



Welcome

This is the 16th 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, please [click here to sign-up](#). 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](#)

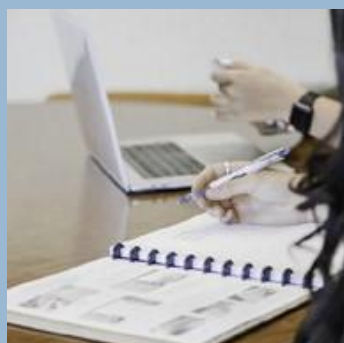
[Revised timelines](#) (staff login required)

[Covid-19 Extenuating Circumstances Procedure](#)

[Covid-19 Boards of Examiners Emergency Procedures](#)

Need to Know

[Delayed Publication of the Academic Manual and Core Programme Information Standard Text Update](#)



Covid-19 and on-going discussions at UCL will unfortunately lead to delays in the publication of

[Mark Entry is now open!](#)



Important update on changes to assessments and mark entry in Portico

[Academic Misconduct – Covid-19 Changes](#)



UCL has agreed a number of changes and clarifications, including an expedited Academic

both the Academic Manual and the Core Programme Information

Misconduct process, for the remainder of the 2019-20 academic year.

24 Hour Online Exams



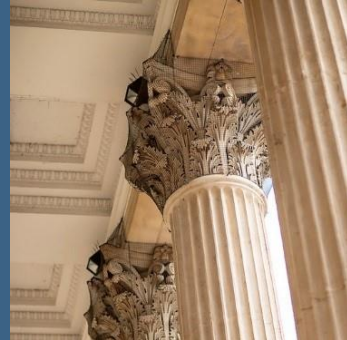
The story so far for 24 Hour Online Timed Exams

Extension to expected end dates for final year students



Updating students' records in Portico in-line with extended assessment deadlines

Join TA Talk and stay connected



Become part of UCL's community of Teaching Administrators

BoE Data Hub - now 2019/20. Board Teams to link modules to External Examiners



Departmental teams are now able to link modules to External Examiners for the 2019-20 session. Deadline for completion: 22nd June

External Examiners' status on Portico



BoE Data Hub has now been rolled over ready for the 2019/20 session. Board Teams Task: Check External Examiners' appointment status on Portico for the 2019/20 session

Board dates on Portico for 2019-20



Academic Services will shortly upload onto Portico the Board dates for the 2019-20 session that were provided by Faculties in May

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).

22 June

- Board Teams Task: Link modules to External Examiners on Portico

- 7 May – 30 June** - [Programme Diet maintenance for 2020/21](#)
- 6 July** - All deferrals to be entered on Portico (both UG and PG) for students to be included in the LSA examination timetable
- 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
- 31 July** - Confirm module, results, interim results outcomes and progression on Portico
- 6 August** - Results Day

Resources and Guidance

[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



[Interruptions of Study – New Form](#)

New form now available for Interruptions of Study for taught students



Community News

[The Community of Practice](#) is providing opportunities to stay in touch whilst working remotely. They are planning to arrange regular virtual tea/coffee breaks, a book club and possibly some workshops. Sign up to [TA Talk](#) for more details.



Reminders

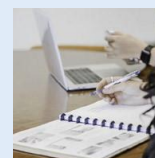
[Right to Work checks for External Examiners](#)

Important Summary of information and links to HR web pages to check evidence of Right to Work for your External Examiners



Programme Portfolio Review – Launch and Programme Diet and Changing Module Offer – Updates

Key updates for Programme Portfolio Review



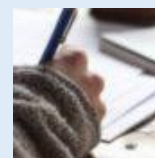
Board of Examiners Data Hub on Portico – New features

New features are now available on the Board of Examiners Data Hub task on Portico (within the External Examining container in Awards, Assessment, Achievements tab)



Staff Student Consultative Committees (SSCC) Minutes Update

Forward any outstanding SSCC minutes



Transcript and Certificate Production 2019/20

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



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](#).