# Exams email to students w/c 19 April 2021

Dear [student name]

**Subject: Essential Information about your Centrally Managed Exams**

This email contains important information on your centrally managed exams for summer 2020-21. It is essential that you read this as it includes how to access your exam timetable, how to check you have access to all your exam instances, and a practice exam in AssessmentUCL.

The main examination period for centrally managed exams is 26 April – 28 May 2021. This is for all exams showing on your exam timetable only.

## Viewing your Exam Instances in AssessmentUCL

Your exam instances listed in our exam timetable should now be listed within AssessmentUCL.

Please log into AssessmentUCL to check you are able to see all your exams; for more information on how to do this please see our [Exams at UCL 2020-2021 webpage](https://www.ucl.ac.uk/students/exams-and-assessments/exams/exams-ucl-2020-21). If all your exams are not listed please get in touch with us immediately via [askUCL](https://www.ucl.ac.uk/students/askucl).

24 hours before you exam is due to start you will receive an email from AssessmentUCL (WISEflow). The email address this will come from is XXXXX. Please add this to your address book to ensure it does not go to your junk mail folder.

## Practice exam

In order to ensure that you are familiar with AssessmentUCL and are fully prepared for your exams, you have been given access to the practice exam, titled ‘Practice Online Exam’.

As this is a new assessment platform and NOT Moodle, tt is essential that you complete this practice exam at least once using the device that you plan to use during your exam.  If you wish, you can complete the practice exam multiple times as we have enabled the ability for you to withdraw your submission for this purpose.  Please note that on the day of your exam you will NOT be able to withdraw your submission so please check you have uploaded the correct document before submitting.

Please log on to [AssessmentUCL](https://uk.wiseflow.net/ucl) to complete your practice exam.

For more information on how to complete your practice exam please visit the [practice exam section of our exam pages.](https://www.ucl.ac.uk/students/exams-and-assessments/exams/exams-ucl-2020-21#Practice%20exam)

## Guidance on how to submit your exam in AssessmentUCL

For guidance on how to use AssessmentUCL please visit the [AssessmentUCL Online Exams wiki pages](https://wiki.ucl.ac.uk/x/q93UBw) or watch this [video (including captioning) on how to submit your exam on AssessmentUCL](https://mediacentral.ucl.ac.uk/Player/EghBJhH6).

## Timed exams – 1 hour upload window clarification

Where an exam has a timed duration (e.g. 2 or 3 hours), this will be shown on your exam timetable.

You can start a timed exam at any time during the 24 hour window.

When you click on ‘Begin flow’ there will be a 2 minute delay and then the exam paper and submission box will become visible. A timer will start which can be seen beneath the 'Click here to hand in' button.

On AssessmentUCL the duration shown for your exam will not include the additional 1 hour upload time for your submission.

When the duration of your exam has passed (i.e. the timer has run down to 0), you will still have an additional 1 hour period to ensure your exam is uploaded and submitted correctly. If you submit during this 1 hour period, Assessment UCL may state your submission is a 'late hand in', however you can ignore this message. Submissions made during this 1 hour upload window will NOT be considered by UCL or your department as late.

After you submit the paper, AssessmentUCL will display a successfully 'Handed in' message and the date and time you submitted.

For more guidance on how to submit a timed exam please see our [Resource Centre](https://wiki.ucl.ac.uk/x/lhHBCQ).

**You must access and start and access your exam within the 24 hour period, if you do not do so you will have missed your exam.**

For more information on timed exams and 24 hour exams please visit the [Exams Types section of our exam pages](https://www.ucl.ac.uk/students/exams-and-assessments/exams/exams-ucl-2020-21#Exam%20types).

## Contingency plans

In the unlikely event that we experience any issues with the AssessmentUCL platform during the exam period we have a number of contingency plans in place to minimise any disruption to your exams.

 If a contingency plan has to be put in place we will email you and update the [*Support during your exam*](https://www.ucl.ac.uk/students/exams-and-assessments/exams/support-during-your-online-exam) Webpages. The website will be immediately updated so please check there first.

## Support during your exam

If you encounter any issues on the day of your exam please visit the following support pages:

* [Our FAQs about your exam day](https://www.ucl.ac.uk/students/exams-and-assessments/exams-and-assessments-2020-21-faqs#Onexamday)
* [Our support during your exams webpage](https://www.ucl.ac.uk/students/exams-and-assessments/exams/support-during-your-online-exam)

## Get connected at UCL

There are several different options to help you get online and access AssessmentUCL if you are having any connection issues. For more information please visit our [Get Connected pages](https://www.ucl.ac.uk/isd/services/get-connected/china-connect).

Kind regards

UCL Examinations