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**Admission Notice**  
**Candidate No. 104101**



**UNIVERSITY  
OF LONDON**

2 May 2023

Please retain this notice in order to access your online results later this year. You do not need to get in touch with us. We will send you an email when your results become available. **The times quoted for any online timed assessments are UK time.** Your local start time will depend on the time zone in which you are registered.

The assessments you have been entered for are listed below. Further details on the assessment including the timings for release and submission can be found in the attached documents.

**You must contact the Student Assessment Office immediately if any details on this notice are incorrect.**

**Bachelor of Laws 2023**

LA1031	Legal system and method <b>Thursday 01 June</b>	06:00-10:15	Online timed assessment
LA1040	Contract law <b>Wednesday 03 May</b>	06:00-10:15	Online timed assessment

**Please retain this notice in order to access your online results. You do not need to get in touch with us. We will send you an email when your results become available.**

Please read the enclosures that are included with this notice carefully



## Notice to Candidates

### Online Timed Assessment - 2023

Your online timed assessments in 2023 will be delivered via the Inspira Exam Portal. The past papers available on your programme Virtual Learning Environment (VLE) continue to be a good revision resource, whether you are being assessed for the first time this year or have sat previously.

Depending on your programme, there may be some minor differences to ensure that assessment remains fair, valid and reliable under these alternative conditions. That may mean, for example, changes to the number of questions you will be asked to answer, the way those questions are asked or the amount of time you have to answer them. There will also be arrangements in place to detect and respond to instances where candidates break the rules for assessment.

We have developed a [short online course](#) to help you prepare for your assessments.

**In addition to this general notice and the rules for online timed assessment, you should carefully read the additional programme guidance below, follow any paper-specific instructions issued to you and consult the [General Regulations on Online Timed Assessment](#).**

#### **Accessing your assessment**

- Your Admission Notice contains your candidate number and lists the assessments that you are registered for.
- The dates on which your assessments will become available will be quoted on page one of this notice. If you are required to start your assessments at a particular time, this will also be quoted.
- Take advantage of any practice sessions offered by your programme to go through the log-on, system check and ID check process, and make sure you are able to access the Inspira Exam Portal now. It may take us several days to resolve any issues you might have.

If you have any questions regarding your assessments or results, please log an online enquiry using the "Ask a Question" button on the [Student Portal](#).

#### **Completing your assessment**

- From the time the assessment is released, you will have a set amount of time to submit your completed answers. This time-period is stated in the programme-specific information at the end of this notice and will also be confirmed when you access your assessment.
- You are asked to complete the assessment within the specified time given in the assessment question paper and use any remaining time to submit your answer.
- You do not need to remain online as you write your answers unless this is specified in your assessment instructions.
- Work submitted for assessment must be entirely your own.
- For assessments with a word limit, this is a maximum and not the amount you should write.
- Do not upload rough work unless your assessment instructions tell you to.
- You must follow the rules for online timed assessment listed below (Rules for Online Timed Assessments). Please read these carefully. Breaking any of these rules may result in an allegation of assessment offence.

#### **Submitting your assessment**

- Do not include your name anywhere in your answers. Your candidate number will be used to identify you during the marking process.
- If your paper requires you to handwrite certain sections (for example, to complete diagrams or mathematical formulae) you will need to photograph these with your mobile device/scanner and submit your work as files in the format specified in the programme-specific information towards the end of this notice.

- If you have a special examination arrangement in place that allows you to submit a completely handwritten script you will need to photograph your work with a mobile device/scanner and submit it in the same way through the Inspira Exam Portal.
- For papers that require submission of a file (e.g. a scanned PDF of a handwritten answer), you must submit your answers by the deadlines we have set and in line with our [Online Submission Policy](#). Failure to submit your answers by the deadlines may result in a penalty or your work not being accepted.
- Follow the on-screen instructions for submitting your work and closing the Inspira Exam Portal to ensure that your work and proctoring data is uploaded correctly and completely.
- For papers that require you to handwrite your answers and upload a scanned PDF or for papers that require submission of a Word file, if we cannot open the files you have submitted or there appear to be no files, we will treat your submission as a valid attempt, and you will receive a mark of zero for the work concerned.
- If your file is blank we will treat your submission as a valid attempt and you will receive a mark of zero for the work concerned.
- We will mark the work you have submitted as it is. We will not permit you to submit a further version of your work after the deadline.

### **Mitigating circumstances, illness and other problems**

- Mitigating circumstances are problems beyond your control, which generally occur without warning, and which may have negatively affected your performance in an assessment. If you are unwell or encounter problems which you believe have affected your performance, you should submit a query using the ['Questions about your assessment'](#) button.
- You must write within **three weeks** of the date of your last online timed assessment including, where possible, a detailed medical report made at the time of the illness and/or other relevant evidence. Submissions received more than three weeks after your last assessment will not be considered.
- If the regulations for your programme state that by sitting an examination you are declaring yourself fit to do so, this will also apply to your online timed assessment. You should check your [Programme Regulations](#) carefully before you take the assessment.

### **Inclusive practice and access arrangements**

- If you already had access arrangements approved for the examinations, they may not all necessarily be applicable for the online examinations as the online format differs from the exam centre hand-written format.
- If you have a disability or medical condition and/or new access requirements resulting from the move to online timed assessments, please contact us as soon as possible and at least two weeks before your first assessment date. A panel will consider your request in line with the University's 'Inclusive Practice Policy'.

### **Marking process and publication of results**

- The standard practice for confirmation of results and awards by the Board of Examiners will be in place for all online timed assessments.
- Assessment scripts will either be marked independently by two examiners, or moderated by a team of examiners, and confirmed by the Board of Examiners. There is no procedure to consider appeals against assessment results on academic grounds.
- You can apply for your results to be re-checked if you think there has been an administrative error. Details of this service will be available through the student portal when your results are released.
- Keep your Admission Notice safe as you will need your candidate number to access your results.

**More detailed instructions, for example regarding technical aspects of the online timed assessment process, will be provided in advance of, or at the time of, your online assessment.**

### **Rules for Online Timed Assessments - Inspira Exam Portal**

All University of London assessments are taken in accordance with the [General Regulations](#), rules and guidance contained in this notice and any additional instructions presented to you at the time of your assessment.

All online timed assessments are taken under examination conditions, whether you are taking the test in an examination centre, in your own home, or other appropriate environment. The rules below tell you what you must and must not do during assessments taken on the Inspira Exam Portal.

The use of text-matching software (Turnitin) and data gathered through your webcam, your microphone and from the recording of your screen, may be used in the detection and investigation of potential assessment offences.

**IMPORTANT: The use of Chat GPT and other Large Language Model (LLM) chat bots is STRICTLY PROHIBITED. All work submitted for assessment must be your own and written without assistance from a third party. A third party includes friends, family, tutors, online services, and any computer-generated text. The University will use software to assist with the detection of AI written answers and may require candidates to undertake an oral examination if there is sufficient cause to suspect work is not their own.**

**These rules must be read alongside the additional programme-level guidance below. Your programme may modify or supplement individual rules for Online Timed Assessment for some or all assessments.**

1. You must follow the General Regulations and all instructions given to you by the University in advance, and at the time of, your assessment.
2. You cannot take an assessment if you have not received an Admission Notice from us.
3. You must present valid and original photographic identification (driving licence, passport, national ID) as part of processes at the beginning of each assessment.
4. You must comply with all conditions imposed on you by the Inspira Exam Portal , including that:
  - You must not block your webcam or microphone, either intentionally or unintentionally (for example by accidentally placing permitted materials in front of the camera, or by purposely sliding a cover over the webcam). You are required to ensure that your webcam and microphone can record you throughout the assessment.
  - You are not permitted to copy and paste text into the platform when the lockdown browser is enabled.
  - You are not permitted to access any other application on your device when the lockdown browser is enabled.
  - Your device must not be connected to a second screen.
5. You should undertake your assessment in a room on your own, unless guided otherwise. The presence of others will be flagged by the system and delays to your results may occur as these flags are checked and cleared. Depending on the nature of the presence of others, this may also be considered an assessment offence.
6. The use of headphones, earbuds or any other type of listening device is not permitted.
7. You must keep to the rules set by your Programme regarding the use of additional materials, books, papers or instruments during your assessment.
8. For 'closed book' exams and all assessments taken with the lockdown browser enabled, the use of other electronic devices (mobile phones, tablets, smartwatches, etc) are not permitted. If there are exceptions to this you will be told. For example, if you are required or permitted to scan and upload handwritten work, you must only use an additional device for this purpose alone.
9. You must not take a photograph or video of the computer screen.
10. All work you submit for assessment must be your own, expressed in your own words and include your own ideas and judgements. By submitting work for assessment, you confirm that the work is entirely your own and has been completed on your own, without the assistance of others.
11. Unless guided otherwise, if you make direct use of somebody else's work, either by memorising it or copying it word-for-word from a source, these passages should be included within double quotation marks, with no spaces between the text and quotation marks. You should also include the details of where you have copied or memorised the material from in the following format (Author, Date). e.g. "Sample Text" (University of London, 2023)
12. Submitting work which has been written by someone else at your request, either in full or in part, is contract cheating, which is prohibited. This remains the case whether you have made payment for this service or not, and whether the work is human or software generated.
13. During the time an assessment is live you must not request or exchange information, or engage in any discussion, about the assessment in such a way that yourself or another student taking, or yet to take, the paper may be advantaged. This includes, but is not limited to, using live assistance services on the internet, engaging in online discussions, verbal and non-verbal exchanges, video conferencing, screen-sharing, copying or allowing your work to be copied or posting any contents of the assessment or your answer online.
14. You must not talk to, or communicate with, others whilst taking your assessment. This includes for matters not related to your assessment. You should also avoid unnecessary noise, such as talking to yourself, or being near others who are talking. Noise in the room you are taking assessments will be flagged by the system and delays to your results may occur as these flags are checked and cleared.
15. You must not submit work which has been written jointly by two or more people. If two or more students submit the same or similar pieces of work, all answer scripts will be referred for investigation and subject to penalties, if an offence is proven.
16. Unless guided otherwise, you should not submit work, in whole or part, which you have previously submitted for assessment or publication.

17. Where handwriting is permitted, or required, for your assessment your answers must be legible. You should write as clearly as possible. Only use dark ink (blue or black) on lightly coloured paper. If a submission is considered to be illegible by the Examiners, you may be awarded a mark of zero for that assessment, or part of the assessment. No answers will be transcribed.

18. You must type, or handwrite (where permitted), all of your answers in English, unless you are instructed otherwise.

19. You should not include your name anywhere in the file you submit, including the title.

20. You must adhere to the word count where one is given. Submitting work in excess of the total may result in work after that point not being marked, or the application of a penalty.

21. You must submit your answers by the deadlines we have set and according to the Online Submission Policy . Failure to submit your answers by the deadlines, or according to the Online Submission Policy, may result in the application of a penalty or your work not being accepted.

**You should be aware that if you break any of these rules, your case may be considered under the [Assessment Offence Procedures](#). If you are subject to an allegation, your results will be withheld whilst investigations are ongoing.**

**Proven offences are likely to result in a formal reprimand, the equivalent of a zero mark and the loss of a permitted attempt. Offences in future sessions are subject to escalated penalties, which include the equivalent of a zero mark for the full module or year.**



## Undergraduate Laws 2023

### Assessment format

The assessment format for each module will follow the format stated in the Module Descriptor which you can find in the relevant Module Guide. For ease of reference, you can also see the [consolidated table](#) which sets out the number of questions and notes any compulsory questions or parts of the assessment for each module.

### Assessment dates and times

The assessment question papers for each module will be released on the Inspira Exam Portal (IEP) on the date listed on the [UG Laws timetable](#). There are three start times, and you will find your start time on the first page of this Admission Notice. If your start time is in Block 1 then your assessment question paper will be released at 06:00 hours UK time (6.00am). If you are in Block 2, your assessment question paper will be released at 11:00 hours UK time (11.00 noon) and if you are in Block 3, it will be released at 15:00 hours UK time (3.00pm). We have provided a full list of [countries in each block](#) and, if you need to, you can check your local time against the [UK time](#) at the [time.is](#) website.

If you have **any questions** about your time zone allocation, please contact us as soon as possible and no later than one week before your first assessment using the using the '[Questions about your assessment](#)' button. The button is in the Online Assessment section on the Student Portal and will be available as soon as the practice assessment starts and throughout the online timed assessment period.. Please note that updating your student record now will not change your allocated time zone – you must contact us directly.

### Permitted time

You have 4 hours 15 minutes to complete the examination from the start time for your Block, the question and answer area will only be available to you for the stated duration.

Block	Question paper released (UK time)	Submit before (UK time)
1	06:00 (6.00am)	10:15 (10.15am)
2	11:00 (11.00am)	15:15 (3.15pm)
3	15:00 (3.00pm)	19:15 (7.15pm)

### Permitted materials

The assessments are 'open book' and this means that you can consult any hard copy resources you wish. You are reminded that it is an assessment offence to exchange information, or engage in any discussion, about the assessment in such a way that yourself or another student taking, or yet to take, the paper may be advantaged.

### Fit to sit

If you sit an assessment, you are declaring that you are fit to do so. You cannot subsequently submit mitigating circumstances unless you are affected by unforeseen circumstances beyond your control during, but before the end of, the assessment.

**You are strongly advised to visit the [Online Assessment section](#), and [VLE Assessment section](#) regularly ahead of your examinations to familiarise yourself with all details contained there.**