Important: UCL Assessment Timetable – Centrally Managed Assessments 25 April – 27 May 2022

Individual Student Examination Timetable

Dear [student name],

This email contains important information on how to access your assessment timetable for centrally managed assessments. At the end of the email you will find:

- a list of any of your assessments included in the Central Assessment Timetable
- information on how to view them online
- instructions on how to add the dates to your personal calendar

If any assessments included on this timetable take place on a platform other than AssessmentUCL, e.g., Moodle, your department will manage these and provide you with the relevant instructions and guidance. Some assessments organised by your department may not appear on this timetable. Your department will advise you about these: you should also add these to your online calendar to ensure you have a complete personal assessment schedule in one place.

Assessment start times and durations
Please note: All times shown on your Central Assessment Timetable are in UK time (BST (UTC+1)). The times shown on AssessmentUCL will be shown in your local time according to your device settings.

Your assessment will open on AssessmentUCL at the date and time displayed on your timetable.

All students taking Controlled Condition Exams will sit them 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.

Upload window for Controlled Condition Exams only

For Controlled Condition Exams that are on AssessmentUCL there will be a 20-minute 'upload window' in addition to the scheduled duration on the timetable. This allocated time does not show on the timetable but it will show on AssessmentUCL during the assessment, e.g. a 2 hour exam will show as 2 hours and 20 minutes.

The upload window only applies to Controlled Condition Exams. There is no upload window for any other assessment type on AssessmentUCL. If you are taking a combination of Controlled Condition Exams and other assessments, you should make careful note of when the upload window applies to you.

Intercollegiate assessments

If you are taking intercollegiate modules, please refer to each institution's guidance and plans for assessment.
Further information

Visit the Exams and Assessments hub to view the assessment regulations and for further information on how to complete a practice assessment, including guidance on how to log in to AssessmentUCL and instructions on how to complete a practice assessment.

The Exams and Assessments hub will also feature a copy of key communications sent to students about centrally-managed assessments this academic year.

Your Central Assessment Timetable

<table>
<thead>
<tr>
<th>Date</th>
<th>Time</th>
<th>Duration</th>
<th>Assessment</th>
<th>Examination</th>
<th>Assessment Pattern</th>
<th>Year of Registration</th>
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Central Assessment Timetable (https://exam-timetable.ucl.ac.uk/). Your assessment timetable will not be displayed on Portico.

- Follow the link to the Assessment timetable system: https://exam-timetable.ucl.ac.uk/
- Enter your usual UCL username and password
- The default screen will show a list of your assessments for the current month: to view ALL your assessments ensure that you use the navigation buttons to view both the months of April and May 2022.
View step-by-step guidance on how to add the Central Assessment Timetable to your online calendar

Times are shown on your assessment timetable in UK time (BST (UTC+1)). Be aware that once downloaded to your personal calendar, date and times will adjust to show in your local time according to your device settings. The times shown on the AssessmentUCL platform will also be your local time according to your device settings.

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