Dear *[Name]*

* This email contains important information, including a list of your exams included in the Central Examination 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 exam will be online or in-person.

For in-person exams, the venue and your seat number will be displayed on your timetable. If you have a Summary of Reasonable Adjustments, then your seat number will be provided to you later.

For online exams, the platform (e.g., WISEflow, Moodle, Crowdmark) to be used will be indicated on your timetable.

WISEflow is the platform used for centrally managed online exams at UCL. If any online assessments included in your timetable take place on a platform other than WISEflow,  your department would manage these assessments and will provide you with the relevant guidance.

Note: Some assessments organised by your department may not appear on this timetable. Your department will advise you about these. Add these to your calendar to ensure you have a complete exam schedule in one place.

Exam start times and durations

All times shown on your Central Examination Timetable are in UK time (BST (UTC+1)). For online exams, the times shown on WISEflow will be in your local time according to your device settings.

An online exam will open on WISEflow 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, and a late submission will incur a mark penalty.

Upload window for online Controlled Condition Exams in WISEflow

For [Controlled Condition Exams](https://www.ucl.ac.uk/academic-manual/chapters/chapter-4-assessment-framework-taught-programmes/student-regulations-exams-and-assessments#6) taking place on
WISEflow 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
WISEflow.

The upload window only applies to Controlled Condition Exams. There is no upload window for any other assessment type on WISEflow.

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.](https://www.ucl.ac.uk/students/exams-and-assessments/exams-excel-london) We recommend that you arrive at ExCeL at least 30 minutes before your exam. You should arrive at the exam hall between 10 and 20 minutes before the exam starts. Your timetable will list the hall entrance and your seat number for each exam.

Find information on [what is allowed in the exam hall](https://www.ucl.ac.uk/students/your-exams-what-you-need-know#going%20smoothly) and [what to do if things go wrong on the day](https://www.ucl.ac.uk/students/your-exams-what-you-need-know#wrog). **Intercollegiate assessments**

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

| **Date** | **TimeUK time** | **Durationhh:mm** | **Assessment Platform** | **Examination** | **Assessment Pattern** | **Year ofRegistration** | **Seat** |
| --- | --- | --- | --- | --- | --- | --- | --- |
| *[Date]* | *[Start time]* | *[Duration]* | *[Venue/ Platform]* | *[Exam Name]* | *[Assessment pattern]* | *[year]* | *[seat no]* |

More information

Visit the [Exams  and Assessments hub](https://www.ucl.ac.uk/students/exams-and-assessments) to view the regulations, for guidance on logging in to WISEflow and more.

There you will also find a copy of [key communications sent to students about centrally-managed examination assessments](https://www.ucl.ac.uk/students/central-assessments-communications-2022%22%20/t%20%22_blank) this academic year.

Your Central Examination Timetable

You can view your personal examination timetable and add it to your online calendar using the Central Examination Timetable. Sign into the examination timetable system with your usual UCL username and password

* The default screen will show a list of your central exams for the current month: to view ALL your exams ensure that you use the navigation buttons to **view both the months of April and May 2024**.

View step-by-step [guidance on how to add the Central Examination Timetable to your online calendar](https://www.ucl.ac.uk/students/exams-and-assessments/central-assessment-timetable)

**Times are shown on your examination 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**WISEflow** 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.ukFor *exam questions, please contact*Central Assessment Team | [askUCL](https://www.ucl.ac.uk/students/askucl-student-enquiry-system)