

## Academic Services Newsletter



## Welcome

This is the 22<sup>nd</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](#).



**Wishing all our colleagues across UCL a happy and peaceful Christmas and New Year!**

## Need to Know

### Student Load Data Collection Exercise suspended



Student load data collection will not take place this year in order to reduce workload for departmental admin teams

### Resit Examinations – 11-21 January



ELOS must ensure that resit candidates have 2020/21 Moodle access

### Examination Timetable Data Task



Checking process for exam timetable data open 4 - 16 December 2020

### New Head of Academic Policy and Quality Assurance

### 2020 Postgraduate Taught results to be released on 15 December

### Early Module Registration to Begin Spring 2022



Welcome to Dan Derricott, the new Head of Academic Policy and Quality Assurance



Certificates and official Transcripts will be issued to home addresses by the end of March 2021



Update on plans to improve the module registration process

Curriculum Data Maintenance: Modules and Assessments and Assessment Changes (2021/22)



Curriculum Data Maintenance: Modules and Assessments and Assessment Changes for 2021/22. Opening to departments: w/c 11<sup>th</sup> January 2021

Higher Education Achievement Report (HEAR) – Update



Update: Higher Education Achievement Report (HEAR)

Enrolment January 2021



Arrangements for the enrolment of new students in January 2021

Module Verification and Study Intentions - Student Communication



Information on communication sent to students regarding Module Verification and Study Intentions

Streamlined ASER reporting process agreed for Term 2



SSCCs continue to drive improvement plans but reporting requirements scaled-back

**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). Further dates are also available via the [SRS Calendar](#).

- 1 December** - Deadline for submission of Exam Papers for January examinations
- 2 December** - Any other ad hoc UG marks and awards to be processed on Portico
- 2 December** - Any other PG marks and awards to be processed on Portico
- 9 December\*** - Online approval of marks and awards by Chair and Faculty on Portico
- 11 December** - September starters: Deadline for students to submit module change requests for Term 2 and 3 Modules
- 4 – 16 December** - ELOs to complete Exam Timetable Data Task
- 15 December\*** - PG results release for those confirmed in November period
- 17 December\*** - September starters: Module Selection Approvals Deadline for Term 2 and 3 Modules (September starters)
- 11 – 21 January** - January Examination Period
- 26 January** - January starters: Deadline for Departments to approve Initial Module Selections
- 26 January** - January starters: Deadline for Departments to approve Change of Module Selection requests for Term 2 & 3 modules
- 29 January** - January starters: Deadline for Programme Transfers

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

## Events

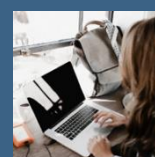
### Training sessions on the Exam Timetable Data Task

Training sessions via Teams on the Exam Timetable Data Task



### Coming Soon: New Interruptions Workflow

Read about the new Interruption of Study workflow



## **Coming Soon: Curriculum Data Maintenance Training Sessions**

Training for Curriculum Data Maintenance 2021/22 (coming soon: early January 2021)



## **Resources and Guidance**

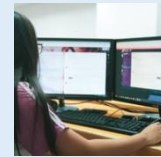
### **Curriculum Data Maintenance (2021/22) Guidance**

Guidance for Curriculum Data Maintenance 2021/22 (coming soon: early January 2021)



### **Guide to the Exam Timetable Data Task**

Guide to completing this year's Exam Timetable Data Task (previously known as Pro-forma Exercise)



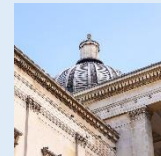
### **Programme Amendment Guidance 2020-21**

Guidance for the submission of programme amendments



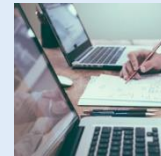
### **Marks Processing in Portico**

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



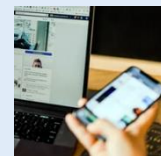
### **Moodle access to External Examiners for 2020-21 AY**

Moodle access is managed by Departmental Computer Reps



### **External Examining Web page – FAQs, Tasks timeline, Key Contacts**

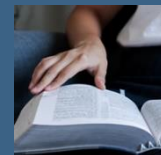
Refer to the External Examining Webpage for FAQs, timeline of Tasks and Key Contact details



## **In case you missed it**

### **Curriculum Planning for 2021/22**

Guidance on deadlines and processes for modules and programme diets for 2021/22



### **New webpage: 'No Detriment' Classification for 2019-20 Assessments**

New UCL Coronavirus webpage helps current students understand how No Detriment Classification applies to assessments taken in the 2019-20 academic session



## **UCL Consultation on Internal Examining**

UCL is conducting a college-wide consultation on the roles and responsibilities of Internal and Assistant Internal Examiners



## **Checking module credits and approval statuses**

How to check all students have a full set of approved modules and the correct number of credits on their records



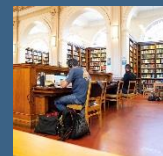
## **Enhanced Extenuating Circumstances Procedure for 2020-21**

Students can now self-certify for Extenuating Circumstances of up to 14 days on two occasions



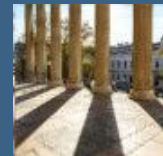
## **Changes to Assistant Internal Examiner criteria for 2020-21**

Assistant Internal Examiner eligibility criteria amended to help programmes which have over-recruited



## **Staff-Student Consultative Committees (SSCC): Arrangements 2020-21**

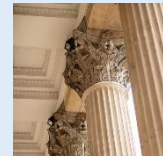
Information on SSCC arrangements for 2020-21



## **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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