



Getting ready for

ASSESSMENTS

Hi {{(stu_fnm1.stu&wn)}},



To do this week:

[Complete a 'demo flow' on WISEflow](#): If you are taking online assessments on WISEflow, make sure you complete the 'demo flows' (practice assessments). More details below.

[Check out the Exam Guide](#) to help set you up for success.



What you need to know:

All centrally managed exams will take place either online on WISEflow – UCL's digital assessment platform – or in-person at London's ExCel Centre.

Departmentally organised assessments and exams may take place on a variety of online platforms or in-person on campus.

WISEflow for online exams

If you are sitting online exams, you will receive automated emails from WISEflow.

You will receive an automated email:

- 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 WISEflow

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

Get to know the platform

When you log in to WISEflow, you will see a link to the Demo Flows. We recommend that you practise the following to familiarise yourself with the different assessment formats:

- **FLOWmulti – Advanced:** Where the answers to the questions are entered directly into **WISEflow**. You may also be asked to upload handwritten or other file types.
- **FLOWassign:** Where you are required to write your assessment in a document offline, convert it to PDF and upload into WISEflow. This is the most common assessment format.

You may be required to use a combination of these different formats during the assessment, so **we strongly advise you to practice both using the device and browser you intend to use during your assessment.**

[Complete a Demo Flow on WISEflow](#)

In-person exams

The majority of in-person exams will be held at London ExCeL.

The ExCeL has many exhibition halls. On your timetable you will find your entrance hall and seat number. Please note, for each exam you will have a different seat allocated to you.

[More information about exams at the ExCeL](#)

Exams and assessment guidance

The Exams and Assessments Hub also signposts to [step-by-step guides and FAQs](#) on how to sit an in-person exam or 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, it is important to note that this additional time may not show on your Central Assessment Timetable.

Your extra time will be included in the online assessment duration shown on WISEflow.

You must complete and submit your assessment by the time and date shown in WISEflow.

Find out how to apply for [Reasonable adjustments to your assessments](#) by 27 March.



Key dates:

Timetable released: 26 February

Deadline to apply for Reasonable Adjustments: 27 March, 5pm

Central Assessment period: 22 April – 24 May

Results: 4 July



Helping you get ready

[Find additional learning spaces during the exam period:](#) extra study spaces will be available at 1-19 Torrington Place (Levels 8, 9 and 10) from Monday 8 April until Friday 24 May.

[Check the opening times of libraries during the Easter Break:](#) The Student Centre, Main and Science libraries will be open 24/7. The Cruciform Hub will open every day during the Easter closure period from 11:00am–9:00pm.

Follow UCL Libraries on [Tiktok](#) and discover new study

spaces!

[The Exam Season Toolkit](#): access events, resources and [a new wellbeing guide](#) that will help set you up for success.

Religious observance during exams: Maintaining religious observance as you prepare for exams can help relieve stress and is good for your wellbeing. [Here are some useful pieces of advice.](#)



Need support?

The [Exams and Assessments Hub](#) contains all regulations, guidance and support resources you need to prepare for your centrally managed assessments.

Find [guidance on how to access support or help during or on the day of your assessment](#) for guidance on how to direct your question on the day of an assessment. Do not contact your department or tutors to report issues on the day. They will not be able to resolve them.

[Student Support and Wellbeing](#) are here to help if you're struggling with any health, disability or wellbeing issues.

Find an archive of [these emails on the Exams and Assessments Hub](#).



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