



Welcome

This is the 27th 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: Exam Boards

To help you prepare for the upcoming Exam Boards here are a selection articles highlighting important changes for the current year and links to useful sources of information:

[Support during the Exam Board period](#)

[Mark Entry Quick Guides](#)

[New UG Classification Regulations](#)

[Borderline Changes for Covid-19](#)

[Classification changes for 2019/20 assessments](#)

[Portico Progression and Award Rules](#)

[UG Progression Changes for 2020/21](#)

[How to run an Exam Board](#)

[Modern Foreign Language suspension](#)



Need to Know

[Late Summer Assessment \(LSA\)](#)



Key dates and deadlines for the LSA

[2021/22 Module Catalogue now published](#)



Please encourage your students to begin thinking about their modules for the next academic session

[Degree Documentation – Summer 2021](#)



Degree documentation dispatch dates for students being awarded in the Summer 2021

Fast, accurate address checking solution now available to applicants and students



Enhanced UK and international address validation software implemented in Portico

Changes in Academic Services Management Team



Updates to some job roles and reporting lines within the management team

Enrolment and Re-enrolment 2021 - planned dates

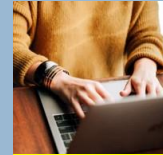


Information regarding Enrolment and Re-enrolment for 2021

Board Teams Task: Link modules to External Examiners on Portico

Departmental teams are now able to link modules to External Examiners for the 2020-21 session.

Deadline: ASAP and no later than 28th May



External Examiners' status on Portico

Check External Examiners' appointment status on Portico for the 2020/21 session.

Deadline: ASAP and no later than 28th May



Key dates and deadlines

Further dates are also available via:

- [SRS Calendar](#)
- [Revised Exams and Assessments Timeline 2021](#)
- [Curriculum planning timescales](#)

28 May	-	Departmental teams: link modules to External Examiners for the 2020-21 session
28 May	-	Board Teams Task: Check External Examiners' appointment status on Portico for the 2020/21 session
1 June	-	Deadline for CDM: Programme Diet Maintenance for 2021/22
11 June	-	Deadline for 2022/23 Programme Amendments
14 June	-	Exchange of marks deadline
18 – 28 June	-	Boards of Examiners <ul style="list-style-type: none">• UG main boards

- PG sub boards/Chairs action for Autumn or Spring modules

- 28 June – 9 July** - Urgent changes to assessment 2021/22
- 7 – 12 July** - Departments review draft LSA timetable
- 8 July** - UG Results Day - Results, awards, interim results and progression will be emailed and available on Portico
- 8 July** - PG Results Day - Term 1 or Term 2 completed module results will be emailed and available on Portico
- 19 July** - LSA exam paper deadline
- 31 July** - Module catalogue refresh

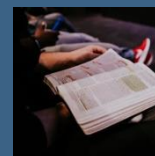
Events

Exam Board Training – Portico Processes (20th May – 11am)

A calendar invite has been sent for a briefing covering the summer timeline and core changes to Portico processes taking place on **20th May at 11am**. Contact your Student Records Manager if you have not received the invite.

Another more specific session is also being run and your Faculty/SR Records will let you know more about this.

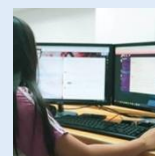
Ideally both sessions will be attended, but they will be recorded and slides available for those unable to attend



Resources and Guidance

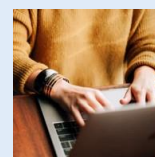
Mark Entry Quick Guides

New Quick Guides available to assist with many mark entry topics



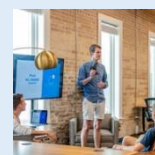
Guidance on Marking Centrally Managed Exams

Information for teaching department staff regarding AssessmentUCL, including details of drop in sessions suitable for examiners, ELOS and External Examiners can be found [here](#), and [specific guidance on marking of centrally managed exams is also available](#)



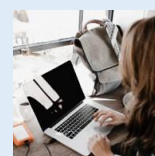
External Examiners access to Moodle and AssessmentUCL in 2020-21

How to manage access to Moodle and AssessmentUCL for External Examiners



Interruptions of Study - Resource for Staff

Staff Guidance, slides and recordings from recent briefing sessions for the new Interruptions of Study process



Programme Amendment Guidance 2020-21

Guidance for the submission of programme amendments



Marks Processing in Portico

Online training materials are available to help explain Marks Processing in Portico



In case you missed it

New Portico Functionality for Programme Approval and Prospectus Copy Calls

Programme Summaries Update



Degree Apprenticeships at UCL

With five degree apprenticeships now running as part of UCL's pilot, we are building a service to support their delivery



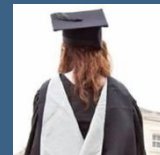
Interruptions Enhancements

Update on the Portico Interruptions workflow



2021 Graduation Ceremonies

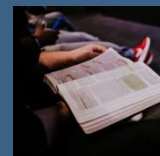
Timeframes and eligibility criteria for attending 2021 Graduation Ceremonies



Curriculum Data Maintenance: Programme Diet Maintenance for 2021/22 is now Open

Programme Diet Maintenance for 2021/22 is now open

Deadline: 1 June 2021



Programme Amendment deadline for 2022/23

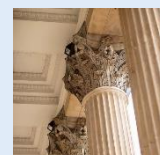
The deadline for submitting programme amendments for 2022/23 is Friday 11th June 2021



Community News

Join TA Talk and stay connected

Become part of UCL's community of Teaching Administrators. [The Community of Practice](#) is providing opportunities to stay in touch whilst working remotely. Sign up to [TA Talk](#) for more details



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