



Welcome

This is the 37th 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](#).

Spotlight on Assessments and Exam Boards

[AssessmentUCL Practice Assessments](#)



Getting Students Prepared in Advance

[CMIS deadline 1 April](#)



Meet the CMIS 2022/23 timetable deadline for early module selection and central room vallocation

[Progression and Award Algorithms – Summer Exam Boards](#)



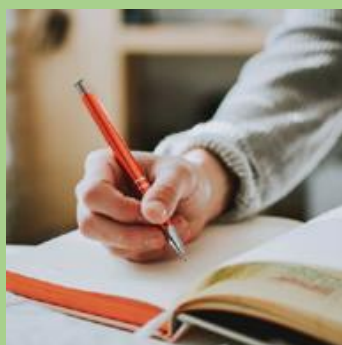
Process to check these algorithms on Portico now open

[How are Managers, Markers and Reviewers assigned in AssessmentUCL?](#)



How/Where to update staff roles

[Examination Adjustment Arrangements for 2022](#)



Deadline for students to submit requests for Exam Adjustments

[Managing Centrally Managed Assessments on AssessmentUCL](#)



Guidelines & Training for ELOs and TAs

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

Timeline of key Assessment and Exam Board dates for your calendar



Need to Know

31 March: Publication of 2022/23 Module Catalogue



2022/23 Module Catalogue refresh in progress ahead of Continuing Module Selection

Programme Amendment deadline for 2023/24 implementation



The deadline for submitting programme amendments for implementation in 2023/24 is Friday 10th June 2022

2022 Graduation Ceremonies



Timeframes and eligibility criteria for attending 2022 Graduation Ceremonies

Confirm staff on Board Data Hub task occupy only one role



Please check the correct staff are assigned to Chair, Deputy and Admin roles and that each role is filled by a different person

2020/21 External Examiners Reports without a Departmental Response: next step for Departments



Departments to now provide an offline response directly to External Examiners where standard response was not entered on Portico

External Examining Portico view is still 2020/21 AY



The current view on Portico for External Examining activity reflects data relating to 2020/21. Please do not enter any data for 2021/22 AY

Key dates and deadlines

Further dates are also available via:

- [SRS Calendar 2020-23](#)

- [Assessment and Exam Board Schedule 2022](#)
- [Curriculum planning timescales](#)

- | | |
|-----------------|--|
| 25 March | - PGT marks and awards to be approved by Faculty in Portico |
| 25 March | - Deadline for last awards to be included in Postgraduate Award Ceremony |
| 31 March | - Publication of the 2022-23 Module Catalogue |
| 1 April | - Teaching events need to be entered in CMIS. Please contact your Business Partner via Microsoft Teams for urgent timetabling queries. |
| 4 April | - UCL's returning students will begin selecting their preferred modules for the 2022-23 academic year |
| 4 April | - Deadline for attaching assessments to flows in AssessmentUCL |
| 6 April | - Deadline to check Progression and Award Algorithms for Summer Exam Boards |
| 13 May | - Deadline for Students to select modules |

Training

AssessmentUCL training and support

Online workshops, step-by-step guidance, video training and a practice environment to help staff use the full functionality of the AssessmentUCL platform.



Module Selection Departmental Staff Briefing: 28th March

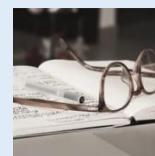
Staff briefing session on module selection for 2022-23 on Monday 28 March at 11:30-12:30pm. This will be an opportunity to ask questions.



Resources and Guidance

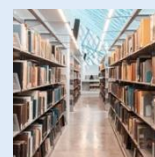
Checks in Advance of Exam Boards

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



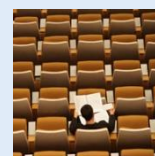
Programme Amendment Guidance 2021/22

Guidance for the submission of major and moderate programme amendments in 2021/22



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 \(for IT and Moodle access\)](#)

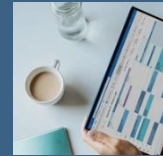
Board teams can now run a report to retrieve their External Examiner's UCL credentials for IT/Moodle access



In case you missed it

[Preparing for Student Module Selection](#)

Find out what preparation is underway for the launch of student module selection and why meeting the CMIS deadline of 1 April is so important



[Online Exam Boards](#)

Online exam boards to continue



[Managing the Impact of Strike Action on Students](#)

What to do if strike action has impacted your students



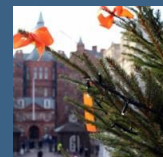
[Changes to Casework Team](#)

Welcome to our new Head of Regulations and Casework and Casework Manager



[Undergraduate Copy Call has now commenced](#)

Copy Call has now commenced for UG programmes recruiting for entry in 2023



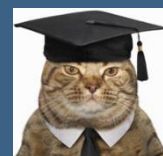
[Curriculum Data Maintenance and Module Selection for 2022-23](#)

Read our Q&As and reminder of tasks and deadlines



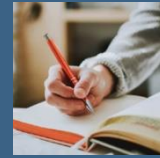
[Central Assessments Team \(CAT\)](#)

The Exams Team has been renamed



Postgraduate Taught Results Release and Award Processing

Information on results release and award processing for the Main PGT Exam Boards and timeline for processing of late results via Sub-Boards/Chairs Action Dec 2021 – May 2022



Community News

TA Conference 2022: Don't Forget to Sign-up

30th and 31st March: For the first time ever the conference will span two days with activities and seminars both online and in-person



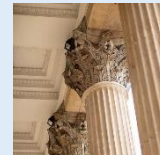
CPD opportunity to learn more about managing education quality at UCL

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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