

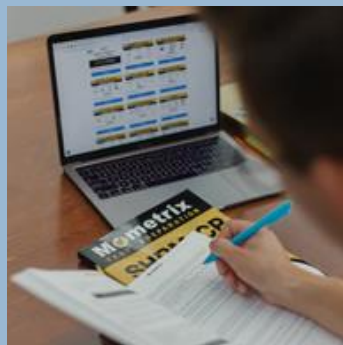


Welcome

This is the 26th 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, they can [sign-up here](#). Previous editions are available via the [Archive](#).

Need to Know

Readiness for the Examinations



Centrally Managed Exams 2021

Communicating 2020-21 COVID 'no detriment' rules to students



Programme progression and award rules made available to students and staff via Portico

Degree Apprenticeships at UCL



With five degree apprenticeships now running as part of UCL's pilot, we are building a service to support their delivery

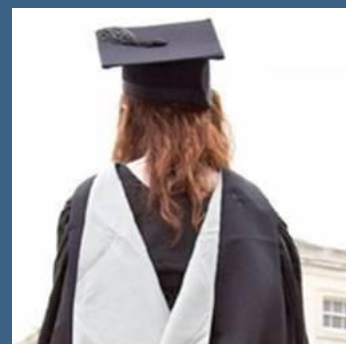
New Portico Functionality for Programme Approval and Prospectus Copy Calls



Interruptions Enhancements



2021 Graduate Ceremonies



Programme Summaries Update

Update on the Portico Interruptions workflow

Timeframes and eligibility criteria for attending 2021 Graduation Ceremonies

[12 May: Publication of 2021/22 Module Catalogue](#)

[2019/20 External Examiners Reports without a Departmental Response: next step for Departments](#)

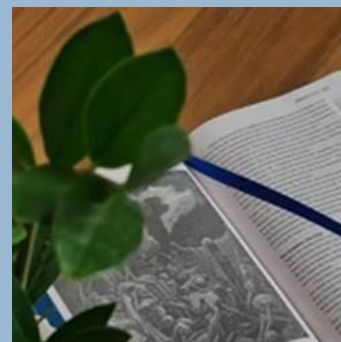
[Degree Documentation](#)



Arrangements for updating Module Catalogue content



Departments to now provide an offline response directly to External Examiners where a standard response was not entered on Portico



Information on degree documentation production and dispatch following the March 2021 Re-sit Exam Boards

[Curriculum Data Maintenance: Programme Diet Maintenance for 2021/22 is now Open](#)

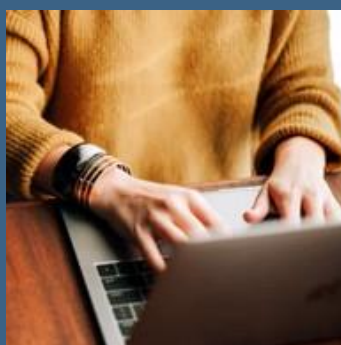
[External Examiners access to Moodle and AssessmentUCL in 2020-21](#)

[Staff Student Consultative Committees \(SSCC\) Minutes Reminder](#)



Programme Diet Maintenance for 2021/22 is now open.

Deadline: 1 June 2021



How to manage access to Moodle and AssessmentUCL for External Examiners



Reminder: Please submit your Term 2 SSCC minutes

Key dates and deadlines

Further dates are also available via:

- [SRS Calendar](#)
- [Revised Exams and Assessments Timeline 2021](#)

- [Curriculum planning timescales](#)

- 22 – 29 April*** - Department review and Head of Department Sign-Off of module data for 2021/22
- 12 May*** - Publication of the 2021/22 Module Catalogue
- 11 June** - Deadline for 2022/23 Programme Amendments
- 14 June** - Exchange of marks deadline
- 18 – 28 June** - Boards of Examiners
- UG main boards
 - PG sub boards/Chairs action for Autumn or Spring modules.
- 7 – 12 July** - Departments review draft LSA timetable
- 19 July** - LSA exam paper deadline

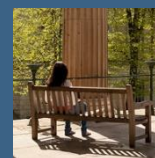
*Please note this date has been revised since first advertised in the SRS calendar

Events

Staff Training on AssessmentUCL

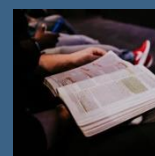
All centrally managed exams will be delivered via our NEW on-line platform AssessmentUCL. Centrally managed exams WILL NOT be running via Moodle.

It is essential that all staff involved in the marking process are encouraged to take part in training. Further information and training dates can be found [here](#).



Exam Board Briefing Sessions: Assessment Regulations and Policy

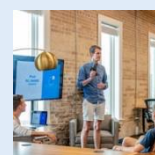
Hold the date: two briefing sessions on Assessment Regulations and Policy for ELOs, Chairs, and Academics/Professional Services staff with an interest in early May



Resources and Guidance

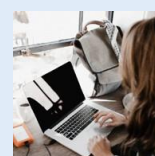
External Examiners access to Moodle and AssessmentUCL in 2020-21

How to manage access to Moodle and AssessmentUCL for External Examiners



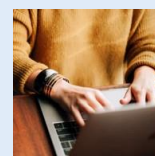
Interruptions of Study - Resource for Staff

Staff Guidance, slides and recordings from recent briefing sessions for the new Interruptions of Study process



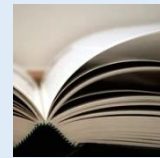
External Examiner reports remain in Portico In-tray until 'closed'

The External Examiner reports will be closed and removed from your Portico in-tray after your response has been reviewed



Programme Amendment Guidance 2020-21

Guidance for the submission of programme amendments



Marks Processing in Portico

Online training materials are available to help explain Marks Processing in Portico



In case you missed it

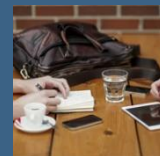
Latest Covid 19 Mitigation updates

How to find the latest updates about changes to the regulations due to Covid



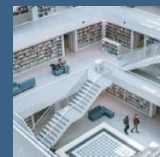
Reducing staff workloads through COVID assessment mitigations

Temporary adjustments to regulations and processes to alleviate pressure on staff who teach and support teaching



Suspension of Modern Foreign Language (MFL) Requirement

MFL will no longer be a requirement for graduation



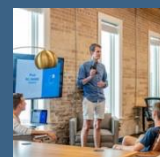
Programme Amendment deadline for 2022/23

The deadline for submitting programme amendments for 2022/23 is Friday 11th June 2021



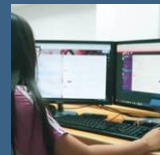
Implementing the 2021-22 Operating Model

Decisions confirmed in the Operating Model are now being implemented



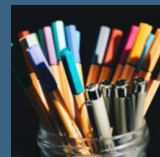
Confirm staff on Board Data Hub occupy only one role

Please check the correct staff are assigned to Chair, Deputy and Admin roles and these are filled by a different person



Exam Boards: Virtual for 2020/21

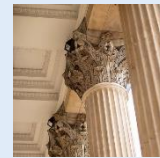
It has now been confirmed that all Exam Boards in 2020-21 should be held virtually



Community News

Join TA Talk and stay connected

Become part of UCL's community of Teaching Administrators. [The Community of Practice](#) is providing opportunities to stay in touch whilst working remotely. Sign up to [TA Talk](#) for more details.



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