

Online Assessment Procedures for Students: Summer Term and IRDAP 2021

All candidates are required to read this document in full and to follow the instructions provided. It covers important information about what is expected of you to ensure the academic integrity of your assessments, and what to do if things do not go to plan. Failing to follow procedures may have an impact on your results, your academic progression or your overall award and may lead to the School investigating your conduct, which could result in disciplinary action being taken. It is your responsibility to ensure you have read, understood and are compliant with these rules.

Contents

Contents	1
1. Introduction	2
2. Candidate number	2
3. Pre-Assessment	2
3.1 Assessment Schedule	2
3.2 Personal Assessment List	Error! Bookmark not defined.
3.3 Equipment	2
3.4 Permitted Academic Materials	2
4. Individual Exam Adjustments (IEAs)	2
5. Short-Term Individual Exam Adjustments (ST IEAs)	3
6. Attempting Online Assessments and 'Fit to Sit'	3
7. Question papers	4
8. Academic Integrity	4
8.1 Expectations	4
8.2 Randomised interviews	4
8.3 Selective Interviews (non-randomised)	5
9. Assessment Queries	5
11. Technical difficulties and support	6
12. Illness / unexpected events during your assessment	6
13. Extensions	7
14. Deferrals	7
15. Exceptional circumstances	7

1. Introduction

This document sets out the procedures you will need to follow when you sit your online assessments in Summer Term and IRDAP 2021. Please read it carefully – it tells you what to expect and what to do if the unexpected happens.

If you have not already done so, please check that you are enrolled on the correct courses in LSE for You and Moodle. If you spot an error or find you are not registered for a course you are taking in LSE for you, please contact Student Services at <https://lseportal.force.com/studentervices>.

These procedures are only applicable to online assessments run by LSE. If you are taking a course with another institution, you should receive similar information directly from that institution.

2. Candidate number

Your candidate number is a unique five-digit number that we use to ensure your work is marked anonymously. Please note that:

- it is **not** the same as your LSE student ID number;
- if you have taken exams at the School previously, it will not be the same as your candidate number from earlier years.

You should enter your candidate number on your assessment in line with the assessment instructions given by the academic department. Do not enter your name or LSE student ID number anywhere on the assessment.

You can find your candidate number on [LSE for You](#).

3. Pre-Assessment

3.1 Assessment Schedule

While we make every effort to avoid altering the assessment schedule after publication, occasionally changes may be necessary. Any amendments will be clearly indicated on the online assessment schedule. All Summer Term and IRDAP assessments will take place online. There will be no on-campus exams, therefore there is no expectation that students will need to be in London during the Summer Term and IRDAP 2021 assessment periods.

3.2 Equipment

You are responsible for ensuring that the equipment (PC, laptop etc.) that you are going to use to sit the assessment is in working order, fit for that purpose and has any appropriate software downloaded, or hardware installed, that will be required for you to sit your online assessment(s).

3.3 Permitted Academic Materials

Details about permitted materials, such as notes, books, tables, statutes, calculators etc. will be provided by the academic department responsible for the assessment. If you are unsure about what you may or may not use during an assessment, you should check with the relevant department.

If your assessment is 'open book' you are usually permitted to use any written/printed material during the assessment submission period including written notes and textbooks. Your textbooks may be marked with written notes. You are not permitted to use any electronic device other than the PC, laptop etc. that you are using to take the assessment. You are not permitted to access any other documents, websites, apps etc. during the assessment.

If your assessment is not 'open book' the relevant department will inform you of what materials are permitted.

4. Individual Exam Adjustments (IEAs)

You may be eligible for [Individual Exam Adjustments](#) (IEAs) for your online assessments if you are disabled, have a specific learning difficulty (such as dyslexia or dyspraxia) or have an ongoing medical condition, including

mental health conditions. If you have not already done so, you should contact the Disability and Well-being Service (DWS) at disability-dyslexia@lse.ac.uk for more advice. Please note that **there are deadlines for applying for IEAs**, published on the above web page. Late applications cannot always be considered. Please see Section 5 for what to do if you have a short-term illness or condition which affects you during the assessment period.

If you have approved IEAs, you will be notified of the adjustments before the start of the assessment period. The Exams Team will send this information to your LSE email.

The adjustments that can be applied for online assessments are as follows:

- additional time for i) Time limited assessments with a common start/finish time for all students (12 noon, BST), and ii) Time limited assessments to be taken within a 24-hour window (e.g., 3 hours within 24 hours).
- If your assessment is not time limited, no additional time will be applied. Non-time limited assessments have been designed to allow each student the flexibility to plan and balance the tasks required across the whole of the assessment period. As such IEAs granting extra time will not be applied to non-time limited assessment.

Letters of Notification (LoN) - will be provided for **all assessments**, as specified in the relevant IP/IEA. You may have this as an IEA for a specific learning difficulty, deafness or an autism spectrum disorder. If you do not have one of these conditions, you are not eligible for a LoN. You may have a LoN as part of an Inclusion Plan – it is the same document that you should use for all assessment submissions yourself. If you do not have a digital copy of your LoN, please contact the [Disability and Wellbeing Service](#) as soon as possible.

If you do not have the adjustments above in your IEAs but think you should, please contact disability-dyslexia@lse.ac.uk as soon as possible; you may need to make an additional application or appeal.

IEAs are intended to remove inequality at the point you take the assessment, so Exam Boards are not made aware of approved IEAs for any individual candidate. If you feel that your performance was still impacted despite receiving IEAs, e.g. as the result of an acute flare-up of a chronic condition, you should inform the Board by submitting [Exceptional Circumstances](#) (see Section 15).

5. Short-Term Individual Exam Adjustments (ST IEAs)

If you experience an unexpected medical problem which you think means that you need particular assessment arrangements, you should contact the Student Services Centre (SSC) as soon as possible at <https://lseportal.force.com/studentsservices>. Please bear in mind that for online assessments, only the adjustments covered in Section 4 above can be applied. You should also think carefully about whether you should attempt the assessment(s) or seek a [deferral](#).

Please note that ST IEAs will not normally be approved for long term or chronic conditions.

School Boards are not made aware of approved ST IEAs for any individual candidate. If you feel your performance was still impacted despite receiving that the agreed ST IEAs, you should submit proof of [Exceptional Circumstances](#) (see Section 15).

6. Attempting Online Assessments and ‘Fit to Sit’

The School has a [Fit to Sit / fit to submit policy](#). If you experience disruption to your studies prior to an assessment (e.g., illness, bereavement or other personal difficulties) you must think carefully about whether you should attempt the assessment or whether to defer.

By submitting any assessment, you are declaring yourself fit to sit / fit to submit. If after starting an assessment you are unable to attempt/complete it, or after submission you feel you were unable to perform to the best of your ability for unexpected reasons beyond your control, you must submit [Exceptional Circumstances](#) (ECs). In this situation, extensions and deferrals are not options.

For 24-hour assessments and shorter time limited assessments, you can only apply for deferral up to the date and time the assessment is *first* released. You cannot defer once the assessment has been released. If you have not deferred by the time the assessment is released, e.g. before 11.59am (UK time) on the day when the 24-hour assessment starts at 12:00 noon, you are declaring yourself fit to sit. If you find that after starting the assessment, you are unable to attempt/complete the assessment, or perform to the best of your ability, you must submit [Exceptional Circumstances](#) (ECs). In this situation, extensions and deferrals are not options.

For coursework and assessments longer than 24 hours, you can apply for deferral up to the relevant submission deadline(s). If you have been granted an extension, you can apply to defer up to the extended deadline. If after your submission deadline you feel you were unable to perform to the best of your ability for unexpected reasons beyond your control, you must submit [Exceptional Circumstances](#) (ECs). In this situation, extensions and deferrals are not options.

It is your responsibility to take the appropriate action at the right time. We receive a significant number of appeals after results are released each year. The majority come from candidates who believe their performance has been affected but who chose to attempt assessments despite being aware of an existing illness, symptoms or other factors which could affect their performance. These appeals are almost invariably rejected on the grounds that the candidate declared themselves fit to sit / fit to submit by attempting the assessment.

More information about the School's deferral procedures can be found in Section 14.

7. Question papers

You should check that the assessment question paper you have been given access to is for the correct course and syllabus year. If there are different papers for different years of study, you need to sit the paper that corresponds to the last year in which you received teaching for that course. If anything is not as you expect, you should contact the department as soon as possible. Read all instructions provided by the department carefully.

Make sure you take time to read through the whole paper at least once before you start writing. Check that you know how many questions there are and how many you need to answer.

Please be aware that assessments may contain questions that surprise you and that are unlike past questions. This is intentional: the examiners want to test that you have understood the material well enough to cope with new types of problems. Though challenging and difficult, the assessment will also be fair. The cachet of LSE degrees, in the eyes of other universities and employers, is at least in part based on the School's rigorous academic standards. You should not, therefore, be surprised if your assessments feel more difficult than the previous years' or practice questions you may have attempted.

8. Academic Integrity

8.1 Expectations

As an LSE student, you must abide by and uphold the [School's Code of Good Practice](#) and [Integrity as outlined in the School's plagiarism regulations](#), and by any department guidelines.

Any assessment that you submit must be solely your own work and not have been produced by conferring or collaborating with anyone else. It is acceptable to consult with LSE LIFE for general study skills questions but not questions specific to the content of a particular assessment.

For essay-type assessments or other types of assessments where indicated by the Department, you must clearly cite and reference the work of others appropriately as stated in the instructions that accompany the assessment and all essay-type assessments. While it is permissible to expand on earlier formative or summative work, you must not re-use substantial/verbatim materials you have previously submitted to the School or elsewhere.

When you submit your assessment, you must confirm that you have read and understood the School's Academic Integrity Statement. You will also need to confirm that by submitting an assessment, you understand that the School has the right to ask you questions about the originality of your work if deemed necessary. The School takes assessment offences extremely seriously and will investigate all allegations of misconduct. If an allegation against you is substantiated, it may lead to your expulsion.

8.2 Randomised interviews

As assessments will be taking place online in Summer Term and IRDAP 2021, in-person invigilation will not be possible. In order to uphold the academic integrity of the assessments, academic departments have the option of conducting 'randomised interviews'. If randomised interviews will be used for one or more of your assessments, you will be notified by the department via email prior to taking the assessment in question. They will take place after internal marking has been completed to ensure that they do not impact upon the mark given for the assessment. Randomised interviews are different to selective interviews (see below) and being invited to one does not indicate that you are suspected of doing anything wrong in your assessment.

Randomised interviews are nothing to worry about and simply provide an opportunity for the department to understand the methods you used for answering your assessment. They will be based on the content of the assessment, and if selected you will be asked to provide a rationale for how you answered particular questions, the methods you used, how you assessed evidence etc. You will be given the opportunity to review your original assessment submission when you are invited to a randomised interview. The purpose of the interview is to check that the understanding of the topic aligns with your performance in the assessment. Randomised interviews are not part of the assessment and will be conducted after the internal marking process has been completed.

The outcome of a randomised interview will not lead directly to changes to individual marks. However, any information contained, or conclusions drawn from the interview may be used as part of the rationale for the application of mark penalties if academic misconduct is later confirmed.

8.3 Selective Interviews (non-randomised)

After the internal marking of your assessment has been concluded, you may be asked to attend a 'selective interview' if one or more of the markers are concerned it appears that some or all of your assessment is not your own work. The selective interview will be content based, and its purpose is to check that the understanding demonstrated by you during the interview aligns with your performance in the assessment. It will form part of a wider academic misconduct investigation and will be an opportunity for the interviewer to raise and investigate further any specific concerns that they have with regard to the origins of your submitted work.

If you are invited for an interview, this will be after internal marking has been completed and you will be given the opportunity to review your original assessment submission and any supporting evidence, such as a Turnitin report.

The outcome of the interview will not lead directly to changes to individual marks. However, any information contained, or conclusions drawn from the interview may be used as part of the rationale for the application of mark penalties if academic misconduct is later confirmed.

Any action that is taken as result of a selective interview will be in accord with the School's published [procedures on academic misconduct](#).

9. Assessment Queries

During the assessment, if you have a concern about the content of the question paper e.g. you think something is incorrect or does not make sense, you should refer to the assessment instructions provided by the relevant Department. The Student Services Centre cannot help you with any queries relating to the assessment.

If you still have concerns after submitting the assessment, you must raise an Exam Complaint in writing with the Assessment Regulations Team, via <https://lseportal.force.com/student-services> within seven days of the assessment deadline in question.

In the very rare event that an assessment paper contains a substantive error which may have affected all candidates, all candidates will be informed of any action taken. In these cases, you only need to submit an [Exceptional Circumstances Form](#) if you feel there were specific circumstances that affected you as an individual that the Sub-Board would not be able to consider without specific information from you (e.g. the error impacted you more because of a disability).

10. Late Submission Penalties

The penalties for late submission will be as follows:

**Time limited assessments with a common start/finish time for all students (12 noon, BST); or
Time limited assessments to be taken at any time within a 24-hour window:**

The usual exam-like policy applies, meaning that if you do not submit by the deadline, your assessment will not be marked, and you will receive a mark of zero for the assessment.

Assessments with an exact 24-hour window:

A late penalty to be applied of 5 percentage marks for every hour (or part hour) late.

Assessments with either a 48-hour, 72-hour, one-week window, two-week window, or three-week window:

For the first 24 hours after assessment submission deadline: a penalty of 5 percentage marks for every half-day (12 hours), or part of a half day, late. This will result in a maximum penalty of 10 percentage marks for the first 24 hours.

For beyond the first 24 hours after assessment submission deadline: the above penalty for the first 24-hour period and then a penalty of 5 percentage marks per day (normal days not working days), or part, thereafter.

Assessments of longer than three-week window:

A penalty of 5 percentage marks per 24-hours (not limited to working days), or part thereafter.

If you encounter exceptional difficulties outside of your control that prevent you from submitting on time during the assessment window, you should consider submitting [Exceptional Circumstance](#). You should also contact the relevant academic department responsible for the assessment as soon as possible after submission with an explanation as to why you submitted your work late.

Please note that if there are any professional accreditation requirements, for a particular course or assessment then it is possible the late penalties may differ slightly. This will be confirmed by the department responsible for the course.

11. Technical difficulties and support

The Student Services Centre cannot help you with any queries relating to technical difficulties. Rather, if you experience any technical issues relating to your online assessment(s), [DTS Tech Support](#) will be operating weekdays 8am–5.30pm (UK Time), excluding UK bank holidays. There will also be provision on Saturdays and the timing of this will be announced in due course.

Contact Tech.Support@lse.ac.uk with the subject heading: **Assessment inquiry** and **course code** for support.

If you encounter any problems and cannot upload your file on Moodle, you should upload a copy through the following alternative assessment submission form: <https://lseportal.force.com/student-services/s/assessment-submission-form>

If you download your time limited assessment with a common start/finish time (12 noon, UK Time) or time limited assessment to be taken at any time within a 24-hour window, you will be considered to have made an attempt at your assessment. If technical difficulties compromise your ability to successfully complete the assessment, you should apply for exceptional circumstances (see the [student guidance - extension, deferral and exceptional circumstances policies](#)).

We advise you to review the [online student assessment guidance](#) so you can familiarise yourself with the process of uploading and submitting your assessments in readiness for the Summer Term and IRDAP 2021 periods. The guides include information about how to upload assignments, how to 'scan' documents for online assessments, as well as instructions for what to do if something goes wrong. It is important that you follow the guidance to ensure that your work is safely received on time.

12. Illness / unexpected events during your assessment

If you are taken ill during an assessment, you must inform the relevant department as soon as you are able so that advice can be given. You should also seek appropriate medical help.

If the submission window is open for longer than 24 hours it may be open to you to request an [extension or defer the assessment](#). However, if the submission window is 24 hours or less you should try your best to complete the work and submit Exceptional Circumstances as outlined below.

You must attempt every element of assessment to be eligible for an award. You will automatically be re-entered to take assessments in any deferred, or failed courses, for which you are eligible.

13. Extensions

If you are struggling to meet a deadline due to circumstances outside of your control, you can request an extension. There are many reasons for requesting an extension, including but not limited to sudden equipment or technology failure, short-term illness, caring responsibilities etc. Extensions can only be considered and granted for online assessments with a duration longer than 24 hours. Extensions will not be granted for assessments lasting 24 hours or less.

You can request an extension before the submission deadline of your assessment, requests submitted after the deadline cannot be considered. You will need to give a reason for your request, with a clear supporting statement, but evidence will not necessarily be required. However, if you can provide supporting evidence, it may help your request be successful. We recognise that it may be difficult, or even impossible, to obtain evidence under current circumstances, e.g. for medical conditions, so please submit what you can, and explain your case in your request.

You can request an extension using your department's usual procedures; there is further guidance available on the [Extensions, Deferrals and Exceptional Circumstances web page](#).

14. Deferrals

You must think carefully about whether you are fit to sit your assessment. If you are not, you should defer to the next appropriate assessment period. We recognise that you may encounter circumstances which are sudden, unforeseen, outside of your control and proximate to your assessment. They may have a significant impact on your academic performance in a summative assessment. If you are in a situation where you are not able to attempt or complete an assessment, or obtain a suitable extension, you should request a deferral.

While we think it best that all students complete their assessments at the earliest opportunity, you should not attempt an assessment if you are in any doubt about your capacity to perform to the best of your ability. We are not able to apply retrospective remedial action if you knowingly attempt an assessment under these conditions, you are declaring yourself 'fit to sit/fit to submit' by doing so.

We recognise the extraordinary circumstances that are impacting on everyone as a result of the COVID-19 outbreak, and we will continue to do what we can to mitigate its impact on our students. As part of our efforts, we have retained an amended deferral procedure which will apply for any assessments taken during Summer Term and IRDAP 2021. This deferral policy is as follows: you will be permitted to request a deferral based on self-declaration; this means if you wish to defer, you will not need to provide evidence, and you will not need to seek approval from your Department as was required previously. However, we would encourage you to discuss your circumstances and intention to defer with either your programme director or academic mentor before you proceed. The final decision will, of course, be yours. You can request to defer for any reason (it does not need to be related to COVID-19), and it will be approved.

More information and guidance is available on the [Extensions, Deferrals and Exceptional Circumstances web page](#).

15. Exceptional circumstances

Exceptional circumstances are unforeseen circumstances outside of your control which you feel may have had a significant impact on your academic performance in an assessment. Such circumstances might include, but are not limited to, illness, being victim to a crime, injury, personal/family problems and/or bereavement. If your assessment has not yet taken place, and the duration of assessment is more than 24 hours, you should first seek an [Extension Request](#). This may be appropriate for a summative essay, project or dissertation. Evidence may not be required but may assist in the consideration of your request.

If you require more time to submit the work than an extension would normally allow, or the assessment in question has a 24 hour or less submission window, you should consider deferring. Deferrals for Summer Term and IRDAP 2021 online assessments are granted on request without the need for independent evidence.

If you are experiencing difficulties and require support, please revisit the [Student Wellbeing webpage](#) for more information.

If you have submitted an assessment and you feel your performance has been affected by unforeseen circumstances that were outside of your control, then you should submit Exceptional Circumstances (ECs). The

evidence criteria for ECs has been adjusted in light on the ongoing challenges posed by the COVID-19 pandemic. Please see the School's Standards of Evidence Policy.

More information and guidance is available on the [Extensions, Deferrals and Exceptional Circumstances web page](#).