



## Welcome

This is the 18<sup>th</sup> 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](#).

## 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.

### Key updates you may have missed:

[Exam Board Support](#)

[Teaching and assessment continuity](#)

[Revised timelines](#) (staff login required)

[Covid-19 Extenuating Circumstances Procedure](#)

[Covid-19 Boards of Examiners Emergency Procedures](#)

## Need to Know

### [Academic Manual 2020-21 published](#)



The Academic Manual 2020-21 has now been published

### [New Interruptions of Study Procedures](#)



Updates to Interruption of Study 2020-21

### [Late Summer Assessments \(LSA\)](#)



Information on the LSA for Deferred Candidates

### [Module Registration Timings and Enhancements](#)

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

### [Transcript and Certificate Production 2019/20](#)



Important information about changes for 2020/21



Reminder: Forward any outstanding SSCC minutes from 2019-20



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

[External Examining Web page – FAQs, Tasks timeline, Key Contacts](#)

[Confirm External Examiners Not continuing in 2020/21](#)

[Board Chairs to respond to External Examiners Reports](#)



Refer to the External Examining Webpage for FAQs, timeline of Tasks and Key Contact details



Board Admin to complete Portico task to confirm the External Examiners who are NOT continuing in 2020-21.



Board Chairs task – On Portico enter a response to External Examiner reports within four weeks of submission

## Key dates and deadlines

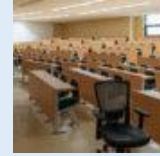
The Examinations and Assessments Contingency Panel have approved a revised timetable for this year's Exam Boards and associated activities. The new dates are provided via the [Revised timeline page](#) (staff login required).

- 31 July** - Confirm EE NOT continuing 2020-21 AY
- 17 August** - Publication of updated 2020/21 Module Catalogue
- 24 August – 11 Sept** - Late Summer Assessment Period (for deferred 24-hour online examinations)
- By 27 September** - Confirm LSA module results and awards on Portico. Student results will be released as soon as possible, and within 2 days of being confirmed by Chair and Faculty on Portico.
- External Examiner Report responses – within 4 weeks of submission

## Forthcoming Events

### Postgraduate Exam Board Training Sessions

September 2020: Further details will be provided soon about training sessions for staff involved with Postgraduate Exam Boards.

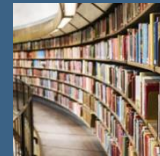


## Resources and Guidance

### Exam Board Support pages

Key information and training materials for the new Exam Board processes, including:

- [Exam Board checklists](#)
- [Accessing Exam Board tasks and reports](#)



### Query Management Spreadsheet published on TEAMS

In order to more efficiently manage the high volumes of mark entry and Exam board related queries expected throughout the forthcoming period, the Student Records team have posted a Query Log on each Faculty TEAMS site



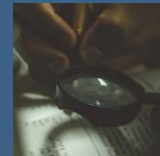
### Marks Processing in Portico

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



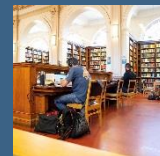
### Academic Manual Glossary

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



### External Examining - Updates

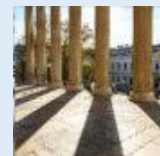
Key updates to the External Examining process



## Reminders

### Module Registration Timings and Enhancements

Important information about changes for 2020/21



### Enrolment 2020

Arrangements for the enrolment of new and returning students for Start of Session 2020



### **Further Extensions for Students with Deferrals and Postgraduates due to complete in July/August**

Arrangements to provide continued access for students with later assessment deadlines



### **Core Programme Information 2020-21**

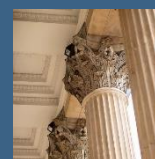
Core Programme Information for 2020-21 has now been published



## **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.



### **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](#).