



Welcome

This is the 36th 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](#).

Need to Know

Draft Central Assessment Timetable 2022



We are now finalising the Timetable

Extenuating Circumstances evidence for students with COVID-19



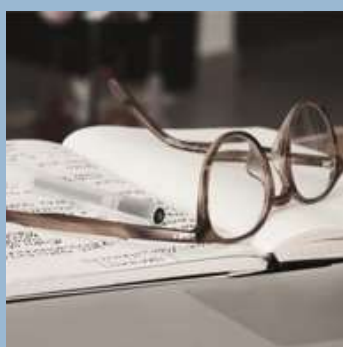
Extenuating Circumstances evidence for students with COVID-19

Preparing for Student Module Selection



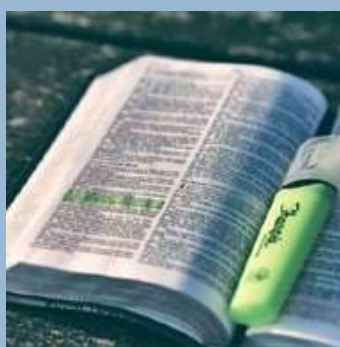
Find out what preparation is underway for the launch of student module selection and why meeting the CMIS deadline of 1 April is so important

Postgraduate Sub Boards



Processing outstanding postgraduate resit and deferral results & awards

Submission of Question Papers



AssessmentUCL Training available

Online Exam Boards



Online exam boards to continue

Managing the Impact of Strike Action on Students



What to do if strike action has impacted your students

17-21 March: Annual SITS/Portico upgrade



Reminder about planned service outage

Changes to Casework Team



Welcome to our new Head of Regulations and Casework and Casework Manager

External Examining Portico view is still 2020-21 AY



Current view on Portico for External Examining activity reflects data relating to 2020/21. Please do not enter any data for 2021/22 AY

Undergraduate Copy Call has now commenced



Copy Call has now commenced for UG programmes recruiting for entry in 2023

Key dates and deadlines

Further dates are also available via:

- [SRS Calendar 2020-23](#)
- [Revised Exams and Assessments Timeline 2021](#)
- [Curriculum planning timescales](#)

- | | |
|-------------------------|--|
| 14 – 18 February | - Central Assessments – Draft Timetable review period |
| 25 February | - CDM Modules and Assessment (what is running, and content for Module Catalogue) |
| 25 February | - CDM Module Amendments – assessments (Assessment Change Spreadsheets for 2022/23 on Faculty and Student Records MS Teams) |
| 25 February | - CDM Programme Diet Maintenance (returning / continuing students) |
| 28 February | - Central Assessments – Final Timetable published |

- 11 March** - Central Assessments – Deadline for submission of question papers
- 17 – 21 March** - Annual SITS/Portico Upgrade Outage
- 25 March** - PGT marks and awards to be approved by Faculty in Portico
- 31 March** - Publication of the 2022-23 Module Catalogue
- 1 April** - Teaching events need to be entered in CMIS. Please contact your [Business Partner](#) via Microsoft Teams for urgent timetabling queries.
- 4 April** - UCL's returning students will begin selecting their preferred modules for the 2022-23 academic year

Training

AssessmentUCL training and support

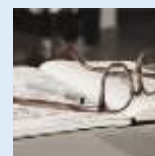
Online workshops, step-by-step guidance, video training and a practice environment to help staff use the full functionality of the AssessmentUCL platform.



Resources and Guidance

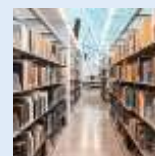
Checks in Advance of Exam Boards

Crucial checks to be done on your students' records now to ensure smooth running of Exam Boards



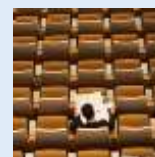
Programme Amendment Guidance 2021/22

Guidance for the submission of major and moderate programme amendments in 2021/22



Mark Entry Quick Guides

Quick Guides available to assist with many mark entry topics



External Examining Webpage

Refer to the External Examining Webpage for FAQs, Moodle access, Timeline of Tasks and Key Contact details and News items



External Examiner UCL Credentials (for IT and Moodle access)

Board teams can now run a report to retrieve their External Examiner's UCL credentials for IT/Moodle access



In case you missed it

Curriculum Data Maintenance and Module Selection for 2022-23

Read our Q&As and reminder of tasks and deadlines



Reminder: Departmental responses to External Examiner reports

Exam Board Chairs are requested to enter a response to External Examiner reports on Portico before 23rd February



Staff Student Consultative Committees (SSCC) Minutes Reminder

Reminder: Please submit your Term 1 SSCC minutes



CPD opportunity to learn more about managing education quality at UCL

We are inviting expressions of interest from professional service colleagues to be involved in the annual Internal Quality Review (IQR) process as Administrative Secretary



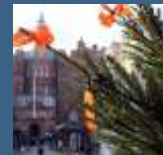
Central Assessments Team (CAT)

The Exams Team has been renamed



Module Evaluation Questionnaire (MEQ) policy

A reminder of the Academic Manual regulations for carrying out student module evaluation questionnaires



Postgraduate Taught Results Release and Award Processing

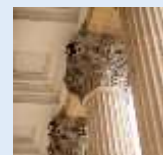
Information on results release and award processing for the Main PGT Exam Boards and timeline for processing of late results via Sub-Boards/Chairs Action Dec 2021 – May 2022



Community News

Join TA Talk and stay connected

Sign up to [TA Talk](#) on Teams to connect with other UCL Teaching Administrators and receive notifications of important updates on student lifecycle activities. [The Community of Practice](#) is also providing opportunities to stay in touch whilst working remotely.



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