



Welcome

This is the 14th edition of the Academic Services Newsletter, a consolidated source of information that supports all UCL staff managing the student lifecycle. If you know any colleagues who would like to receive these monthly newsletters, or have any new starters on your team, please [click here to sign-up](#). Previous editions are available via the [Archive](#).

Coronavirus (Covid-19)

Processes and deadlines are subject to change as the situation with the Covid-19 pandemic evolves. We will provide information as it becomes available. In the meantime, please check [the FAQ](#) regularly.

If you have concerns about your health, please see the [NHS 111](#) website.

Key updates you may have missed:

[Teaching and assessment continuity](#)

[Changes to teaching and assessments in term 2 and term 3](#)

[Getting started with alternative assessments](#)

[Capstone assessments for first year undergraduates](#)

[Covid-19 Extenuating Circumstances Procedure](#)

Graduation Ceremonies Update

All graduation ceremonies this year have been cancelled. This covers ceremonies in June, July and September 2020.

All affected students were contacted directly on Monday 30 March and the Events Team is working hard to arrange an alternative celebration, which is likely to take place next year. More information is available on the [Graduation Ceremonies website](#).

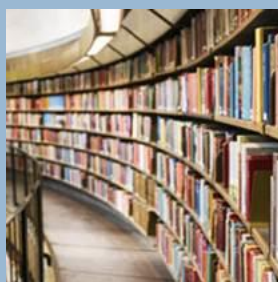
Need to Know

Transcript and Certificate Production



Up-date on Certificate and Transcript production service for current, completing and alumni students

2020/21 Module Catalogue now available



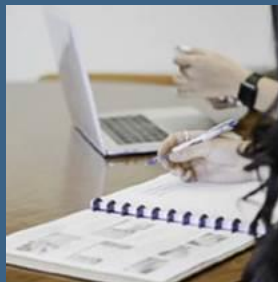
Discover more about the modules on offer for the next academic session

AMP Programme Summaries Update



Revised timeline for migrating prospectus content to Portico

2018/19 External Examiners Reports without a Departmental Response – next step



Departments must now provide an offline response directly to External Examiners where a standard response was not entered on Portico. 2018/19 report has been closed

Key dates and deadlines

The Examinations and Assessments Contingency Panel have approved a revised timetable for this year's Exam Boards and associated activities. The new dates are provided below.

The timing of Postgraduate Interim and Final Exam Boards is still being discussed and will be confirmed shortly.

Exam dates are available via Portico

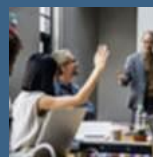
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|---------------------|--|
| 3 April | - Confirmation of alternative assessment by faculties |
| 6 April | - Departments notify students of format of alternative assessments |
| 8 April | - Revised Timetable Published to Students |
| 24 April | - Deadline for the submission of revised examination papers (as a result of Industrial Action or revised delivery for 24-hour, timed online exams) |
| 6 July | - All deferrals to be entered on Portico (both UG and PG) |
| 13 July | - Deadline for the exchange of Undergraduate marks (including capstone) Exams will take the data for LSA timetable from this date. |
| 16 – 24 July | - Dates of UG Boards of Examiners' meetings |
| 31 July | - Confirm module, results, interim results outcomes and progression on Portico |
| 6 August | - Results Day |

Please note: All deadlines for timed assessments should be communicated to students using 24-hour time notation in relation to the UK, eg 15:00 (UK time).

Upcoming events

Programme Diet Updates for 2020/21

Curriculum Data Maintenance for Programme Diets for 2020/21 will open after the Easter closure. Training materials will be provided. More details to follow.



Resources and Guidance

Academic Manual Glossary

Resource defining Common Terminology, Definitions, and Abbreviations used in the Academic Manual



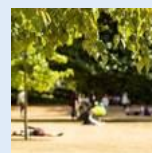
External Examining - Updates

Key updates to the External Examining process



Interruptions of Study – New Form

New form now available for Interruptions of Study for taught students



Community News

The Community of Practice is providing opportunities to stay in touch whilst working remotely. They are planning to arrange regular virtual tea/coffee breaks, a book club and possibly some workshops. Sign up to TA Talk for more details.



Reminders

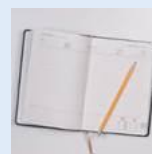
External Examiner Nominations and Appointments task 2019/20

A reminder that External Examiner (EE) Nominations and Appointments for 2019/20 should now be completed and preparation underway for the 2020/21 round of nominations



External Examining Portico view is still 2018/19 AY

The current view on Portico for External Examining activity reflects data relating to 2018/19 AY. Please do not enter any data for 2019/20



Research students to benefit from launch of new Portico processes

Easy to use online workflow to replace current paper-based forms



Exams team go live on @askUCL

Examinations team now available to students via @askUCL



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You are receiving this as you are currently on our Academic Services mailing list, and key updates are being consolidated into this monthly newsletter. If you wish to be removed from the mailing list, please [click here](#).