



Exam Boards at the touch of a button!

This special edition of the Academic Services Newsletter contains important information on the new Exam Board process and related matters.

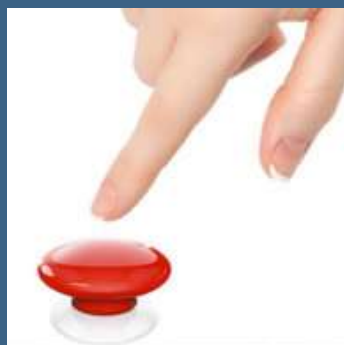
Following in-depth consultation and sustained collaboration between Academic Services, departments and faculties, the vision of producing board reports at the touch of a button has been realised. The new Exam Board process makes best use of Portico to support the examination and assessment process efficiently and accurately, and the improvements made will enable administrators and Exam Boards to focus on the more important and complex issues while enabling students to receive their confirmed results more quickly.

Derfel Owen, Director of Academic Services said: 'We'd like to thank all our colleagues for their hard work and support with delivering our vision of Exam Boards at the touch of a button! Exam Boards are a critical part of the assessment process which will now operate more effectively with provision of real-time information from Portico via the new reports'.

[Exam Board Support pages now available](#)

Need to Know

[29 May: Final versions of Exam Board Reports now available](#)



Delivering Exam Board reporting at the touch of a button

[Data Quality Reports available for staff](#)



Provision of a suite of reports to assist with student records management

[Accessing new Exam Board reports and processes](#)



Learn more about Portico access levels for new functionality

[Progression and Award Rule Enhancements](#)

[Need Help Implementing the New Regulations?](#)

[20 May: Deadline for entering 2018-19 Board dates onto Portico](#)



Enhanced task for viewing progression and award rules in Portico



Resources are available to help understand and implement the 2018-19 regulations



Urgent action required if Board dates have not yet been provided

Portico access for Deputy Chair and second Board Administrator



Deputy Chair and additional Board Administrator will have same permissions as existing Chairs and Board Administrators for external examining activities

27 May: Deadline for checking and updating Board Personnel details



Ensure the correct Board Chairs, Deputy Chairs and Board Administrators are listed for your Board

June timeline for Exam Boards retained in new assessment timetable for 2020



Learn more about the potential impact on marking and moderation schedules

Key dates and deadlines

- **20 May** - [Deadline for entering 2018-19 Board dates onto Portico](#)
- **27 May** - [Deadline for checking and updating Board Personnel details](#)
- **31 May** - [Deadline for linking modules to External Examiners in Portico](#)
- **01 June** - External examiner nominations and appointments begin
- **07 June** - [Deadline for transfers from Bachelors \(Year 3\) to Integrated Masters](#)
- **10 June** - Deadline for exchange of calculated and processed marks in Portico (UG and PGT)

- **13- 21 June** - Hold UG Boards of Examiners (and PGT Interim Boards where applicable)
- **By 28 June** - Confirm module results, interim results outcomes and progression on Portico
- **By 28 June** - Deadline for online approval of Exam Board Reports by Exam Board Chairs and Faculties
- **2 July** - UCL Results Day

**COUNTDOWN
TO EXAM
BOARDS
2019**



**COUNTDOWN
TO AUTUMN
EXAM BOARDS
2019**



Events

13 - 31 May 2019: Faculty Exam Board Training Sessions

Essential training sessions for Exam Board Administrators and Examination Liaison Officers in preparation for exam boards in June 2019.



20 May – 28 June 2019: Drop-in Sessions

Supported drop-in sessions to assist staff with Exam Board preparations.



6 June 2019: Demo of end-to end process for Exam Board Chairs – extra date

Delivering Exam Board reporting at the touch of a button.



Resources and Guidance

Marks Processing in Portico

New online training materials are available to help explain the regulatory changes being rolled out this year



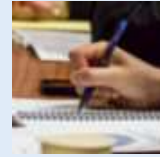
Chapter 9 Annexes: External Examining

Use the updated annexes in Chapter 9 for the upcoming Board meetings and for the External Examiner



Student Guides to Condonement published

Student Guides to Condonement for 2018-19 have now been published online



Late Summer Assessments

Updated information on late summer assessments for 2018-19 is available online



Reminders

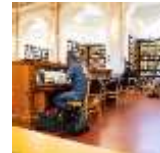
External Examiners' status on Portico

External Examiners should be showing as currently appointed on Portico for the 2018/19 session



Changes to amending Board Admin access on Portico

Departmental Managers, ELOs and Board Administrators have now been given increased access to amend Board Admin access on Portico



Right to Work checks for External Examiners

Summary of information and links to HR webpages to check evidence of Right to Work for your External Examiners



How to contact Academic Services

Key email addresses depending on your query to ensure you get a timely response



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