Academic Services Newsletter

UCL

Welcome

This is the 48th 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 Exams

Central Examination Timetable

Final Timetable published to students 27 February

Return to In-Person Exams

Guidance for students & ExCel Orientation Visits

Artificial Intelligence (AI) and Assessments

Information on use of AI and dealing with alleged misuse

Examination Adjustment Arrangements for 2023

Deadline for students to submit requests for Exam Adjustments

Assessment Query Form

The AQF has a new link

Examination Papers

Deadlines for submission & Strike Mitigations

How are Managers, Markers and Reviewers assigned in AssessmentUCL?

How/Where to update staff roles

Exams Base Room

New Location for Central Assessment Team during the Exams

Need to Know

Module Selection Feedback and Actions

Read about the feedback captured from staff and students and the actions that we have planned for continuous improvement

PGT Results Day – 17 March 2023

Deadline for approving late awards for inclusion in Graduation 2023

Graduation Ceremonies 2023

Expected dates for the 2023 Graduation Ceremonies are now available

Placement Agreement Templates

Update to Placement Agreement Templates

Key dates and deadlines

Further dates are also available via:

- SRS Calendar 2022-24
- Assessment Schedule 2022/23
- Curriculum planning timescales

13 – 24 February	-	PGT Sub Boards
10 March	-	PGT Faculty award confirmation deadline
10 March	-	Exam Paper deadline
17 March	-	PGT Results Day

20 March	-	Publication of 2023/24 Module Catalogue
31 March	-	Deadline for departments to timetable modules in CMIS Changes to data in CMIS
3 April	-	Deadline for Exam Adjustments
3 April – 12 May	-	Module selection for continuing students
14-18 April	-	SITS/Portico upgrade
April (TBC)	-	External Examiner Data Hub Rollover. See: External Examining Portico view is still 2021/22 AY

Resources and Guidance

Directory of Portico Functionality

Resource to help staff discover what Portico has to offer

Portico Training

Request form for individual or group training sessions for staff.

Mark Entry Quick Guides

Quick Guides available to assist with many mark entry topics
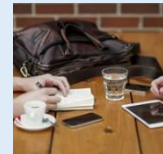
External Examining Webpage – new updates

Refer to the External Examining Webpage for Updates, FAQs, Timeline of Tasks and Key Contact details and much more

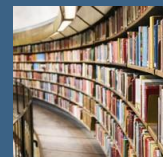### External Examiner UCL Credentials (IT, Moodle, AssessmentUCL access)

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

In case you missed it

14-18 April 2023: Advance notice of SITS/Portico upgrade
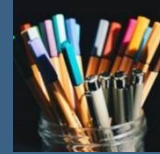Learn more about this planned outage and how it may affect you

Portico introduction and Refresher Training Now Available

Find out more about small group and individual training sessions for staff

Curriculum Data Maintenance for 2023/24 is now open

Information for Curriculum Data Maintenance for 2023/24

UCL Education Conference 2023 keynote speaker announced – sign up now!

Join the in-person conference on 19 April to hear more on the theme 'Designing Futures-focused Education' with a focus on the impact of AI
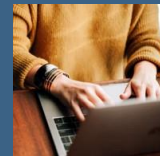
Publication of 2023/24 Module Catalogue

Key dates in the lead up to module selection for continuing students
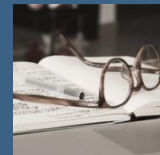
### 2023 Graduation Ceremonies

Graduation dates for 2023

Coming Soon: Review your Progression & Award Rules for the Summer Boards

Key information about reviewing your Progression and Award Rules for the Summer Boards

Board Chairs response to External Examiners Reports

Board Chairs task – On Portico enter a response to External Examiner reports within four weeks of submission
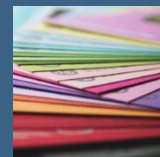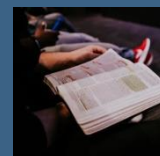
External Examining Portico view is still 2021/22 AY until April

The current view on Portico for External Examining activity reflects data relating to 2021/22. Please do not enter any data for 2022/23 AY
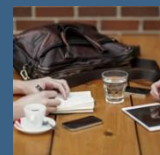
New Academic Year: Information to send External Examiners

Refer to the list of information to send External Examiners at the start of every Academic Year

Community News

Submit an abstract for UCL Education Conference 2023

The conference will take place in-person on Wednesday 19 April, with an online launch on Tuesday 18 April.

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
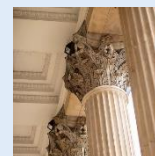
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You are receiving this as you are currently on our Academic Services mailing list, and key updates are being consolidated into this monthly newsletter. If you wish to be removed from the mailing list, please click here.