



UCL Academic Manual

Chapter 8: Derogations and Variations

UCL Institute of Education

UCL IOE Assessment Regulations for Students 2015-16

Effective from 1 September 2015 for all new and continuing students.

1.1 Introduction

- 1 Terms used in these Regulations have the meanings assigned to them, where the context so permits, by the *UCL IOE General Academic Regulations 2015-16*.
- 2 All students shall fully observe these Regulations and will comply with all reasonable requirements of any invigilator.

1.2 The Conduct of Students

- 1 By registering, the student agrees to be assessed in the courses being taken. Registration shall constitute entry for the examinations and/or other assessment in question, subject to the student remaining in registration.
- 2 UCL shall determine the methods by which the student is assessed and a candidate shall be examined in accordance with the assessment regulations in

examination separate from other examinees, or such other adjustments as are reasonable in the circumstances.

- 4 A student may request special arrangements for written papers, or for any other elements of their formal assessment, by writing to the Programme Leader normally at least two months before the assessment in question, who will act in accordance with UCL IOE procedures.

- (d) ensuring that appropriate agreed samples of work (the method of selection having been agreed in writing with the External Examiner(s) beforehand) are sent to the External Examiner in good time;
 - (e) chairing meetings of the Board of Examiners, including the final meeting at which the External Examiner(s) should be present;
 - (f) ensuring that grades and/or marks are agreed for all formally assessable components undertaken by candidates;
 - (g) signing, with the External Examiner(s) countersigning, the examination report forms and submitting them to Student and Registry Services;
 - (h) receiving results from other Boards of Examiners relating to candidates who have taken courses the assessment of which is the responsibility of another Board, and signing final results as accurate;
 - (i) recommending the award of degrees, diplomas and certificates, as agreed by the Board;
 - (j) approving, as appropriate, applications from candidates who wish to defer the assessment of their course for more than one year.
- 5 Members of the Board of Examiners shall be responsible, under the direction of the Chair, for the setting and marking of scripts, coursework assignments and reports/dissertations, which shall be carried out in accordance with the marking scheme approved by UCL IOE. They shall additionally be required to attend meetings of the Board of Examiners.
- 6 Each Board of Examiners shall use UCL IOE's marking scheme for the award for which it is responsible. The Board of Examiners may adopt such conventions as it considers appropriate within each marking scheme. In reporting results formally, a single agreed grade shall be returned for each component.

1.4 External Examiners

- 1 The regulations governing the nomination, appointment, responsibilities and entitlements of External Examiners are defined in the *UCL Academic Manual*,

- 2 Members of the Board of Examiners shall have the right to see the formally assessable work of any candidate.
- 3 Provisional grades and/or marks assigned to assignments will normally be provided to students in advance of the final examination board meeting. Grades

- 5 UCL will supply an appropriate certificate to each student who has been made an award. The certificate will bear the names of the candidate in the form in which they appear in the records of UCL at the date of issue.

1.7 Requests for Additional Time

- 1 UCL IOE students wishing to request an extension or deferral of assessment must follow the procedures laid out in the *UCL IOE Policy and Procedures for Requests for Additional Time*.

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