



Welcome

This is the 51st 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

Marking and Assessment Boycott Guidance and Procedures



Exceptional process and timelines for Mark Entry and Exam Boards Summer 2023 in response to the Marking and Assessment Boycott

Transferring Marks from AssessmentUCL to Portico



Updated marking and assessment deadline



Changes to the assessment schedule for UG progression and award, and PGT interim results

Online Controlled Condition Exams



New mark entry code



New mark entry code for missing marks due to the Marking and Assessment Boycott

UG Finalists results and certificates



Find out how easy it is to transfer your marks

Late submissions and technical failures

Find out about the process for issuing UG Finalist results and certificates for Summer 2023

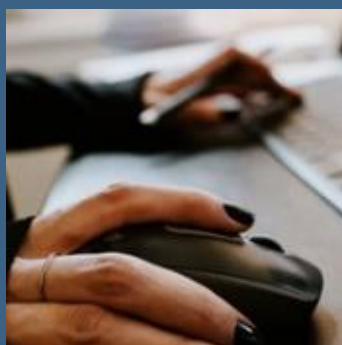
Need to know

[Introduction and welcome to new senior Student and Registry Services staff](#)



An update on recent appointments and new team structures

[Student Module Selection Approvals now underway](#)



Key dates and supporting resources for student module selection approvals

[Staff: register now to attend this year's graduation ceremonies in July and September!](#)



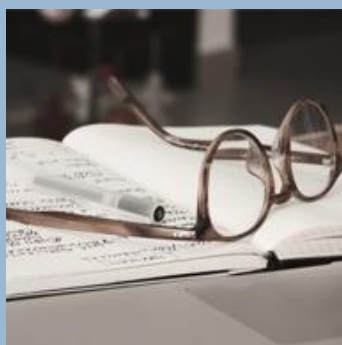
You can now register online to be part of the UCL graduation platform parties

[Changes to Assessment Date Entry Process](#)



Find out about the changes coming in September to the assessment date entry process

[Assessment Change deadline](#)



How and when to make changes to assessments prior to the summer Module Catalogue refresh

[Enrolment and Re-enrolment Timeline 2023](#)



Information regarding Enrolment and Re-enrolment for 2023

[Enhancement to Portico Student Summary](#)

[External Examining Updates – Resources for Board Teams](#)

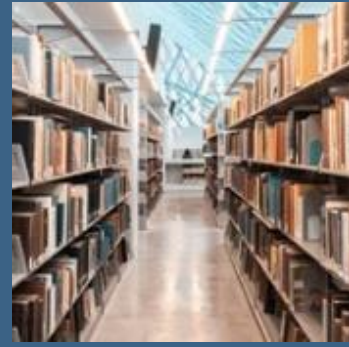
[Getting Research Records Ready for Next Session](#)



Updated display of programme details



Key updates on Expenses and Nominations and a Planning Toolkit webpage showing guides on completing tasks and other useful resources



Creation of enrolment records for research students for the 2023 academic session

Key dates and deadlines

Further dates are also available via:

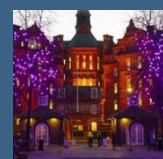
- [SRS Calendar 2022-24](#)
- [Assessment Schedule 2022/23](#)
- [Curriculum planning timescales](#)

2 May - 8 June	-	Main marking and second-marking period
15 May - 14 July	-	Start of student module selection approval for 2023/24 selections
31 May	-	Board teams complete pre-Board tasks (check status of External Examiners and assign modules for the 2022-23 session)
9 June	-	Exchange of marks deadline
12 June	-	Faculties and SRS review impact of MAB
15 - 28 June	-	Exam Board Period
3 July	-	Deadline for results processing and faculty approval
6 July	-	Results Release
17 - 31 July	-	Continuing student module reselection
27 July	-	Results release for reissued finalist classifications or other awards not ready for the main Board

Upcoming Training Events

Exam Board Training Sessions

To help you prepare for the upcoming Exam Boards here is information on the support available online and information on upcoming training sessions.



Resources and Guidance

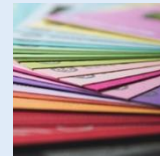
[Mark Entry Quick Guides](#)

Quick Guides available to assist with many mark entry topics



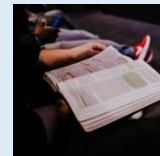
[Managing Centrally Managed Examinations on AssessmentUCL](#)

Guidelines & Training for ELOs and TAs



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

How/Where to update staff roles



[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



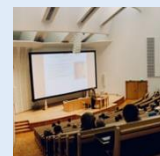
[External Examining Webpage – new updates](#)

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

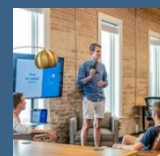
[BoE Data Hub has now been rolled over ready for the 2022-23 session: External Examining tasks for Board teams \(update\)](#)

Due 31st May: Board teams complete pre-Board tasks (check status of External Examiners and assign modules for the 2022-23 session)



[Staff Student Consultative Committees \(SSCC\) Minutes Reminder](#)

Reminder: Please submit your Term 2 SSCC minutes



Undergraduate Prospectus 2024

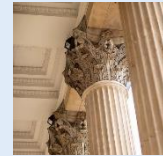
Undergraduate Prospectus for 2024 entry is now available in print and online



Community News

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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