Academic Services Newsletter

≜UCL

Welcome

This is the 59th 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 26 February

Exam Adjustment Arrangements for 2024

Deadline for students to submit requests for Exam Adjustments

Exams Base Room

Location of Central Assessment Team during Exams

Examination Papers

Deadlines for submission

Arranging Invigilated Online Exams

Guidelines for Conducting Invigilated Online Exams

How are Managers, Markers and Reviewers assigned in AssessmentUCL?

How/Where to update staff roles

Need to know

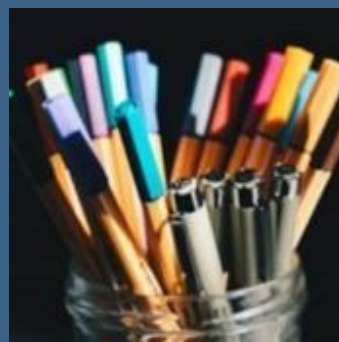### PGT Resit Results Day 15 March

Deadline for approving deferred results and awards

Coming soon! Moodle-SITS Marks Transfer integration

Find out about our pilot of the Moodle-SITS Marks Transfer Integration

Maintaining up-to-date and accurate Trusted Contact details

Student Support and Wellbeing can now update Trusted Contact details

Curriculum Data Maintenance Deadline

Deadline approaching for Programme Diet Maintenance

Graduation Ceremonies 2024

Dates for the Graduation Ceremonies and signing up for the Platform Party

Staff Student Consultative Committees (SSCC) Minutes Reminder

Please submit your Term 1 SSCC Minutes

SRS Calendar 2023/24

SRS Calendar is now available in SharePoint

Key dates and deadlines

Further dates are also available via:

- SRS Calendar 2023-24
- Assessment Schedule 2022/23
- Assessment Schedule 2023/24
- Curriculum planning timescales

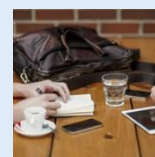|		
9 February	–	January starters: Deadline for PGT marks and awards to be confirmed in Portico
12-16 February	–	Reading Week
15 February	–	January starters: PGT awards confirmed and results released to students by this date
26 February	–	Central Assessments: Deadline for publication of the final timetable
29 February	–	CDM: Programme Diet Maintenance Deadline
Early March	–	PG deferral and resit boards
8 March	–	Deadline for submission of question papers for centrally managed assessments
8 March	–	Timetabling: Deadline for CMIS entry of large events
11-14 March	–	Module Catalogue 2024/25 Publication
18 March	–	Launch of Moodle-SITS Marks Transfer
22 March	–	Timetabling: Deadline for CMIS entry of all remaining event data
22 March	–	End of Term 2
27 March	–	Deadline for the receipt of student applications for examination arrangements

Training

Curricular Data Maintenance

Key information and training materials for CDM: Modules and Assessments and Programme Diet Maintenance
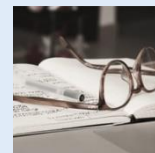

Resources and Guidance

Mark Entry Quick Guides

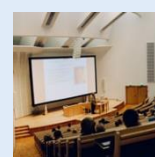Quick Guides available to assist with many mark entry topics

Timetabling Toolkit
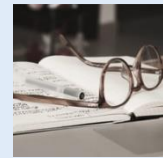
'How to' videos and guidance for UCL CMIS Users

AssessmentUCL Resource Centre

Resources and Training for AssessmentUCL

Understanding Academic Integrity course for students

Updated version now released in Moodle (update with AI link)

Directory of Portico Functionality

Resource to help staff discover what Portico has to offer

Portico Training

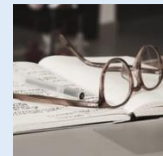Request form for individual or group training sessions for staff

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

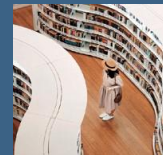### Guidance and FAQs for staff processing Programme Transfer requests

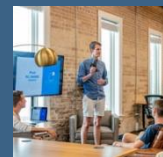Resources on processing Programme Transfer requests in Portico

In case you missed it

14 March: Publication of 2024/25 Module Catalogue

Key dates in the lead up to module selection for continuing students

Portico training and the Directory of Portico Functionality

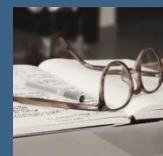Apply for Portico training and use our guide to Portico functionality

Reminder: 12-15 April 2024: Advance notice of SITS/Portico upgrade

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

Timetabling Event Data Collection Exercise (for the 2024/25 timetable)

The Timetabling Event Data Collection Exercise was launched on Monday, 15 January
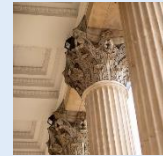
Board Chairs response to External Examiners Reports

Board Chairs task – On Portico enter a response to External Examiner reports within four weeks of submission

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

Why am I receiving this?

You are receiving this as you are currently on our 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.