



Welcome

This is the first edition of the new 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 email us via as-newsletter@ucl.ac.uk.

Need to Know

Submission of Examination Papers



Friday 8 March deadline for examination papers for Main Examination Period. Further guidance for staff.

In-depth engagement by UCL staff produces refreshed Exam Boards process



New reports will be available for 2019 Exam Boards as Academic Model Project begins to pay off.

External Examiners: Message from Academic Services



Academic Services has recently written to External Examiners about the new regulations and Exam Boards at the Touch of a Button.

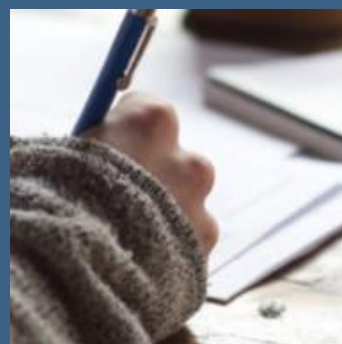
Examination Venue



Late Entry in Exam Hall



Script Collection & Examinations Base Room

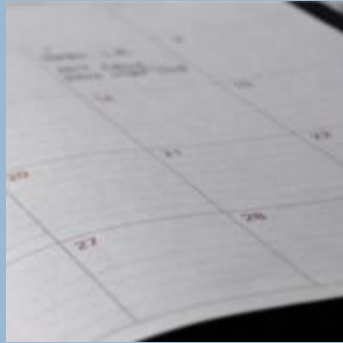


Information on examination venues for the Main Examination Period.

Late entry time extended to 45 minutes.

Script Collection for Main Examination Period: 10:30 – 17:30, 3rd Floor Gower Place. Find out more.

Registrar's Office Leading on Student Compliance (Non-Tier 4)



New team appointed to the Registrar's Office to lead UCL-wide projects to ensure compliance with the new Office for Students Regulatory Framework and the CMA guidance on consumer law in higher education.

New Mark Processing in Portico for 2018/2019



Mark entry on Portico is now open for all 2018/2019 modules. Online training materials are available to help explain the changes being rolled out this year.

Boards of Examiners container on Portico has now moved



In response to your feedback, the Boards of Examiners Portico container has now moved from the Student Module Registration tab to its new location within the Awards, Assessments and Achievements tab.

Key Dates and Deadlines

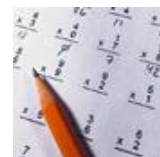
2019 Graduation Ceremonies

Timeframes and eligibility criteria for attending 2019 Graduation Ceremonies.



Examination Adjustments

Key deadlines for the receipt of applications from students applying for examination adjustments for the Main Examination Period 2019.



Extenuating Circumstances and Easter Closure

This year's late Easter could delay processing of EC claims – make sure you plan ahead.



Events

7–15 March 2019: Drop-in sessions for Academic Review

Further drop-in sessions scheduled to support staff to complete this activity.



25 March – 12 April 2019: Faculty Exam Board Briefings

Essential briefings for Exam Board Chairs, Board Administrators, and Faculty Representatives in preparation for Exam Boards in June 2019.



Resources and Guidance

New Extenuating Circumstances Leaflet for Students

New leaflet and webpage set out what students can do if illness or other personal problems affect their exam or assignment.



Late Summer Assessment Staff Planning Pack

LSA Planning Pack updated for the 2018-19 sitting.



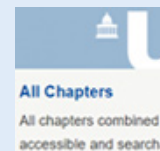
Need Help with the New Regulations?

Not sure which regulations have changed, or how they apply to your students? A new webpage is here to help.



Searchable Academic Manual PDF

New single pdf created to help search for Academic Manual content more easily.



Placement Documentation Pack Now Available

New placement documentation pack published including guidance documents and templates for Departments to use when setting up work placements.



Reminders

Departmental Responses to 2017/18 External Examiners Reports

Faculty colleagues have been sent a list of External Examiner reports where a response from the Department is still pending.

External Examiner Nominations and Appointments task

There are pending External Examiner (EE) Nominations which need to be progressed by the EE or Board/Faculty colleagues.

Why am I receiving this?

You are receiving this as you have previously been on our Academic Services mailing list, and key updates will now be consolidated into this monthly newsletter. If you wish to be removed from the mailing list, please email us via: as-newsletter@ucl.ac.uk