Academic Services Newsletter

Welcome

This is the 17th 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.

Coronavirus (Covid-19)

Processes and deadlines are subject to change as the situation with the Covid-19 pandemic evolves. We will provide information as it becomes available. In the meantime, please check the FAQ regularly.

If you have concerns about your health, please see the NHS 111 website.

Key updates you may have missed:

Exam Board Support

Emergency Resilience Framework

Teaching and assessment continuity

Revised timelines (staff login required)

Covid-19 Extenuating Circumstances Procedure

Covid-19 Boards of Examiners Emergency Procedures

Need to Know

Module Registration Timings and Enhancements

Important information about changes for 2020/21

Module Catalogue and Module Registration Update

August 2020 catalogue refresh ahead of module registration in September 2020

Enrolment 2020

Arrangements for the enrolment of new and returning students for Start of Session 2020

Core Programme Information 2020-21

Core Programme Information for 2020-21 has now been published
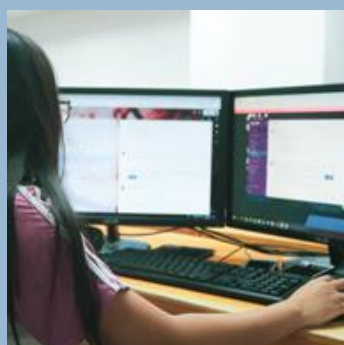
Late Summer Assessment (LSA)

The LSA will examine students that have deferred their 24-hour online examination. All dates and deadlines for LSA activity are contained in this article

Further Extensions for Students with Deferrals and Postgraduates due to complete in July/August

Arrangements to provide continued access for students with later assessment deadlines

Launch of New E-Transcript Service for Students

Alternative online service developed in response to Covid-19
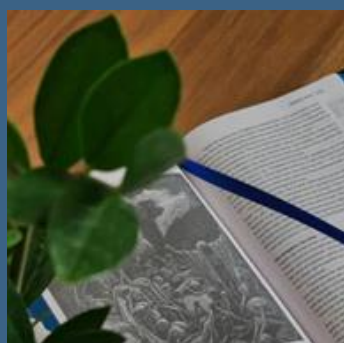
Coming Soon: New Interruptions Online Workflow

Planned changes to Interruption of Study for 2020-21

Withdrawal of MD(Res)

Important information regarding withdrawal the MD(Res)

Board Chairs to respond to External Examiners Reports

FAQs on External Examiner Fees and Tenure

31 July - Confirm External Examiners not continuing in 2020-21

Board Chairs task – On Portico enter a response to External Examiner reports within four weeks of submission	Refer to the FAQs for questions on External Examiner Fees, P60, Payslips, Tenure and Moodle access	31st July – Board Admin to complete Portico task to confirm the External Examiners who are NOT continuing in 2020-21

Key dates and deadlines

The Examinations and Assessments Contingency Panel have approved a revised timetable for this year's Exam Boards and associated activities. The new dates are provided via the Revised timeline page (staff login required).

13 July	-	Deadline for the exchange of Undergraduate marks (including capstone) Exams will take the data for LSA timetable from this date.
16 – 24 July	-	Dates of UG Boards of Examiners' meetings and PGT Interim Exam Boards
27 July	-	Deadline for submission of LSA examination papers
28 July	-	Publication of the LSA final timetable
31 July	-	Confirm module, results, interim results outcomes and progression on Portico
31 July	-	Confirm External Examiners not continuing in 2020/21
6 August	-	Results Day
17 August	-	Publication of updated 2020/21 Module Catalogue
24 August – 11 Sept	-	Late Summer Assessment Period (for deferred 24-hour online examinations)

Forthcoming Events

Postgraduate Exam Board Training Sessions

September 2020: Further details will be provided soon about training sessions for staff involved with Postgraduate Exam Boards.
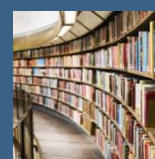
Resources and Guidance

Exam Board Support pages

Key information and training materials for the new Exam Board processes, including:

- **Exam Board checklists**
- **Accessing Exam Board tasks and reports**

Query Management Spreadsheet published on TEAMS

In order to more efficiently manage the high volumes of mark entry and Exam board related queries expected throughout the forthcoming period, the Student Records team have posted a Query Log on each Faculty TEAMS site

Marks Processing in Portico

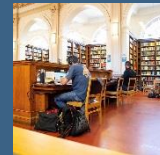Online training materials are available to help explain Marks Processing in Portico

Academic Manual Glossary

Resource defining Common Terminology, Definitions, and Abbreviations used in the Academic Manual

External Examining - Updates

Key updates to the External Examining process

Reminders

Board dates still missing on Portico for 2019-20

Please check and enter Board dates immediately so Registry teams can support you and External Examiners through the Exam Board process

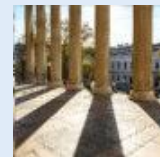## Modules still not linked to External Examiners on Portico for 2019-20

Links to External Examiners to complete their annual report will not be sent unless modules are linked on Portico (apart from manual payments)

Results Day for Students – 6 August 2020

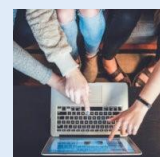There has been a change to the date that students will be notified of their end of year results due to Covid-19

Academic Misconduct – Covid-19 Changes

UCL has agreed a number of changes and clarifications, including an expedited Academic Misconduct process, for the remainder of the 2019-20 academic year

Moodle access to External Examiners

Moodle access is managed by Departmental Computer Reps

Right to Work checks for External Examiners

Important Summary of information and links to HR web pages to check evidence of Right to Work for your External Examiners
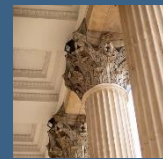
Transcript and Certificate Production 2019/20

Up-date on Certificate and Transcript production service for current, completing and alumni students

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.