



## Welcome

This is the 24<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](#).

## Spotlight on: Interruptions

It's here! The new and much anticipated Interruption of Study process has now launched! Find out all you need to know about this new online workflow and the associated regulations via the resources below:

### Your Questions Answered



Answers to your most frequently asked questions

### New Students' Website



Detailed student guidance on a wide range of topics, including fees and funding

### Resource for Staff



Staff Guidance, slides and recordings from recent briefing sessions

## Need to Know

### Revised Exams and Assessments Timeline 2020-21



The timeline has been revised to include more time for marking,

### Latest Covid Mitigation Updates



How to find the latest updates about changes to

### Exam Boards: Virtual for 2020/21



It has now been confirmed that all Exam Boards in

moderation and exam boards after the LSA period

the regulations due to Covid

2020-21 should be held virtually

### Centrally Managed Exams 2021



The operating model for examinations for April/May 2021 will see all centrally managed exams take place as online, open book assessments

### Examination Timetable 2021



We are now finalising the Examination Timetable

### Submission of Exam Papers 2021



New method for Exam Paper submission.  
Deadline: 12 March 2021

### 8-13 April: Annual SITS/Portico upgrade



Learn more about this planned outage and how it may affect you

### External Examining Portico view is still 2019/20 AY



The current view on Portico for External Examining activity reflects data relating to 2019/20 AY. Please do not enter any data for 2020/21 AY

### Reminder: External Examiner Nominations and Appointments process 2020/21



A reminder of the process for External Examiner (EE) Nominations and Appointments, Moodle access, Tenure and FAQs

## Key dates and deadlines

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

- 1 March** - Final exam timetable to students
- 12 March** - Deadline for the submission of Examination Papers by departments for the main examination period

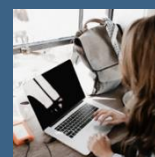
- 19 March** - Confirmation of awards on Portico
- 26 March** - PGT: Release of results enabling attendance at graduation with rest of cohort
- 26 March** - Deadline for Curriculum Data Maintenance changes
- 1 – 9 April** - Easter closure
- 8 – 13 April** - Annual SITS/Portico upgrade and Portico service outage
- 22 – 29 April\*** - Department review and Head of Department Sign-Off of module data for 2021/22
- 12 May\*** - Publication of the 2021/22 Module Catalogue

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

## Events

### Coming Soon: Programme Diet Training Sessions

Student Records and the Student Lifecycle Team will be contacting departments shortly about programme diet training for 2021/22



## Resources and Guidance

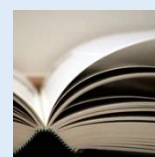
### Curriculum Data Maintenance (2021/22) Guidance including training session video

Guidance for Curriculum Data Maintenance 2021/22 is now available together with a video of the recent training session



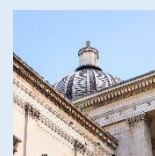
### Programme Amendment Guidance 2020-21

Guidance for the submission of programme amendments



### Marks Processing in Portico

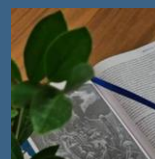
Online training materials are available to help explain Marks Processing in Portico



## In case you missed it

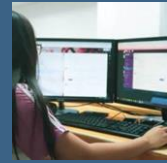
### Curriculum Planning Timescales

Extended period for curriculum planning tasks (module and diet review)



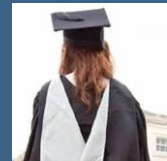
## **January Reassessment Period and Processing of Results and Awards**

Key timeline and guidance for confirmation and release of UG & PG resit and deferral results



## **Virtual Graduation Ceremonies 2021**

Information on eligibility and award processing deadlines



## **Degree Documentation**

Information on degree documentation production and dispatch



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

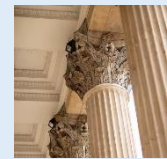
How to check all students have a full set of approved modules and the correct number of credits on their records



## **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](#).