



## Welcome

This is the 49<sup>th</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](#).

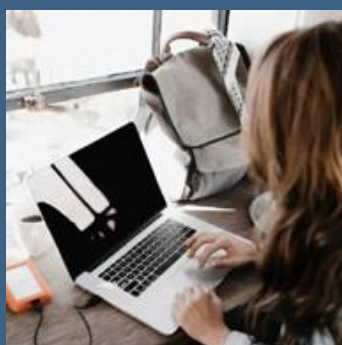
## Need to Know

### [Module Selection for 2023/24 – Update](#)



Updated information for Module Selection 2023/24

### [2023/24 Module Catalogue: Updated Publication](#)



Information about modules on offer in the coming academic year

### [14-17 April: Annual SITS/Portico upgrade](#)



Reminder about planned service outage

### [Advice on EC claims during the Portico outage \(14-17 April\)](#)



Arrangements for supporting students with EC claims while Portico is offline

### [Latest Updates on our EC system](#)



Read about feedback captured from staff and student user reviews and the system enhancements now live

### [EC System open to Doctorate Students](#)



Professional Doctorate and MPhilStud students can now submit EC claims via Portico

### AssessmentUCL Practice Exams



Getting Students Prepared in Advance

### Managing Centrally Managed Examinations on AssessmentUCL



Guidelines & Training for ELOs and TAs

### Exam Papers - Strike Mitigation (Katherine)



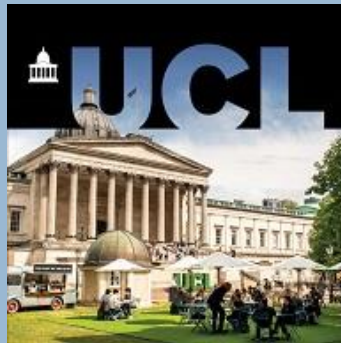
What to do if an exam is impacted

### Exam Board Dates Collection Exercise for the 2022/23 Academic Session



Key information about this year's collection exercise

### Undergraduate Prospectus 2024



Undergraduate Prospectus for 2024 entry is now available in print and online

### 2021/22 External Examiners Reports without a Departmental Response: next step for Departments



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

### External Examining Portico view is still 2021/22 AY [until mid April]

The current view on Portico for External Examining activity reflects data relating to 2021/22. Please do not enter any data for 2022/23 AY



## Key dates and deadlines

Further dates are also available via:

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

- 31 March** - Deadline for departments to timetable modules in CMIS  
Changes to data in CMIS
- 28 March** - Deadline for Graduation Ceremony Registration
- 3 April** - Deadline for Exam Adjustment applications
- 3 April** - Deadline for submission/upload of exam papers  
(including those impacted by Industrial action)
- 3 April – 12 May** - Module selection for continuing students
- 14-17 April** - SITS/Portico upgrade
- April (TBC)** - External Examiner Data Hub Rollover. See: [External Examining Portico view is still 2021/22 AY](#)

## Resources and Guidance

### [Directory of Portico Functionality](#)

Resource to help staff discover what Portico has to offer



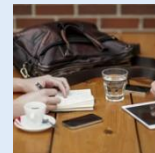
### [Portico Training](#)

Request form for individual or group training sessions for staff



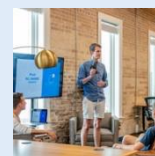
### [Mark Entry Quick Guides](#)

Quick Guides available to assist with many mark entry topics



### [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

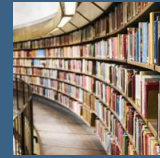
### [Return to In-Person Exams](#)

Guidance for students & ExCel Orientation Visits



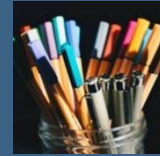
## **Artificial Intelligence (AI) and Assessments**

Information on use of AI and dealing with alleged misuse



## **Examination Adjustment Arrangements for 2023**

Deadline for students to submit requests for Exam Adjustments



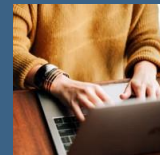
## **Assessment Query Form**

The AQF has a new link



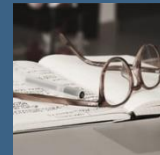
## **How are Managers, Markers and Reviewers assigned in AssessmentUCL?**

How/Where to update staff roles



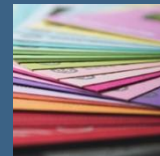
## **Exams Base Room**

New Location for Central Assessment Team during the Exams



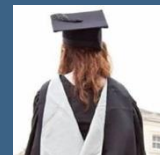
## **Module Selection Feedback and Actions**

Read about the feedback captured from staff and students and the actions that we have planned for continuous improvement



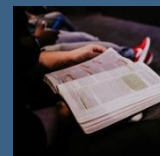
## **Graduation Ceremonies 2023**

Expected dates for the 2023 Graduation Ceremonies are now available



## **Placement Agreement Templates**

Update to Placement Agreement Templates



## **Community News**

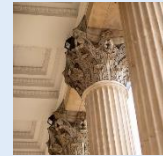
### **Submit an abstract for UCL Education Conference 2023**

The conference will take place in-person on Wednesday 19 April, with an online launch on Tuesday 18 April.



### **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](#).