



Welcome

This is the 40th 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](#).

A Fond Farewell to Dr Helen Matthews

After 4 years in Academic Services, and 21 years at UCL, Dr Helen Matthews will be leaving UCL in July. She will be greatly missed as both a friend and colleague and has provided Academic Services with amazing leadership and guidance during her time with us.

Thank you, Helen for all your hard work and support and we all wish you the very best for the future.

Spotlight on: Exam Boards

In addition to the articles below please refer to the [Exam Board Support website](#) for more information

Exam Boards – Guidance on Processing Late Results



Timeline for late approvals for inclusion in LSA and Graduation

Checks in Advance of Exam Boards



Crucial checks to be done on your students' records now to ensure smooth running of Exam Boards

Phasing out of No Detriment in 2021/22



There are no new 'No Detriment' arrangements for the 2021/22 academic session

Summer Exam Boards – Key Dates and Deadlines

Details of Summer Exam Board deadlines, release of results and dispatch of degree documentation



Now Updated for 2021-22: Assessment and Exam Board Schedule

Timeline of key Assessment and Exam Board dates for your calendar



Need to Know

Late Summer Assessment (LSA)



Key dates and deadlines for the LSA

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

Staff Survey on the Assessment Process



Request for feedback. Deadline: 26th June

9 July, 8am-12pm: Portico service outage for essential maintenance

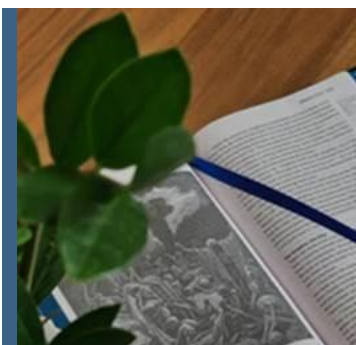


Learn more about this planned outage and how it may affect you

Module Selection – 1 month to go

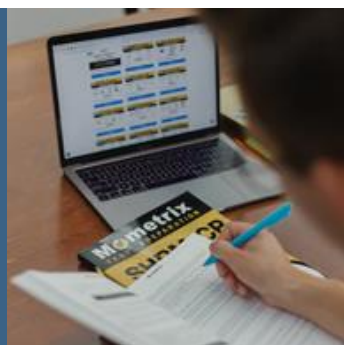
Staff Student Consultative Committees (SSCC) Minutes Reminder

Programme Summary Project update



Student selections must be approved in Portico by Friday 15 July

Pre- Board External Examining tasks



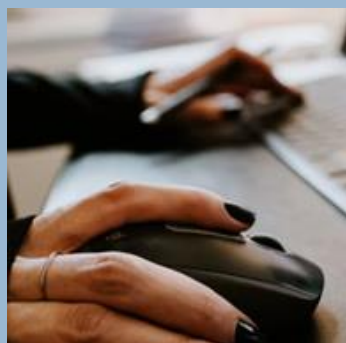
Reminder: Please submit your Term 3 SSCC minutes

External Examiner report form and departmental response



Changes to the plans for programme summaries

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



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



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



Board teams can now run a Portico report to retrieve their External Examiner's UCL credentials for IT/Moodle/AssessmentUCL access

Key dates and deadlines

Further dates are also available via:

- [SRS Calendar 2020-23](#)
- [Assessment and Exam Board Schedule 2022](#)
- [Curriculum planning timescales](#)

16 – 24 June

- Boards of Examiners for:

- UG main boards
- PG sub boards/Chairs action for Autumn or Spring modules.

26th June

- Deadline for [Staff Survey on the Assessment Process](#)

1 July

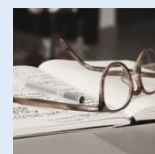
- Deadline for nominations for External Examiners starting in the 2022/2023 academic year

- 7 July**
 - Results Day for:
 - UG - Students emailed results and awards (results available on Portico from 8 July 2022)
 - PG - Students with Term 1 or Term 2 completed module results will be emailed (provisional) and available on Portico
- 8 July**
 - Central Assessment Team download LSA timetable data
- 9 July**
 - 8am-12pm: Portico service outage for essential maintenance
- 13 – 18 July**
 - Departmental review period for central LSA timetable
- 15 July**
 - Deadline for approval of continuing students' module selections
- 15 July**
 - Deadline for updates to assessment spreadsheets by Academic Departments
- 18 – 22 July**
 - Faculty approval of departmental assessment changes
- 25 July**
 - LSA timetable published to students
- 25 July**
 - Deadline for LSA Exam Papers to be submitted to the Central Assessment Team

Resources and Guidance

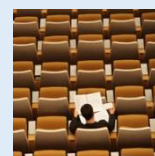
[Managing Centrally Managed Assessments on AssessmentUCL](#)

Guidelines & Training for ELOs and TAs



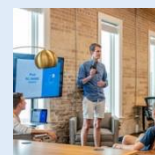
[Mark Entry Quick Guides](#)

Quick Guides available to assist with many mark entry topics



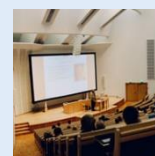
[External Examining Webpage](#)

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

Module Selection

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



Post Exam Board module assessment changes

Timeline of activities for updating assessments prior to Module Catalogue refresh and Module Selection for new students



Enrolment and Re-Enrolment Timeline 2022

Information regarding Enrolment and Re-enrolment for 2022



Portico migration to the Cloud postponed

Planned activities continue while revised timeline is prepared



Community News

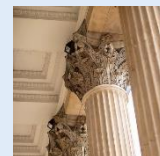
CPD opportunity to learn more about managing education quality at UCL

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



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