

Getting ready for

ASSESSMENTS

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



To do this week:

- [Read our 'Online Central Exams checklist'](#): Set yourself up for success and avoid any last-minute stress or submission problems by taking these important steps now.
 - If you have an online exam, set up a quiet space at home or, if you need to find a desk or PC on campus, [book one in advance](#).
 - Plan your journey to [London Excel](#). View [Jheel's tips](#) on Instagram for getting to the in-person venue.
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What you need to know:

Extenuating Circumstances

If your assessment is disrupted by illness, bereavement or other personal difficulties, you may be eligible for 'Extenuating Circumstances'. This is a formal process to let your department know about a situation which might affect your performance in an exam.

[How to apply for Extenuating Circumstances](#)

Troubleshooting on WISEflow

Check our [Frequently Asked Questions \(FAQs\)](#) for answers to common queries about WISEflow - UCL's digital assessment platform.

We strongly advise you to [complete the demo flows](#) on the platform before next week.

Support if you have problems during an assessment

Despite how much you prepare, there's always a chance that unexpected problems may arise on the day.

[How to get help during an assessment](#)



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



Plagiarism checking

Plagiarism, one form of [academic dishonesty](#), is the representation of other people's work or ideas as your own without appropriate referencing or acknowledgement.

Plagiarism includes the use of Generative Artificial Intelligence (GenAI) tools that exceeds that permitted in the assessment brief. Find [guidance on engaging with GenAI in assessments](#).

You're at risk of plagiarism if you:

- copy something from a book, journal or website without proper use of quotation marks and referencing.
- paraphrase or switch key words in a text with synonyms without acknowledging the original source;
- incorrectly identify quotations; or
- don't include a complete bibliography of the sources you've used in your work.

UCL uses **Turnitin, a plagiarism detection tool** to check your work against a large database of sources such as journal articles, websites and other students' work. It provides a 'similarity index score' expressed as a percentage, which is a guide for how much of the text you've submitted matches other sources.

Before you submit your assessment, you can check your work using [Turnitin Similarity Checker](#). To avoid plagiarism, make sure you understand how to correctly acknowledge and reference other people's work.

[Find out how to reference correctly](#)



Need support?

The [Exams and Assessment 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](#). 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 issues with your health, disability or wellbeing. [Their Exam Season Toolkit](#) includes events, resources and [a new well-being guide](#) that will help set you up

for success. You can also find [events to recharge and reinvigorate this exam season with Library Services](#).

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



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