



Welcome

This is the 13th 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)

We have a team from across the University working on the possibility of exams at the Excel Centre or other assessments being affected by public health restrictions. More information will be provided as it becomes available. In the meantime, please check [the FAQ](#) regularly.

If you have concerns about your health, please contact the free [NHS 111](#) telephone helpline.

Need to Know

Examination Papers: Centrally Managed Exams and Industrial Action 2020



What to do if examination papers are impacted by Industrial Action

Submission of Examination Papers – 10 March deadline



Deadline for submission of Exam Papers for the Main Examination Period is 10 March

Exam Board Planning 2019/20



Update on improvements in year two of the new Exam Boards

2020/21 Modules and the UCL Module Catalogue

Programme Summaries Update

Assessment Planning: Supporting your Students



In readiness for the publication of the 2020/21 UCL Module Catalogue taking place week commencing 9 March 2020



Programme Summaries will soon open for editing by departments and faculties on Portico



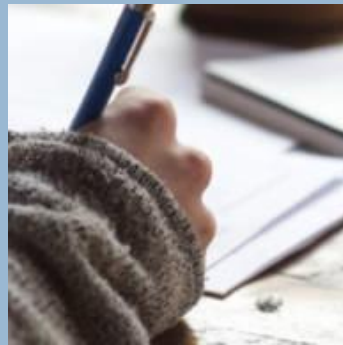
New Guide to help staff provide advice to students during the exams season

Examinations at Alternative Venues (Overseas) – 28 March deadline



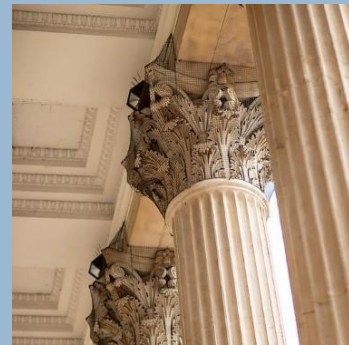
Deadline for students applying to sit exams at an alternative venue (Overseas) is 28 March

Examination Adjustment Applications – 6 April deadline



New deadline for students to submit requests for Examination Adjustments

External Examining Portico view is still 2018/19 AY



The current view on Portico for External Examining activity reflects data relating to 2018/19 AY. Please do not enter any data for 2019/20

Key dates and deadlines

- 10 March** - Deadline for receipt of examination papers
- 10 March** - Publication of 2020/21 Module Catalogue
- 20 March** - Deadline for PG awards to be agreed in Portico for inclusion in the 2020 Graduation Ceremonies
- 28 March** - Deadline for Applications for exams at alternative venue (Overseas) - **Main Exam Period**
- 31 March** - Deadline for the submission of Revised Papers impacted by industrial action

6 April - Deadline for the receipt of applications from students applying for examination adjustments for the Main Examination period

27 April - 5 June - Main Examination Period

Upcoming events

Programme Diet Updates for 2020/21

Student Records/Student Lifecycle Team will be contacting departments about programme diet updates for 2020/21 soon.



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



Examinations liaison officers - resources

Comprehensive examination information for ELOs 2019/20



Interruptions of Study – New Form

New form now available for Interruptions of Study for taught students



Community News

New Programme Administration (Taught) Community of Practice is formally launched

The new Programme Administration (Taught) Community of Practice, launched on 5 February 2020, formally brings together the popular Teaching Administrators' forum, conference and InEDITA training programme.



Reminders

Final Examination Timetable

The Final Examination Timetable has been published



Late Module proposals and amendments

Guidance on the circumstances in which module proposals and amendments may be accepted after the deadline



Overdue Departmental Responses to 2018/19 External Examiners Reports

Departmental response to External Examiner Reports required for both Summer and Autumn term 2018/19 Exam Boards



External Examiner Nominations and Appointments task 2019/20

A reminder that External Examiner (EE) Nominations and Appointments for 2019/20 should now be completed and preparation underway for the 2020/21 round of nominations



Research students to benefit from launch of new Portico processes

Easy to use online workflow to replace current paper-based forms



2020 Graduation Ceremonies – Key Information

Key announcements for 2020 Graduation Ceremonies



2020 Graduation Ceremonies – Eligibility

Timeframes and eligibility criteria for attending 2020 Graduation Ceremonies



Exams team go live on @askUCL

Examinations team now available to **students** via **@askUCL**



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](#).