

Getting ready for
ASSESSMENTS

Hi,

**To do this week:****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 on the AssessmentUCL platform. More details below.

**What you need to know:****When does this guidance apply?**

All centrally-managed assessments and some departmentally managed 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

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**.

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](#)

**Key dates:**

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

Deadline to apply for Reasonable Adjustments: 4pm, 11 April 2022

Central Assessment period: 25 April – 27 May 2022

Results: 7 July 2022

**Avoid Academic Misconduct:**

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.

You are required to maintain your Academic Integrity throughout your assessments. If you don't acknowledge the work or ideas of others, UCL could consider your actions to be Academic Misconduct which can result in penalties being imposed, such as lower marks, failure of your degree or expulsion.

It is your responsibility to ensure you understand how to avoid **different types of Academic Misconduct**, including plagiarism, collusion, file sharing, contract cheating etc.

UCL takes a zero-tolerance approach to 'contract cheating'. Contract cheating is where a student commissions someone else to complete an assessment or makes use of work commissioned from someone else. This includes using 'essay mills', 'ghost-writing' or 'homework help' services.

Paying someone to write an essay or assessment can seem harmless, but the consequences are not. Contract cheating can have a long-lasting, negative impact on your academic and professional career.

Tempted to cheat? [Here's why you should think again...](#)

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

**Helping you get ready**

Libraries open 24 hours during assessments: [Five library sites will have 24 hour access](#) during the assessment period (25 March to 27 May).

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

Staying healthy during assessments: Philosophy student Dylan shares advice for [simple ways to stay healthy during assessment season](#).

Where you can take an online assessment on campus: Useful information [if you don't have at-home access to the technology or study space](#) needed to sit an online assessment.

**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.

