

Academic Regulations for Students Undergraduate Programmes, Section 3: Academic Assessment

2013-2014 Academic Session

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3.1 Entry to Undergraduate Summative Assessment for Students Registering for 12 and 16 course-unit degree programmes

assessment of any course unit whether by written examination and/or by coursework, or other means of assessment such as on-line tests, project and laboratory work, exhibitions, oral presentations or oral examinations, etc.

Forms of Academic Assessment

- i) Assessment is a general term used to describe the mechanism to measure student achievement. A variety of assessment methods may be applied to reflect an integrated curriculum design. At UCL there is an expectation that a mixture of formative and summative assessment methodologies will be applied to test different skills and to enable students to achieve the intended learning outcomes. Formative assessment can also provide experience of a
- ii) Summative assessment provides a clear statement of achievement that can be used to classify a degree award and is recorded on student transcripts.
- iii) Formative assessment provides feedback to individual students about their progress towards achieving the intended learning objectives for specified course units and modules. In addition, innovative formative assessment methodologies make an important contribution to the overall development of student skills and transferable knowledge.
- iv) Assessment Strategy. (See link at the end of this section.)
- vi) Permitted forms of summative e-assessment regulations. (See link at the end of this section.)

Further guidance on forms of academic assessment

These regulations should be read together with the following documents and programme specific regulations:

- i) UCL Learning and Teaching Strategy
- ii) UK Quality Assurance Agency Benchmark Statements

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- iii) The Framework for Higher Education Qualifications in England, Wales and Northern Ireland (FHEQ)

(See relevant links at the end of this section.)

3.1.1 Submission of Summative Assessed Work and Anonymity

- i) Unseen summative written examinations must be assessed anonymously against candidate number.
- ii) A summative coursework component that constitutes more than 40% of a module must be submitted and assessed on an anonymous basis where possible.
- iii) Once marks have been finalised for a component of summative coursework, for example by agreement between first and second markers, anonymity may be lifted to facilitate feedback to students.
- iv) Anonymity may not be practical when assessing laboratory work, oral examinations, exhibitions, marking clinical work with patients, portfolios of work, dissertations and group work etc.
- v) Anonymity is required when a coursework assessment constitutes more than 40% of the total assessment of a module.
- vi) Consideration by Boards of Examiners of all summative assessed marks, progression decisions and awards must be conducted anonymously.

Further guidance on submitting summative assessed work and anonymity

- i) Each module has one or more assessment components such as examination and coursework, and a component may have one or more element such as essay one and essay two. For example, if a module is assessed entirely by coursework consisting of two equally weighted essays, then each essay must be assessed anonymously. However if a module is assessed by 60% examination and 40% coursework consisting of two equally weighted elements then those elements need not be assessed anonymously. Similarly, 10 individual weekly problem sheets constituting the 40% coursework component of a module would not be assessed anonymously.
- ii) Reports listing names and candidate numbers will be available via Portico to designated departmental/divisional staff in the first term.
- iii) The student record number (SRN) may be used as an anonymous identifier

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3.1.6 Late Submission of Coursework

Where coursework is not submitted by a published deadline, the following penalties will apply:

- i) A penalty of 5 percentage marks should be applied to coursework submitted the calendar day after the deadline (calendar day 1).
- ii) A penalty of 15 percentage marks should be applied to coursework submitted on calendar day 2 after the deadline through to calendar day 7.
- iii) A mark of zero should be recorded for coursework submitted on calendar day 8 after the deadline through to the end of the second week of third term. Nevertheless, the assessment will be considered to be complete provided the coursework contains material that can be assessed.
- iv) Coursework submitted after the end of the second week of third term will not be marked and the assessment will be incomplete.
- v) Coursework submitted after solutions have been released will receive a mark of zero, and may not be formally marked, even when the coursework was submitted within seven calendar days of the deadline. Nevertheless, the assessment will be considered to be complete provided the coursework contains material that can be assessed.
- vi) In the case of dissertations and project reports submitted more than seven calendar days after the deadline, the mark will be recorded as zero but the assessment would be considered to be complete.
- vii) Where there are extenuating circumstances that have been recognised by the Board of Examiners or its representative, these penalties will not apply until the agreed extension period has been exceeded.
- viii) In the case of coursework that is submitted late and is also over length, then the greater of the two penalties shall apply.

Further guidance on late submission of coursework

Students should formally notify tutors of any extenuating circumstances which may have affected their performance in examinations or other form academic assessment. In some circumstances tutors may formally notify the Board of Examiners of extenuating circumstances when the task cannot be carried out by the student. (See link at the end of this section.)

- i) The form for student notification of extenuating circumstances. (See link at the end of this section.)

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- ii) The form for tutor notification of extenuating circumstances is available from the Student and Registry Services website. (See link at the end of this section.) NB Students are primarily responsible for notifying extenuating circumstances and tutors are not obligated to do so.

3.1.7 Penalties for Over-length Coursework

For submitted coursework, where a maximum length has been specified, the following procedure will apply:

- i) The length of coursework will be specified in terms of a word count or number of pages.
- ii)

- i) The student must have been prevented from taking the assessment for the course unit in question in a year other than the final year of their degree programme (for these purposes students pursuing an intercalated BSc degree are regarded as final year students).
- ii) The application must be made within one week of the end of the examination period in question.
- iii) The late assessment should be in the same format as the one missed. However, where it would not be possible to assess the student in question in the same format as the missed assessment, a request for an alternative method of assessment must be made and shall be accompanied by a statement of the reason for the request together with faculty support.
- iv) A maximum of three course units may be assessed by late assessment in any one academic session.
- v) For a 12 course-unit programme, a maximum of four course units may be assessed by late assessment over the length of the programme.
- vi) For a 16 course-unit programme that does not include a language requirement or a year abroad, a maximum of six course units may be assessed by late assessment over the length of the programme.
- vii) Final year students, including students registered on an intercalated BSc degree programme, are not eligible for late assessment.

Further guidance on late assessment of a course unit

- i) Applications for late assessment of a course unit examination must be made to the departmental/divisional programme tutor and approved by the faculty tutor before being forwarded to the Examinations Office. (See link at the end of this section.)
- ii) Applications on non-medical grounds will be referred by the Examinations

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[UCL Learning and Teaching Strategy](#)

[UK QAA Benchmark Statements](#) .

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- iii) If a continuing student opts not to re-enter but retains an absent, withdrawn or incomplete status for an assessment, graduation with a classified award will not be possible.

3.2.2 Number of Permitted Attempts

A student who, at their first entry, does not successfully complete summative assessment and who is not eligible for referred-assessment may re-enter for assessment (see 3.2.3 below) on one, and only one, more occasion unless they have been awarded a degree, are eligible for the award of a degree or have been excluded from UCL on the grounds of academic insufficiency, or as a result of misconduct.

3.2.3 Re-sit Marks

- i) The higher of the marks achieved at the first attempt or the re-sit attempt, whether of the original course unit or of substitute course unit(s), will apply.
- ii) Marks of re-taken or substitute course units will be included in the calculation for the average mark for the year in which the course unit(s) were originally taken rather than in the year that they were re-taken.

Further guidance on re-sit marks

- i) Students are not obligated to re-sit failed course units, but are advised to seek academic advice before making a decision. Students who opt not to re-sit should ensure that they inform the examination section so that their records are amended accordingly.
- ii) Students who were absent or incomplete at their first attempt must re-sit in order to be eligible for a classified degree, unless they have extenuating circumstances that could be considered under the Special and Aegrotat Provisions Procedures for Undergraduate Degree Examinations. (See link at the end of this section.)
- iii) If the higher mark is in the referral band, students may be offered referred assessment provided they satisfy all other requirements for referral, including not being a finalist.
- iv) For students on an intercalated BSc programme, the marks gained at the first attempt are those that count towards the classification of the award.

3.2.4 Referred-assessment

- i) Students in their final year, including those registered on Intercalated BSc programmes, are not eligible for referred-assessment even when the possible referral is associated with a course unit originally taken in an earlier year.

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- iv) Students are not obligated to take the referred-assessment but are advised to seek academic advice before refusing the referred-

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[UCL Special and Aegrotat Provisions Procedures for Undergraduate Degree Examinations](#)

[UCL Examinations Office](#)

[UCL suspension of the regulations](#)

3.3 Assessment in a language other than English

All assessed work, whether written papers or course unit work or oral examination, shall be assessed in the English language unless:

- i) The purpose of the assessment is to test the ability of students in a language other than English.
- ii) The programme has been specifically designed for academic reasons to include the possibility of completing a major part of the assessment in the language of study, but at least 25% of the whole assessment of the programme must be assessed in the English language.

3.4 The conduct in examinations and other forms of assessment centrally managed by UCL

The regulations for the management of examinations are published annually by UCL in the Examination Guide for Candidates. UCL expects students to follow the protocols set out in this guide.

Further guidance on conduct of assessment managed by UCL

- i) Students should note the guidance provided regarding examination misconduct, including misconduct relating to coursework or other forms of assessment, as well as for formal written examinations.
- ii) The Examination Guide for Candidates. (See link below.)

Link for Section 3.4

[UCL Examination Guide \(PDF\)](#)

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3.11 Appeal against the decision of a board of examiners

Students cannot contest the decision of a Board of Examiners on academic grounds.

Students can only contest results on specific grounds as set out in the Student Grievance Procedures. (See link at the end of this section.)

Link for Section 3.11

[UCL Student Grievance Procedures](#)

3.12 Revocation of degrees

UCL may revoke any degree if the following circumstances discovered at any time and proved to the satisfaction of UCL:

- i) There was an administrative error in the award made under the procedures required by UCL, including an error in calculating the results.
- ii) Subsequent to award, a Board of Examiners, having taken into account information which was unavailable at the time its decision was made