



# Taught

## Postgraduate Programmes, Section 3: Academic Assessment

### 2013-2014 Academic Session

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- iii) UK Quality Assurance Agency Benchmark Statements,
- iv) The Framework for Higher Education Qualifications in England, Wales and Northern Ireland (FHEQ)

(See links at the end of this section.)

### **3.1.1 Submission of Student Summative Assessed Academic Work and Anonymity**

- i) Unseen summative written examinations must be assessed anonymously against candidate number.
- ii) A summative coursework element that constitutes more than 40% of a module must be submitted and assessed on an anonymous basis where possible.
- iii) Once marks have been finalized for an element 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 element constitutes more than 40% or 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 academic work**

- i) In this context a coursework element is either part of, or all of, a coursework

- v) Anonymity is required when a coursework element constitutes 40% or more of a module and SRN or candidate numbers may be used as appropriate. However, anonymity may be relaxed once marks have been agreed to facilitate feedback to students.
- vi) Candidate numbers should be used for all unseen written examinations and at meetings of Boards of Examiners.

### **3.1.2 Eligibility for Summative Assessment Criteria and Learning Agreements, Barring Students from Assessment, and Suspensions and Terminations of Studies on Grounds of Academic Insufficiency or Non-Attendance at Mandatory Faculty Interviews**

- i) Students will be eligible for summative assessment if they have attended

serious deficiencies to the departmental/divisional degree programme tutor (as appropriate), who are the designated departmental/divisional officers with overall responsibility for instigating the barring process.

- iv) Any communications informing students that their performance is currently less than satisfactory, should be sent to the relevant faculty tutor for information (an department/division responsible for teaching the module(s) in question).
- v) Such warning must be given to students in sufficient time for them to be able to rectify the situation during the remainder of the session and certainly no later than half-way through the module(s) in question.
- vi) department/division) may also decide at this point to interview the student concerned.

Right of appeal against a decision to bar a student from being academically assessed:

- vii) Students have the right to appeal against the decision to bar. Such appeals must be made by the student in writing, either to the home faculty tutor or the Dean of Students (Academic), as appropriate (see below), within seven decision.
- viii) The home faculty tutor will deal with any appeal there may be against a departmental/divisional decision where progression is not at stake within five working days of receipt of the written appeal.
- ix) Appeals against a decision by the faculty tutor which results in non-progression or classification difficulties for the student will be dealt with by the Dean of Students (Academic) or another senior member of administrative or academic staff should there be any conflict of interest, within five working days of receipt of the written appeal.
- x) Should a student be dissatisfied with the outcome of their appeal, they may Student Grievance Procedure, but they must accept that a final outcome is unlikely to be reached before they are due to take the examination(s) in question. (See link at the end of this section.)

### **3.1.3 Withdrawal from Examination**

- i) Postgraduate students may withdraw from the entire examination (i.e. all modules) by notifying the Examinations Office in writing not less than seven days before the date of their first examination. They will not then be regarded as having made an attempt at the examination.



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### **Further guidance on late submission of course work**

- i) Students should formally notify tutors of any extenuating circumstances which may have affected their performance in examinations or other academic assessment. Students are primarily responsible for notifying extenuating circumstances that may have affected their performance.
- ii) In some circumstances tutors may formally notify the Board of Examiners of by the student. However, students are primarily responsible for notifying extenuating circumstances and tutors are not obligated to formally notify a Board.
- iii) Student notification of extenuating circumstances. (See link at the end of this section.)
- iv) Tutor notification of extenuating circumstances. (See link at the end of this section.)

### **3.1.8 Penalties for Over-length Coursework, including Research Projects, Dissertations and Final Reports**

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) Assessed work should not exceed the prescribed length.
- iii) For work that exceeds the specified maximum length by less than 10% the mark will be reduced by ten percentage marks; but the penalised mark will not be reduced below the pass mark, assuming the work merited a pass.
- iv) For work that exceeds the specified maximum length by 10% or more, a mark of zero will be recorded.
- v) The method of measuring the length of coursework should be specified to students in writing. For example, a word count will depend on the software application and a page count on the margins, font and point size.
- vi) For discipline specific practices such as bibliographies, tables, pictures and graphs, departments/divisions should specify in writing to students whether these are recorded as part of the maximum length and how this will be determined.
- vii) In the case of coursework that is submitted late and is also over length, then the greater of the two penalties shall apply.

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- ii) If a student fails the dissertation and resubmits by the end of the first term of the following academic year, the Board would then reconsider the award for these students in January.

### **3.2.1 Number of Permitted Attempts**

- i) Students who, at their first entry, do not successfully pass an examination may re-enter for the examination or other forms of assessment on one more occasion.
- ii) This does not apply if they have been awarded a degree or been excluded from UCL on the grounds of academic insufficiency, or as a result of misconduct.

### **3.2.2 Students who have been Awarded a Degree**

Students who have been awarded a degree will not be permitted to re-enter any failed module.

### **3.2.3 Repeating a Passed Module**

Students who have passed a module cannot repeat the assessment for the module nor can they enter for the same assessment for another module which is deemed to overlap with the module examination which they have already taken and passed.

### **3.2.4 Re-Sit Marks**

The higher of the marks achieved at the first attempt and the re-sit attempt will apply.

#### **Further guidance on re-sit marks**

Since passes in all modules are required for the award of a taught postgraduate degree, students re-sit failed modules at the next normal occasion. Boards of Examiners may award condoned passes for up to 25% of taught modules with marks in the range of 40 to 49 to allow an award to be made, in which case re-sits are neither necessary nor allowed.

### **3.2.5 Format of the Reassessment**

Students will only re-sit the failed assessment components unless the regulations for their programme require that students must re-take all assessed components of a module.

#### **Further guidance on the format of the reassessment**

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## **Links for Section 3.4**

All links go to the UCL website, unless stated otherwise:

[UCL Assessment Strategy \(PDF\)](#)

[UCL summative e-assessment \(PDF\)](#)

## **3.5 Assessment in a language other than English**

All assessed work, whether written papers or module work, shall be written 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) In the case of specially approved programmes in UCL which teach modern languages, the programme has been specifically designed, for sound academic reasons, to include the possibility of completing a major part of the assessment in the language of study.
- iii) Where a programme has been specifically designed, for sound academic reasons, to include the possibility of completing a major part of the assessment in the language of study, at least 25% of the whole assessment of the programme shall be written in the English Language.

## **3.6 The conduct of examinations and other forms of assessment centrally managed by UCL**

The regulations for the management of examinations are published in the Examination Guide for Candidates annually by UCL.

Students should take note of formal examination entry requirements set out in the Examination Guide for Candidates, including the need to provide proof of identity.

### **Link for Section 3.6**

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

## **3.7 Examination timetable**

It is the responsibility of a student to ensure that they know the date, time and location of each paper they are registered to take as set out in their individual examination timetable, and to note particularly the location of any intercollegiate examinations.

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- v) Departments have a discretionary right on a case by case basis to allow students to sit the paper at that time, and will deduct thirty minutes from the total time allowed for the examination.
- vi) The decision of the home department is final and the Examinations Office cannot accommodate any student not permitted to sit by their department.
- vii) Students arriving at a home department after the time for the normal end of an examination will not be allowed to sit the paper.

### **3.10 The production of valid identification to enter examination halls**

- i) Students must produce valid identification when entering examination halls.
- ii) Any student who fails to produce a valid UCL student identity card or cannot produce a passport or driving licence with a photograph will be required to sign a declaration form and a label will be attached to their script, advising the examiner that personal identification was not provided.

### **3.11 In the event of an emergency during examinations**

In an emergency, students should be aware that examination conditions still apply and if requested to vacate the examination hall students must not communicate with any other student on any topic and must follow in full the instructions of examiners, supervisors, invigilators or other officers responsible for the conduct of examinations.

### **3.12 Ownership of examination or other form of academic assessment materials provided by UCL**

All answer books and all other material provided by UCL must be submitted to the examination supervisors. Students may, however, take away the question paper unless the paper indicates that this is prohibited.

### **3.13 Special examination provision on grounds of specific learning difficulty (such as dyslexia, disability or ill health)**

Students with a specific learning difficulty, disability or ill-health can apply for special assessment arrangements in their examinations.

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- i) Application for special examination provision on grounds of disability or ill-health should be made by completing an application form and submitting it, with suitable medical evidence, to the Examinations Office via the Student Disability Services. (See link at the end of this section.)
- ii) Students who require special examination arrangements as a result of dyslexia or other specific learning difficulty must register with Student Disability Services and are required to arrange an assessment appointment with the UCL Dyslexia Co-ordinator as soon as possible and no later than the end of the second term for the main summer term examination period, or six weeks before any examinations or tests, for which special arrangements are sought, outside of that period.

### **Link for Section 3.13**

[UCL Special examination arrangements](#)

## **3.14 The publication of examination results**

- i) Boards of Examiners are permitted to release unconfirmed provisional marks to students, prior to the formal publication of results by UCL.
- ii) Students will be informed when their examination results have been published on Portico.
- iii) All graduating students will be sent an official transcript, detailing their marks and award.

### **Further guidance on the publication of examination results**

- i) Students will be informed by email to their UCL email address when their examination results have been published on Portico.
- ii) This will occur on a programme by programme basis as results are received and checked by the Examinations Office.
- iii) Once the marks have been released students will be able to access their results on the student records database, Portico, using their UCL username and password.
- iv) Graduating students will be sent an official transcript with their certificate within three months of their date of award. (Students can request additional copies of their transcripts for which a fee will be charged. (See link at the end of this section.)
- v) Students must ensure that their contact addresses are kept up to date, via Portico, as the contact address will be used for the despatch of transcripts and degree certificates.

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## **Link for Section 3.13**

[UCL student transcripts](#)

### **3.15 Date of degree award**

The date of award for Masters level programmes is the first of the following dates to fall after the last element of student assessment has been completed:

- i) 1 August
- ii) 1 November
- iii) 31 December
- iv) 1 March

### **3.16 Provision of a degree certificate**

A UCL Degree Certificate will be sent to each successful student who is awarded a degree.

Students are responsible for ensuring that their contact addresses are kept up-to-date, via Portico, as the contact address will be used for the despatch of certificates.

### **3.17**

## **Links for Section 3.17**

All links go to the UCL website, unless stated otherwise:

[UCL Current students: money](#)

[UCL Current students: examination fees](#)

[UCL Library Services](#)

[UCL Graduation Ceremonies](#)

## **3.18 Award of degrees**

The Academic Committee of UCL is authorised to award degrees.

## **3.19 Revocation of degrees**

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