



Welcome

This is the 38th 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

[Progression and Award Algorithms – a reminder](#)



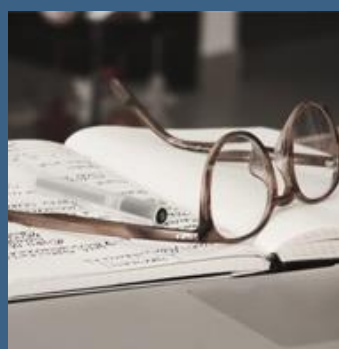
Please check your progression and award rules are correct

[July 2022: modernising Portico to deliver a more resilient service for the future](#)



Learn more about this initiative and how it may affect you

[How are Managers, Markers and Reviewers assigned in AssessmentUCL?](#)



How/Where to update staff roles

[Graduation Ceremonies 2022 - Update](#)



Registration for the 2022 graduation ceremonies has now closed

[Continuing Student Module Selection Update](#)



A reminder that continuing students are choosing modules for next year now and information about what happens next

[Introducing the Portico Governance Team](#)



Learn about this newly formed team and the services it will deliver

**Exam Board Dates
Collection Exercise for
the 2021/22 Academic
Session**



Key information for the Exam Board Dates Collection Exercise

**Pre-Board External
Examining Tasks - BoE
Data Hub has now been
rolled over ready for
2021-22 session**



Due 7th May: Board teams complete pre-Board tasks (check status of External Examiners and assign modules for the 2021-22 session)

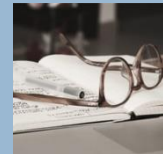
**Update: Nomination
Form and Remote Right
to Work**



Submit 2022-23 External Examiner Nominations by 1st July and Remote Right to Work checks extended till 30th September

**Staff Student Consultative Committees (SSCC) Minutes
Reminder**

Reminder: Please submit your Term 2 SSCC minutes



Key dates and deadlines

Further dates are also available via:

- [SRS Calendar 2020-23](#)
- [Assessment and Exam Board Schedule 2022](#)
- [Curriculum planning timescales](#)

25 – 29 April	- Board of Examiners Hub rolled forward
2 May – 9 June	- Main marking and second-marking period
6 May	- Deadline for Exam Board Dates Collection Exercise for 2021-22 Academic Session
7 May	- Pre-Board External Examining Tasks
13 May	- Deadline for Students to select modules
13 May	- Departmental review of module capacity
13 May – mid-July	- Department review of module selections and approvals/rejections (Portico & email)
16 May	- Departmental Student Module Amend opens

Resources and Guidance

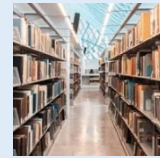
[Checks in Advance of Exam Boards](#)

Crucial checks to be done on your students' records now to ensure smooth running of Exam Boards



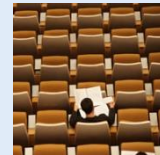
[Programme Amendment Guidance 2021/22](#)

Guidance for the submission of major and moderate programme amendments in 2021/22



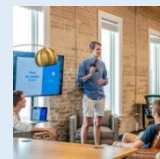
[Mark Entry Quick Guides](#)

Quick Guides available to assist with many mark entry topics



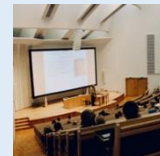
[External Examining Webpage](#)

Refer to the External Examining Webpage for FAQs, Moodle access, Timeline of Tasks and Key Contact details and News items



[External Examiner UCL Credentials \(for IT and Moodle access\)](#)

Board teams can now run a report to retrieve their External Examiner's UCL credentials for IT/Moodle access



In case you missed it

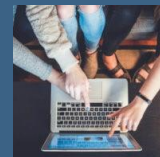
[Welcome 2022 Events Timetable](#)

Join the Student Welcome and Induction Forum and keep updated with the latest welcome and induction plans, information and resources. We've just released our proposed Events Timetable on the Forum



[AssessmentUCL Practice Assessments](#)

Getting Students Prepared in Advance



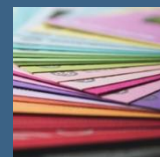
[Managing Centrally Managed Assessments on AssessmentUCL](#)

Guidelines & Training for ELOs and TAs



[Now Updated for 2021-22: Assessment and Exam Board Schedule](#)

Timeline of key Assessment and Exam Board dates for your calendar



Programme Amendment deadline for 2023/24 implementation

The deadline for submitting programme amendments for implementation in 2023/24 is Friday 10th June 2022



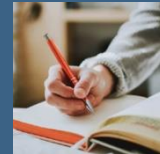
Confirm staff on Board Data Hub task occupy only one role

Please check the correct staff are assigned to Chair, Deputy and Admin roles and that each role is filled by a different person



2020/21 External Examiners Reports without a Departmental Response: next step for Departments

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



Managing the Impact of Strike Action on Students

What to do if strike action has impacted your students



Postgraduate Taught Results Release and Award Processing

Information on results release and award processing for the Main PGT Exam Boards and timeline for processing of late results via Sub-Boards/Chairs Action Dec 2021 – May 2022



Community News

Professional Services Conference 2022

We're inviting colleagues to join us again for an in-person and online Professional Services Conference on May 26.



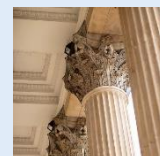
CPD opportunity to learn more about managing education quality at UCL

We are inviting expressions of interest from professional service colleagues to be involved in the annual Internal Quality Review (IQR) process as Administrative Secretary



Join TA Talk and stay connected

Sign up to [TA Talk](#) on Teams to connect with other UCL Teaching Administrators and receive notifications of important updates on student lifecycle activities. [The Community of Practice](#) is also providing opportunities to stay in touch whilst working remotely



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