



## Welcome

This is the 52<sup>nd</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](#).

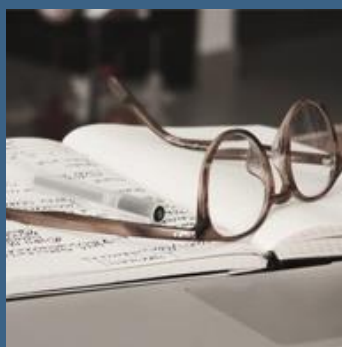
## Need to know

[Update ahead of Results Day on the national Marking and Assessment Boycott](#)



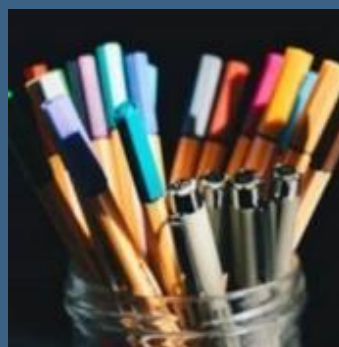
Information on the national Marking and Assessment Boycott and Results Day

[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

[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

student module selection  
approvals

### Coming Soon: Academic Manual and Core Programme Information for 2023-24

Information about the upcoming publication of the Academic Manual and Core Programme Information



## Key dates and deadlines

Further dates are also available via:

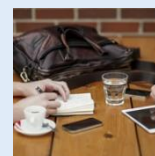
- [SRS Calendar 2022-24](#)
- [Assessment Schedule 2022/23](#)
- [Curriculum planning timescales](#)

<b>15 - 28 June</b>	- Exam Board Period
<b>3 July</b>	- Deadline for results processing and faculty approval
<b>6 July</b>	- Results Release
<b>12 July</b>	- Deadline for updates to assessment spreadsheets by Academic Departments
<b>12 – 17 July</b>	- Departmental review period for central LSA timetable
<b>13 – 14 July</b>	- Faculty approval of departmental assessment changes
<b>14 July</b>	- Deadline for student module selection approvals
<b>17 - 31 July</b>	- Continuing student module reselection
<b>24 July</b>	- LSA timetable published to students
<b>24 July</b>	- Deadline for LSA Exam Papers to be submitted to the Central Assessment Team
<b>27 July</b>	- Results release for reissued finalist classifications or other awards not ready for the main Board

## Resources and Guidance

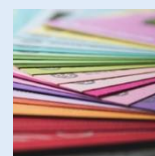
### Mark Entry Quick Guides

Quick Guides available to assist with many mark entry topics



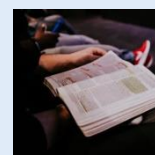
### Managing Centrally Managed Examinations on AssessmentUCL

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



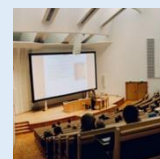
### [External Examining Webpage – new updates](#)

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**

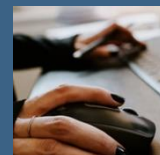
### [Marking and Assessment Boycott Guidance and Procedures](#)

Exceptional process and timelines for Mark Entry and Exam Boards Summer 2023 in response to the Marking and Assessment Boycott



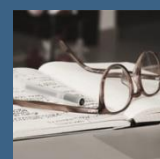
### [New mark entry code](#)

New mark entry code for missing marks due to the Marking and Assessment Boycott



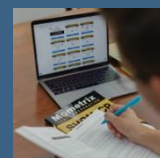
### [Updated marking and assessment deadline](#)

Changes to the assessment schedule for UG progression and award, and PGT interim results



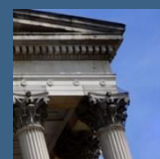
### [Transferring Marks from AssessmentUCL to Portico](#)

Find out how easy it is to transfer your marks



### [UG Finalists results and certificates](#)

Find out about the process for issuing UG Finalist results and certificates for Summer 2023



## Introduction and welcome to new senior Student and Registry Services staff

An update on recent appointments and new team structures



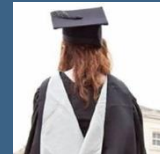
## Student Module Selection Approvals now underway

Key dates and supporting resources for student module selection approvals. **Deadline – 14<sup>th</sup> July**



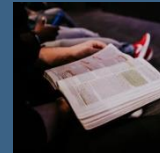
## Staff: register now to attend this year's graduation ceremonies in July and September!

You can now register online to be part of the UCL graduation platform parties



## Changes to Assessment Date Entry Process

Find out about the changes coming in September to the assessment date entry process



## Assessment Change deadline

How and when to make changes to assessments prior to the summer Module Catalogue refresh



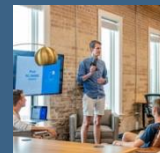
## Enrolment and Re-enrolment Timeline 2023

Information regarding Enrolment and Re-enrolment for 2023



## Enhancement to Portico Student Summary

Updated display of programme details



## Getting Research Records Ready for Next Session

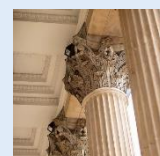
Creation of enrolment records for research students for the 2023 academic session



## 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](#).