Academic Services Newsletter

UCL

Welcome

This special issue of the Academic Services Newsletter focuses on preparation, support and training for the Exam Board process.

Thanks to Covid-19 it is going to be an unusual exam board season. Rewriting the rules in Portico to reflect no-detriment policies has been a massive endeavour for everyone, and we would like to thank everyone who has helped us with testing and checking. We would also like to thank members of the ELOs and Exam Board Chairs Working Groups for their support with reviewing and improving our reports and processes.

If you know any colleagues who would like to receive our regular monthly newsletters, or have any new starters on your team, please click here to sign-up. Previous editions are available via the Archive.
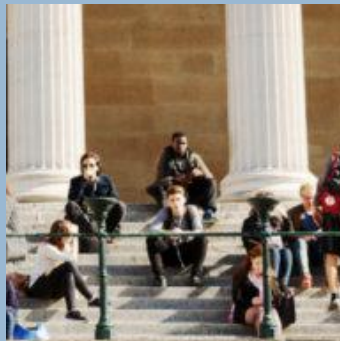
Updated Exam Board Support pages now available

Need to Know

Exam Board Training

Training sessions to cover a number of updates to policies, processes, and Portico

Results Day for Students – 6 August 2020

Rules and Regulations

Where to find the regulations in the Academic Manual and in Portico

Further extension to expected end dates for final year students

Covid-19 Impact
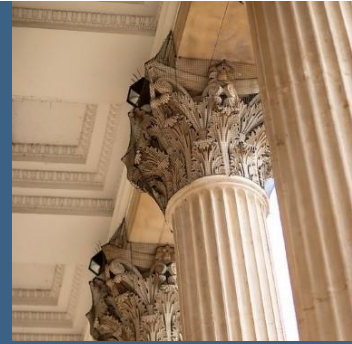
Changes to regulations and procedures during Covid-19

By 22 June – Link modules to External Examiners on Portico for 2019/20 AY

There has been a change to the date that students will be notified of their end of year results due to Covid-19
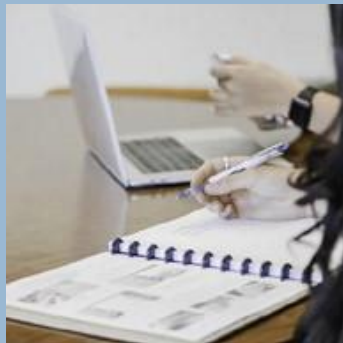

Updating students' records in Portico up to the exchange of marks deadline

Departmental teams should link modules to External Examiners for the 2019-20 session

By 30 June – Check and update Board Personnel details

By 30 June – Check and update Board Dates on Portico

Moodle access to External Examiners

Ensure the correct Board Chairs, Deputy Chairs and Board Administrators (1 and 2) are listed for your Board for the 2019-20 session

Double check Board dates uploaded on Portico and populate missing Board dates for 2019-20 AY

Moodle access is managed by Departmental Computer Reps

2020 Exam Board Checklists

Undergraduate and Postgraduate Exam Board checklists are now available to help you plan and prepare for this year's exam boards.
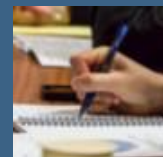
Key dates and deadlines

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).

22 June	-	Board Teams Task: Link modules to External Examiners on Portico
30 June	-	Board Teams Task: Check and update Board Personnel details

30 June	-	Board Teams Task: Check Board dates uploaded on Portico and populate missing Board dates
7 May – 30 June	-	Programme Diet maintenance for 2020/21
6 July	-	All deferrals to be entered on Portico (both UG and PG) for students to be included in the LSA examination timetable
13 July	-	Deadline for the exchange of Undergraduate marks (including capstone) Exams will take the data for LSA timetable from this date.
16 – 24 July	-	Dates of UG Boards of Examiners' meetings and PGT Interim Exam Boards
31 July	-	Confirm module, results, interim results outcomes and progression on Portico
6 August	-	Results Day

Events

Exam Board Training Sessions

29 June to 10 July: Further details about general and faculty specific training sessions, plus training for Exam Board Chairs.

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.

If you have concerns about your health, please see the NHS 111 website.

Key updates you may have missed:

Emergency Resilience Framework

Teaching and assessment continuity

Revised timelines (staff login required)

Covid-19 Extenuating Circumstances Procedure

Covid-19 Boards of Examiners Emergency Procedures

Resources and Guidance

Query Management Spreadsheet to be 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 will be posting a Query Log on each Faculty TEAMS site.

Marks Processing in Portico

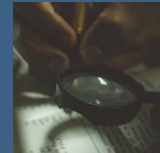Online training materials are available to help explain Marks Processing in Portico

Accessing Exam Board tasks and reports

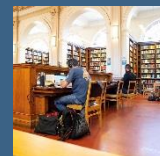Learn more about the Portico access levels associated with Exam Board activities

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

Interruptions of Study – New Form

New form now available for Interruptions of Study for taught students

Reminders

Academic Misconduct – Covid-19 Changes

UCL has agreed a number of changes and clarifications, including an expedited Academic Misconduct process, for the remainder of the 2019-20 academic year.

Right to Work checks for External Examiners

Important Summary of information and links to HR web pages to check evidence of Right to Work for your External Examiners
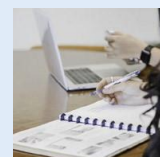
External Examiners' status on Portico

BoE Data Hub has now been rolled over ready for the 2019/20 session. Board Teams Task: Check External Examiners' appointment status on Portico for the 2019/20 session
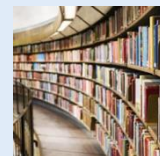
Programme Portfolio Review – Launch and Programme Diet and Changing Module Offer – Updates

Key updates for Programme Portfolio Review

Board of Examiners Data Hub on Portico – New features

New features are now available on the Board of Examiners Data Hub task on Portico (within the External Examining container in Awards, Assessment, Achievements tab)

Transcript and Certificate Production 2019/20

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

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.