



UCL Academic Manual 2024-25

Chapter 4: Assessment Framework for Taught Programmes

Annex 4.2.1

Guidelines for Conducting Invigilated Online Exams

1. These guidelines are in addition to UCL's Examinations regulations and replace Annex 4.2.1 guidelines for Conducting Moodle Quiz Exams which were used during the pandemic.
2. These guidelines apply to academics who are conducting Moodle Quiz Exams and WISEflow in-person invigilated exams. PC rooms will need to be booked if you wish to conduct these exams in-person. If you are running a summative test or exam in Moodle or WISEflow you must also refer to the [Module Assessment](#) guidance in the Academic Manual in addition to the guidance and checklists provided below to ensure you have set up the Quiz or Assignment properly and have considered what to do in case anything goes wrong with the technology. These guidelines will not cover what to do for BYOD (bring your own device) invigilated exams. Please contact the Exams and Assessment Team via examinations@ucl.ac.uk for further information if you wish to run these.

Moodle Quiz Exams

Moodle Quiz Examinations at UCL are typically run using Moodle Quizzes formed of multiple choice or short answer questions, which contribute to students' end of module marks (i.e. are summative). Some online exams may ask students to complete tasks on a computer and then upload one or more files to an assignment at the conclusion of the exam.

This guidance is supplemented by further technical information for running online examinations using Moodle: <https://wiki.ucl.ac.uk/x/MhpiAQ>. Forms and resources mentioned in these guidelines are available from this page and must be used in conjunction with this guidance.

WISEflow Lockdown Browser Exams

A lockdown browser assessment provides enhanced security measures to support supervised closed-book assessments. The lockdown browser is an application within WISEflow that provides students with the necessary tools to complete an assessment while restricting their device from accessing unauthorised material within the test period. The WISEflow lockdown browser has been deployed to all UCL cluster room PCs.

A lockdown browser assessment can take two forms:

1. FLOWlock: a written assessment conducted in the browser using a text-editor
2. FLOWmulti (with lockdown browser): an MCQ-type assessment conducted in the lockdown browser

There will be some limited central provision of Lockdown browser exams in May 2025. For those not included in that limited provision, academic departments will have to manage assessments. This means that departments are responsible for all aspects of administering the assessment, including the flow set up on WISEflow, invigilation, marking, and student communication and support.

This guidance is supplemented by further technical information for running WISEflow lockdown browser exams: <https://wiki.ucl.ac.uk/x/LxPBE>. Key considerations, information for invigilators, checklists, forms and resources mentioned in these guidelines are available from this page and must be used in conjunction with this guidance.

Notifying Central Services

An 'Exam notification form' should be completed at least four weeks before the assessment. The forms can be found on 4me at:

- [WISEflow exam notification](#)
- [Moodle exam notification](#)

It is vital you complete a notification form so that the Digital Education team and ISD can complete any necessary checks on your exam settings, check the room in advance of your examination, and check if there are any unplanned outages which could affect the exam.