmentUCL, you will see three links called 'Practice Assessment.' Each one allows you to practice a different assessment format:

- **Multimedia:** Where an assessment requires a large or non-PDF file submission.
- **Practice Online Assessment:** Where the answers to the questions are entered directly into AssessmentUCL. You may also be asked to upload handwritten or other file types.

- **Practice Written Assessment:** Where you are required to write your assessment in a document offline, convert it to PDF and upload into AssessmentUCL. This is the most common 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 intend to use on your actual assessment day.**

We also recommend that you view our [guidance on completing a PDF upload](#) and practice this process. Note that when completing PDF upload assessments, you should **NOT** use third-party or online 'Word to PDF' converters (i.e. WPS Office). We recommend that you download **Microsoft Office suite (free to [download here for all UCL students](#))** to use when completing your answer documents offline (where applicable) so that you prevent unforeseen issues with your submission.

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

[Complete a practice assessment on AssessmentUCL](#)

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## Academic integrity

### What do we mean and why is it important?

Understanding academic integrity and demonstrating good academic practice is an important part of preparing for assessments at UCL.

Academic Integrity means being honest in your academic work, and making sure that you formally recognise and reference the existing knowledge and ideas on which your work is based.

If you don't acknowledge the work or ideas of others, you could be penalised for Academic Misconduct, which is defined as any action or attempted action that may result in you obtaining an unfair academic advantage.

Academic Misconduct can be accidental or intentional – it is your responsibility to understand and demonstrate good academic practice.

[Complete the Understanding Academic Integrity online course](#)

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## Helping you get ready

**Assessment prep starts now!** James Davis, 2nd year History student, shares [how you can take some easy steps now](#) to reduce any last-minute revision stress.

**Effective revision and assessment planning:** [Revision strategies and tips](#) for maintaining your motivation, organisation and concentration ahead of your assessments.

**Make use of our libraries and study spaces:** Library Services are offering 24/7 opening over summer in the Student Centre. The Science Library will be open 24 hours from 08:45 on Mondays until 21:00 on Saturdays. Check opening hours for all locations on the [Opening Hours webpage](#).

**Preparing for open book assessments:** Find out [what to expect from an open book assessment](#) and how best to revise for them.

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## 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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