Academic Services Newsletter

Welcome

This is the 50th 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

Exam Script Collection

New Base Room for Central Assessment Team

Transferring Marks from AssessmentUCL to Portico

Find out how easy it is to transfer your marks

Online Contolled Condition Exams

Late submissions and technical failures

Continuing Student Module Selection for 2023/24 is now open

An update on module selection for 2023/24

Summer 2023 Exam Boards – Key Dates and Deadlines

Details of Summer Exam Board deadlines, release of results and dispatch of degree documentation

Summer Exam Board Period – Progression & Award Support and upcoming training sessions

To help you prepare for the upcoming Exam Boards here is information on the support available
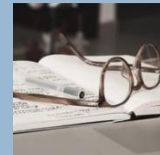
online and information on upcoming training sessions.

BoE Data Hub has now been rolled over ready for the 2022-23 session: External Examining tasks for Board teams

Due 31st May: Board teams complete pre-Board tasks (check status of External Examiners and assign modules for the 2022-23 session)

Staff Student Consultative Committees (SSCC) Minutes Reminder

Reminder: Please submit your Term 2 SSCC minutes

Key dates and deadlines
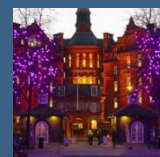
Further dates are also available via:

- SRS Calendar 2022-24
- Assessment Schedule 2022/23
- Curriculum planning timescales

3 April – 12 May	-	Module selection for continuing students
28 April	-	Deadline: Exam Board Dates Collection Exercise for the 2022/23 Academic Session
2 May – 8 June	-	Main marking and second-marking period
15 May	-	Start of student module selection approval for 2023/24 selections
31 May	-	Board teams complete pre-Board tasks (check status of External Examiners and assign modules for the 2022-23 session)
9 June	-	Exchange of marks deadline

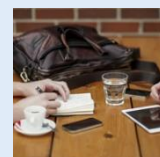# Upcoming Training Events

Exam Board Training Sessions

To help you prepare for the upcoming Exam Boards here is information on the support available online and information on upcoming training sessions.
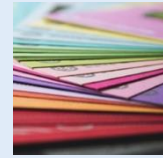
Resources and Guidance

Mark Entry Quick Guides

Quick Guides available to assist with many mark entry topics

Managing Centrally Managed Examinations on AssessmentUCL

Guidelines & Training for ELOs and TAs

How are Managers, Markers and Reviewers assigned in AssessmentUCL?

How/Where to update staff roles

Directory of Portico Functionality

Resource to help staff discover what Portico has to offer

Portico Training

Request form for individual or group training sessions for staff

External Examining Webpage – new updates

Refer to the External Examining Webpage for Updates, FAQs, Timeline of Tasks and Key Contact details and much more

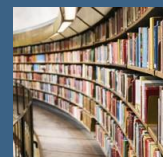**External Examiner UCL Credentials (IT, Moodle, AssessmentUCL access)**

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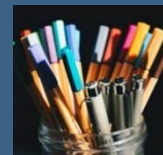
In case you missed it

Module Selection for 2023/24 – Update
Updated information for Module Selection 2023/24

2023/24 Module Catalogue: Updated Publication
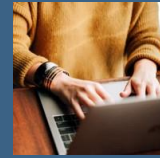Information about modules on offer in the coming academic year

Latest Updates on our EC system
Read about feedback captured from staff and student user reviews and the system enhancements now live
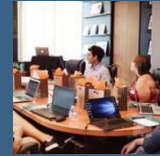
EC System open to Doctorate Students

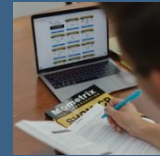Professional Doctorate and MPhilStud students can now submit EC claims via Portico

AssessmentUCL Practice Exams

Getting Students Prepared in Advance

Exam Board Dates Collection Exercise for the 2022/23 Academic Session

Key information about this year's collection exercise

Undergraduate Prospectus 2024

Undergraduate Prospectus for 2024 entry is now available in print and online
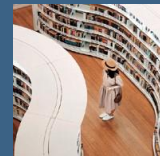
External Examiners Reports without a Departmental Response: next step for Departments

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

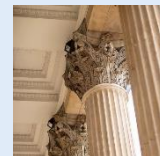### Confirm staff on Board Data Hub task occupy only one role

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

Community News

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

Why am I receiving this?

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.