Dear XXXX

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

• a list of any of your exams included in the Central Assessment Timetable

• Information on how to view them online

• Instructions on how to add the dates to your personal calendar.

Your timetable will clearly show you whether an assessment will be online or in-person in an exam venue.

For in-person exams, the venue and your seat number will be displayed on your timetable. The platform (e.g., AssessmentUCL, Moodle, Crowdmark) to be used will be indicated on your timetable for online assessments.

If any assessments included in 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.

Note: Some exams and 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.

<table>
<thead>
<tr>
<th>Date</th>
<th>Time UK time</th>
<th>Duration hh:mm</th>
<th>Online Platform / Venue</th>
<th>Examination</th>
<th>Assessment Pattern</th>
<th>Year of Registration</th>
<th>Seat</th>
</tr>
</thead>
<tbody>
<tr>
<td>05 May 2023</td>
<td>14:30</td>
<td>3:15</td>
<td>Online: AssessmentUCL</td>
<td>XXXX</td>
<td>XXXX</td>
<td>2022</td>
<td></td>
</tr>
<tr>
<td>19 May 2023</td>
<td>14:30</td>
<td>2:00</td>
<td>ExCel Centre</td>
<td>XXXX</td>
<td>XXXX</td>
<td>2022</td>
<td>59</td>
</tr>
</tbody>
</table>

**Assessment start times and durations**
All times shown on your Central Assessment Timetable are in UK time (BST (UTC+1)). For online exams, the times shown on AssessmentUCL will be in your local time according to your device settings.

**Online: AssessmentUCL**
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 it in late.
Upload window for online controlled Condition Exams only, in AssessmentUCL
For Controlled Condition Exams taking place on AssessmentUCL there will be a 20-minute ‘upload window’ provided in addition to the scheduled duration listed on the timetable, for example, a 2-hour exam will be listed in the timetable as 2 hours but show as 2 hours and 20 minutes in AssessmentUCL. 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.

In-person: London ExCel
In-person Centrally Managed Exams, will be held at ExCel London. The ExCel has many exhibition halls, you should arrive at the hall between 10 and 20 minutes before the start of the exam. Your timetable will detail information on the hall entrance and your seat number. You will be allocated a different seat number for each of your exams. You will find information on what is allowed in the exam hall and what to do if you’re late here.

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 and support for your assessments, including guidance on logging in to AssessmentUCL and instructions on completing 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 will be available from 28th February 2023
You can view your personal assessment timetable from 28th February 2023 and add it to your online calendar using the 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 2023.

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, the 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