UCL Assessment Operating Model 2023/24

Introduction

This Assessment Operating Model is part of the **UCL Teaching and Assessment Operating Model for 2023-24**. It is a staff-facing document which summarises the seven different assessment types which can be used for centrally-managed and departmentally-managed assessments.

The Operating Model is accompanied by detailed regulations for students for each different type of assessment. These aim to improve clarity by drawing together everything that students need to know about a particular method of assessment in a single location

Types of Assessment

For regulatory purposes, the Operating Model groups assessments into defined categories with discrete regulations. There is no intention to curb the breadth and innovation in assessment design that UCL values highly. It is recognised that departments may have their own terminology and definitions, but this shared terminology aims to promote operational clarity and consistency across UCL. The majority of assessments should fall into these groups, but there may be occasions where an assessment is difficult to categorise. Departments should contact academicregulations@ucl.ac.uk if they need assistance in this area.

Notes

In-person Controlled Condition Exams	Centrally-managed In-person Controlled Condition Exams will be held at the ExCel Centre as a paper based exam. There will also be separate, dedicated Exam Adjustments facilities with PCs for eligible SORA students. Departmentally-managed In-person Controlled Condition Exams will be held in departmental accommodation.
	Departments should do everything possible to avoid sending the students to the ExCel for short exams (i.e. 60 and 90 minutes) and the experience for all students in the hall will be enhanced if examinations are scheduled in whole hours (i.e. two or three hours).
Take-Home Papers	The use of 24-hour Take-Home Papers is strongly discouraged and should only be used in exceptional circumstances. There is evidence that 24 hours is an unsuitable duration in terms of student wellbeing and academic integrity. For this reason, 24-hour Take-Home Papers will not be centrally timetabled. The UCL Central Assessment Team is unable to guarantee that a student might not have a Controlled Condition Exam overlapping a departmental 24-hour Take-Home Paper period.
	There is no additional Upload Window for Take-Home Papers as extra time is already built in. The Student Regulations instruct students to leave themselves at least 20 minutes for uploading and submitting.
Online Exams	Online exam durations should be the same as in-person exam durations for an equivalent assessment. Online exams have an additional 20-minute Upload Window to give students extra time for the additional task of uploading and submitting their work. However, some exams may have particularly complex upload requirements and will therefore require additional collation time (e.g. multiple files, large-format files, taking photographs, converting handwritten notes into PDF) and 20 minutes may not be sufficient. In these cases, Departments are asked to extend the duration of the individual exam to allow students more time for uploading, and clearly state on the front of the Examination Paper what the writing time, collation time and upload window is. Departments can extend the individual exam duration to a maximum of four hours.
Extenuating Circumstances	The 'Recommended Self-Cert EC Mitigation' is designed to promote consistency across UCL and manage student expectations about the likely outcome of an EC claim. The other mitigations in the standard Extenuating Circumstances Procedures are also available to EC Panels, although we would normally expect students to provide evidence for these.
Derogations	BA English operate a finals system with 6-hour exams. These will continue to be allowed as a derogation. They will fall under the regulations for 'Controlled Condition Exams'. However, they will be departmentally timetabled and managed.
	Assessments in the MAPS Faculty may be set up in Crowdmark.

Assessment Operating Model 2023-24

Please read the Notes accompanying this matrix

Category	Includes	Managed by	In Central Assessment Timetable	Format	Venue	Digital Platform (if applicable)	Assessment UCL set up (if applicable)	Invigilation & Proctoring	Duration	Expected Working Hours (if applicable)	SORA Extra Time and/or Rest Breaks (other SORA arrangements still available)	Recommended Self-Cert EC Mitigation	Upload Window	Late Submissions
"Online Controlled Condition Exams"	Online exams which replicate, as far as possible, the strictly controlled conditions in an in-person exam hall. The exam duration accurately reflects the amount of time which a student should spend on the assessment.	Central Assessment Team	Yes	Online	Remote	AssessmentUCL	"Exam"	No	2 or 3 hours as standard. Can extend up to 4 hours max if exam has complex upload requirements.	2 or 3 hours as standard. Can extend up to 4 hours max if exam has complex upload requirements.	As per SORA: Typically 5/10/15/20 mins/hr	Deferral without Tuition to the next normal occasion (typically the Late Summer Assessment Period)	20-Minute Upload Window added to all exam durations in AssessmentUCL (Upload Window will not be visible in Central Assessment Timetable)	up to 5 mins late = 5pp deduction / capped at pass; 5:01 - 10 minutes late = 10pp deduction /capped at pass; 10:01- 40 mins late = capped at pass; > than 40 minutes late work not accepted = Mark of 0
		Department	No			AssessmentUCL or Moodle/other								
"In-person Controlled Condition Exams"	Time-limited, invigilated, in-person exams at a UCL examination venue.	Central Assessment Team	Yes	In-person	ExCel	n/a	n/a	Invigilated	2 or 3 hours	2 or 3 hours	As per SORA: Typically 5/10/15/20 mins/hr	Deferral without Tuition to the next normal occasion (typically the Late Summer Assessment Period)	n/a	Not accepted
		Department	No		Department				2 or 3 hours as standard. Maximum of 4 hours.	2 or 3 hours as standard. Maximum of 4 hours.				
"Take-Home Papers"	Open-book assignments with durations of 24 hours to 7 days. Students are expected to work on the assignment for a maximum of eight hours in any 24-hour period, before any SORA or EC adjustments are applied.	Department	No	Online	Remote	Moodle or can be on-boarded to AssessmentUCL	"Coursework"	No	24 hours	8 hours	Extension of 2 hours	Extension of 2 hours	n/a (built in)	<1 hour late = 10pp deduction; 1-2 hours late = capped at pass; >2 hours late = Mark of 1.00%
									48 hours	16 hours	Extension of 4 hours	Extension of 4 hours		<2 hours late = 10pp deduction; 2-4 hours late = capped at pass; >4 hours late = Mark of 1.00%
									72 hours	24 hours	Extension of 6 hours	Extension of 6 hours		<3 hours late = 10pp deduction; 3-6 hours late = capped at pass; >6 hours late = Mark of 1.00%
									7 days	56 hours	Extension of 14 hours	Extension of 14 hours		<7 hours late = 10pp deduction; 7-14 hours late = capped at pass; >14 hours late = Mark of 1.00%
"Quizzes & In-class tests"	Short tests and quizzes, which may be delivered in-person or via online platforms such as Moodle Quizzes, and which are typically worth no more than 10% of a module - but may make higher than 10%	Department	No	Online	Remote	Moodle or can be on-boarded to AssessmentUCL	"Exam"	No	eg 1 hour Longer durations are accepted	n/a	As per SORA: Typically 5/10/15/20 mins/hr. Rest breaks not applicable for assessments of 1 hour or less	Deferral without Tuition (timing determined by department)	n/a	Not accepted
				In-person	Department	n/a	n/a	Yes						
"Practical Exams"	Practical assessments with a short, fixed duration such as presentations, group presentations, vivas, clinical exams, OSCEs, lab tests etc.	Department	No	Online	Remote	Moodle or can be on-boarded to AssessmentUCL	Varies	No	Typically up to 1 day	Varies	As per SORA: Individual arrangements	Deferral without Tuition (timing determined by department)	n/a	Not accepted for the Practical Exam. If students are required to submit supporting documents: <2 working days late = 10pp deduction; 2-5 working days late = capped at pass; >5 working days late = Mark of 1.00%/ Grade E
				In-person	Department	n/a	n/a	Yes						
"Dissertations/ Research Projects"	Extended, in-depth coursework assignments involving research and independent study.	Department	No	Online	Remote	Moodle or can be on-boarded to AssessmentUCL	"Coursework"	No	Typically 3 months or more	Varies	As per SORA: Typically 2 week extension	Extension of up to 2 weeks	n/a	<2 working days late = 10pp deduction; 2-5 working days late = capped at pass; >5 working days late = Mark of 1.00%/ Grade E
"Coursework and other assessments"	Assignments where students are typically given a few weeks to complete the assessment. Includes essays, reports, portfolios, artefacts, exhibitions etc. Where an assessment does not fit into one of the other categories, it nominally falls under the 'coursework' regulations.	Department	No	Online	Remote	Moodle or can be on-boarded to AssessmentUCL	"Coursework"	No	More than 7 days	Varies	As per SORA: Typically 1 week extension	Extension of up to 1 week	n/a	<2 working days late = 10pp deduction; 2-5 working days late = capped at pass; >5 working days late = Mark of 1.00%/ Grade E