Academic Services Newsletter

Welcome

This is the 41st 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.
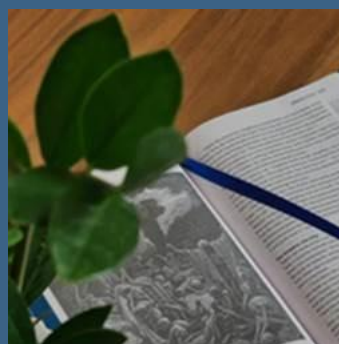
Need to Know

Late Summer Assessments

Arrangements for LSA August-September 2022

29 July: Deadline for updates prior to Module Catalogue refresh

Learn more about making final module amendments for inclusion in the catalogue

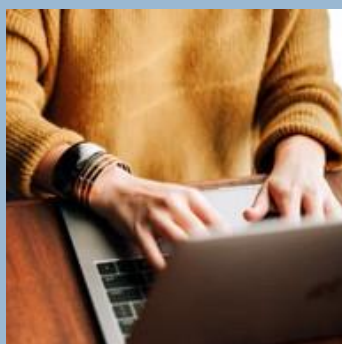### Enrolment and Re-Enrolment Timeline 2022

Information regarding Enrolment and Re-enrolment for 2022

Students moving to CRS during the 2022-23 academic year

Assistance required with data collection

Extenuating Circumstances (EC) to be managed in Portico from next years

The new EC system is being launched to support changes to EC regulations that will come into effect

Coming Soon: Academic Manual 2022-23
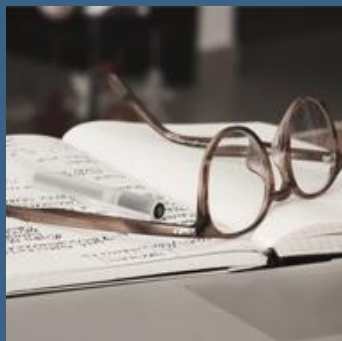
Publication due for early August

next academic year. Find out more.

Update: External Examiner report form and departmental response

We have made some tweaks to the External examiner report form and how this and your departmental response is reviewed

External Examiner Fees, Expenses and Report FAQs

Refer to the FAQs for questions on External Examiner Fees, P60, Payslips, Expenses, Payment process and Annual Report process

Pre-Board External Examining tasks

These tasks should already have been completed, if not, please do so ASAP: check status of External Examiners, assign modules for the 2021-22 session & enter BoE dates directly onto Portico
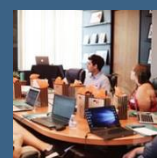
Assessment Query Forms – Findings Main 2022 Central Assessment Period

Overall online assessment query rate over 57,590 candidates was 2.40% this includes claims of a technical failure and those user errors that would only arise during an online assessment

Admissions Transformation

Transforming our student admissions service for 2023 and beyond. Find out more

Key dates and deadlines

Further dates are also available via:

- SRS Calendar 2021-23
- Assessment and Exam Board Schedule 2022
- Curriculum planning timescales

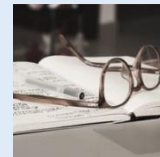**25 July** - LSA timetable published to students

25 July - Deadline for LSA Exam Papers to be submitted to the Central Assessment Team

29 July - Deadline for updates prior to Module Catalogue refresh

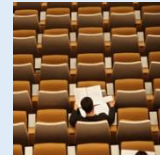| **1 August** | - | Initial Teacher Education, applicant transfer begins (creating enrolment record) and pre-enrolment starts for students who meet all the entry requirements |
22 August	-	Continuing students' re-enrolment starts for UG and PG
23 August	-	PG pre-enrolment starts
30 August	-	UG pre-enrolment starts
30 August	-	Module catalogue republished
12 September	-	Module selection opens for new students

Resources and Guidance

Managing Centrally Managed Assessments on AssessmentUCL

Guidelines & Training for ELOs and TAs

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

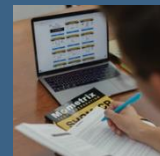### External Examiner UCL Credentials (IT, Moodle, AssessmentUCL access)

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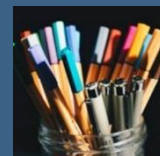
In case you missed it

Interruptions and Return to Study

On the 26th June, the 3-month interruption return to study window opens for students who are due back at the start of the next academic year. This is the process they need to follow

Core Programme Information

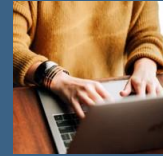Core Programme Information to be published in August

Graduate Route Update

Reminder of the reporting timescales for the Graduate Route

Programme Summary Project update

Changes to the plans for programme summaries

Module Selection

90% of students submit their preferred modules for next academic year
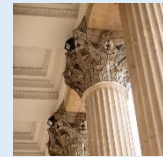
Community News

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

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.