Academic Services Newsletter

Welcome

This is the 21st 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

Staff Consultation on Extenuating Circumstances

How to take part in UCL's consultation on Extenuating Circumstances – open until 1st December 2020
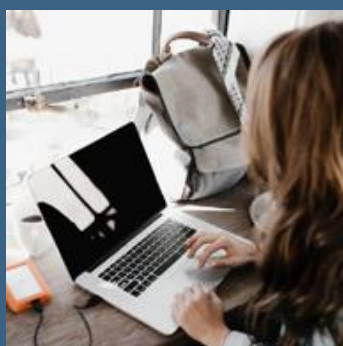
PGT Exam Boards – Autumn 2020

PGT results and awards processing deadlines, and when students will receive their results and degree documentation
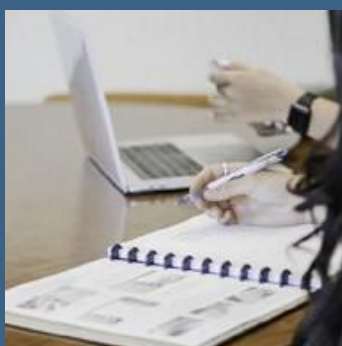
Curriculum Planning for 2021/22

Guidance on deadlines and processes for modules and programme diets for 2021/22

Examination Timetable Data Task

New Data checking process for exam timetable data open 4 - 16 December 2020

Join a Town Hall to discuss new Digital Assessment Delivery Project

Three Town Halls will be held in November to discuss the effort to develop an end-to-end

UCL Consultation on Internal Examining

UCL is conducting a college-wide consultation on the roles and responsibilities of Internal

| digital assessment delivery platform | and Assistant Internal Examiners |

Update on new Interruption of Study workflow

An update on the new Interruption of Study workflow

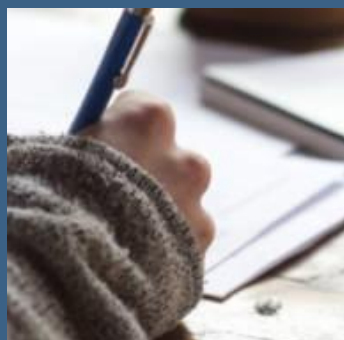**New webpage: 'No Detriment' Classification for 2019-20 Assessments**

Important information regarding the 'No Detriment' arrangement for current students

Portico Exam Board Enhancements Survey
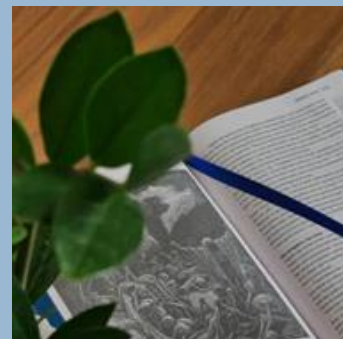
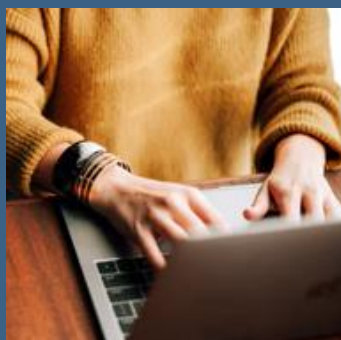Survey for Portico Exam Board Enhancements feedback - open until Monday 30th November

Upcoming Autumn PGT Boards use 2019-20 AY External Examiners (EEs)

2019-20 AY EEs attend upcoming Autumn PGT Boards as work reviewed relates to 2019-20 AY. New 2020-21 AY EEs are not required to attend

Reminder Autumn Boards without dates and assign modules

Please urgently enter on Portico Autumn Board dates and assign modules to External Examiners (EEs) so Registry teams can support you and EEs through the Exam Board process

Pre-Nomination process and deadlines to nominate Taught External Examiners

Submit UG and PGT External Examiner nominee details via MS Form found in Ch 9, Section 4 of Academic Manual

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).

16 – 27 November	-	PG Exam Board period (this can include students who have resubmissions for components)

30 November	-	Deadline for Module Amendments for the following academic session
30 November	-	Deadline for New Modules for the following academic session
1 December	-	Deadline for submission of Exam Papers for January examinations
2 December	-	Any other ad hoc UG marks and awards to be processed on Portico
2 December	-	Any other PG marks and awards to be processed on Portico
9 December*	-	Online approval of marks and awards by Chair and Faculty on Portico
10 December	-	September starters: Deadline for students to submit module change requests for Term 2 and 3 Modules
16 December	-	Completion of NEW Exam timetable data Task by ELOs
17 December*	-	Module Selection Approvals Deadline for Term 2 and 3 Modules

*Please note this date has been revised since first advertised in the SRS calendar

Events

Programme Diet Updates for 2020/21

Student Records/Student Lifecycle Team will be contacting departments about programme diet updates for 2020/21 soon
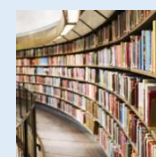

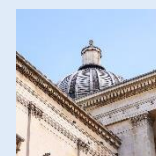## Resources and Guidance

Exam Board Support pages

Key information and training materials for the new Exam Board processes, including:

- Exam Board checklists
- Accessing Exam Board tasks and reports

Marks Processing in Portico

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

Moodle access to External Examiners for 2020-21 AY

Moodle access is managed by Departmental Computer Reps

External Examining Web page – FAQs, Tasks timeline, Key Contacts

Refer to the External Examining Webpage for FAQs, timeline of Tasks and Key Contact details

In case you missed it

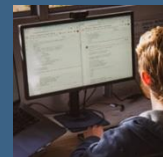### Checking module credits and approval statuses

How to check all students have a full set of approved modules and the correct number of credits on their records

Enhanced Extenuating Circumstances Procedure for 2020-21

Students can now self-certify for Extenuating Circumstances of up to 14 days on two occasions

Academic Misconduct Changes 2020-21

UCL has agreed a number of changes and clarifications for the 2020-21 academic session

Updated process for developing new PGT programmes

PGT New Programme Development Process has been revised to increase likely approval and viability of high-quality programmes
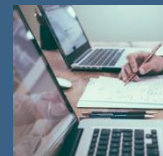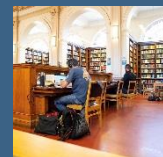
Programme Amendment Guidance 2020-21

Guidance for the submission of programme amendments

Changes to Assistant Internal Examiner criteria for 2020-21

Assistant Internal Examiner eligibility criteria amended to help programmes which have over-recruited

Annual SITS/Portico upgrade rescheduled

Service outage to take place in April 2021

Staff-Student Consultative Committees (SSCC): Arrangements 2020-21

Information on SSCC arrangements for 2020-21

SRS Calendar

SRS Calendar of Key Events 2019-22 now available
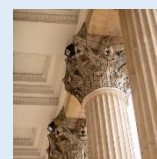
Student Casework Contacts

Who to contact for Student Casework (Academic Misconduct and non-Academic Misconduct)

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.

Why am I receiving this?