



## Welcome

This is the 15<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, please [click here to sign-up](#). Previous editions are available via the [Archive](#).

## Coronavirus (Covid-19)

Processes and deadlines are subject to change as the situation with the Covid-19 pandemic evolves. We will provide information as it becomes available. In the meantime, please check [the FAQ](#) regularly.

If you have concerns about your health, please see the [NHS 111](#) website.

### Key updates you may have missed:

[Teaching and assessment continuity](#)

[Revised timelines](#) (staff login required)

[Covid-19 Extenuating Circumstances Procedure](#)

### No Detriment - Update



An update on changes to regulations and processes in Portico

### Covid-19 Boards of Examiners Emergency Procedures



Updated procedures for when the work of the Boards of Examiners is affected by an emergency

### Exam Board Enhancements - Testing



Academic Department testing of the Exam Board processes has begun and will run until the 15th of May

### Examination - Period Update

### Board of Examiners Data Hub on Portico – New features!

### Curriculum Data Maintenance: Programme Diets for 2020/2021



24-hour, timed online exams



New features are now available on the Board of Examiners Data Hub task on Portico (within the External Examining container in Awards, Assessment, Achievements tab)



Curriculum Data Maintenance for 2020/2021 Programme Diets will open on Thursday 7 May 2020

## Key dates and deadlines

The Examinations and Assessments Contingency Panel have approved a revised timetable for this year's Exam Boards and associated activities. The new dates are provided via the [Revised timeline page](#) (staff login required).

- 7 May – 30 June** - [Programme Diet maintenance for 2020/21](#)
- 6 July** - All deferrals to be entered on Portico (both UG and PG)
- 13 July** - Deadline for the exchange of Undergraduate marks (including capstone) Exams will take the data for LSA timetable from this date.
- 16 – 24 July** - Dates of UG Boards of Examiners' meetings and PGT Interim Exam Boards
- 31 July** - Confirm module, results, interim results outcomes and progression on Portico
- 6 August** - Results Day

## 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



## Interruptions of Study – New Form

New form now available for Interruptions of Study for taught students



## Community News

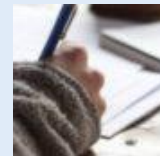
The Community of Practice is providing opportunities to stay in touch whilst working remotely. They are planning to arrange regular virtual tea/coffee breaks, a book club and possibly some workshops. Sign up to TA Talk for more details.



## Reminders

### Staff Student Consultative Committees (SSCC) Minutes Update

Forward any outstanding SSCC minutes



### Transcript and Certificate Production 2019/20

Up-date on Certificate and Transcript production service for current, completing and alumni students



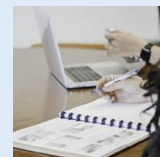
### AMP Programme Summaries Update

Revised timeline for migrating prospectus content to Portico



### 2018/19 External Examiners Reports without a Departmental Response – next step

Departments must now provide an offline response directly to External Examiners where a standard response was not entered on Portico. 2018/19 report has been closed



### 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](#).