



## Welcome

This is the 53<sup>rd</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](#).

## Need to know

### Late Summer Assessments



Arrangements for LSA August-September 2023

### Marking and Assessment Boycott - Student Complaints



Information for staff about the Marking and Assessment Boycott and how students can submit a complaint

### Timeline for updating the 2023/24 Module Catalogue



Arrangements for the August refresh ahead of new student module selection

### Graduate Prospectus 2024/25 entry Copy Call has commenced



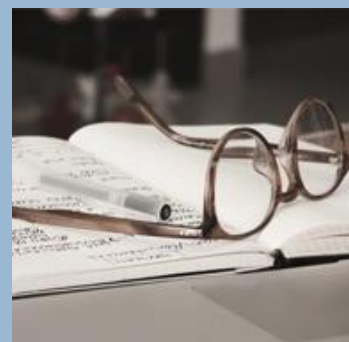
Information about the Graduate Prospectus 2024/25 entry Copy Call

### Academic Manual and Core Programme Information for 2023-24



Core Programme Information now published. Academic

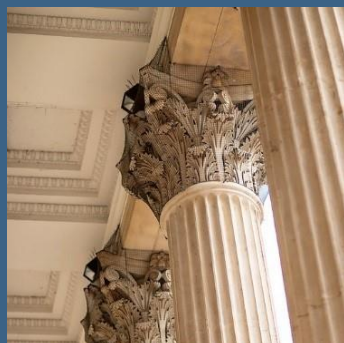
### Assessment Change deadline of November 30 for 2024/25 assessments



Take note of the earlier deadline for assessment change requests this year

Manual 2023-24 due for publication w/c 7<sup>th</sup> August

Staff Student Consultative Committees (SSCC) Minutes Reminder



Reminder: Please submit your Term 3 SSCC minutes

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 Updates and Toolkit – Resources for Board Teams



Key updates on Expenses and Nominations and a Planning Toolkit webpage showing guides on completing tasks and other useful resources

## Key dates and deadlines

Further dates are also available via:

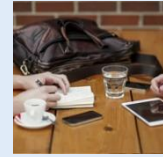
- [SRS Calendar 2022-24](#)
- [Assessment Schedule 2022/23](#)
- [Curriculum planning timescales](#)

<b>17 - 31 July</b>	- Continuing student module reselection
<b>17 August</b>	- A-level results day
<b>21 August</b>	- Start of LSA
<b>21 August</b>	- Start of re-enrolment for UG and PG continuing students
<b>22 August</b>	- Start of pre-enrolment for PG students
<b>24 August</b>	- Publication of the updated 2023/24 Module Catalogue
<b>29 August</b>	- Start of pre-enrolment for UG students
<b>29 August – 15 September</b>	- LSA marking and second-marking period
<b>31 August</b>	- Deadline for submitting External Examiner nominations for 2023/24 Academic Year
<b>11 September</b>	- Start of new student module selection
<b>15 September</b>	- LSA mark entry and exchange deadline

## Resources and Guidance

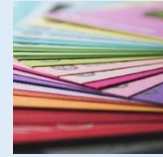
### **Mark Entry Quick Guides**

Quick Guides available to assist with many mark entry topics



### **Managing Centrally Managed Examinations on AssessmentUCL**

Guidelines & Training for ELOs and TAs



### **How are Managers, Markers and Reviewers assigned in AssessmentUCL?**

How/Where to update staff roles



### **Directory of Portico Functionality**

Resource to help staff discover what Portico has to offer



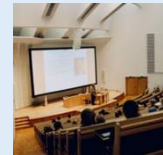
### **Portico Training**

Request form for individual or group training sessions for staff



### **External Examining Updates and Toolkit – Resources for Board Teams**

Key updates on Expenses and Nominations and a Planning Toolkit webpage showing guides on completing tasks and other useful resources



### **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**

### **Update ahead of Results Day on the national Marking and Assessment Boycott**

Information on the national Marking and Assessment Boycott and Results Day



### **Self-Serve E-Transcripts for Finalists**

From 11 July, finalists will be able to download their results e-transcripts directly from Portico



### **Late Summer Assessment (LSA)**

Key dates and deadlines for the LSA



### **Student Module Selection Approval Deadline Approaching**

Find key dates and supporting resources for student module selection approvals



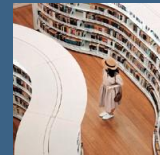
### **New Enrolment Apps Launched for the New Academic Year 2023**

New student enrolment App Launched



### **Students moving to CRS during the 2023-24 academic year**

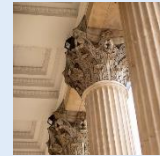
Assistance required with data collection



## **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 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](#).