Academic Services Newsletter

Welcome

This is the 55th 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

Postgraduate Boards of Examiners

Assessment timelines, Progression and Award training and the release of results

New workflow for Programme Transfer requests from 2nd November

We are developing a new workflow on Portico to replace C2RS for Programme Transfer requests from November

Understanding Academic Integrity course for students

Updated version now released in Moodle

Module Deadlines and Module Credit Checks

Please review the deadlines and tasks for module tasks due soon

Marking and Assessment Boycott

The national Marking and Assessment Boycott (MAB), as part of action

AssessmentUCL Practice Assessments

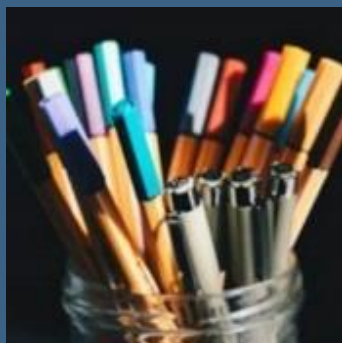Practice Assessments to be replaced by Demo Flows

short of strike (ASoS), has now ended at UCL

Coming soon! Updates to the Research Student Management pages in Portico

Assessment Changes 2024-25: Deadline Extension

New Academic Year: Information to send External Examiners

Find out about the improvements coming soon to the Research Student Management pages in Portico

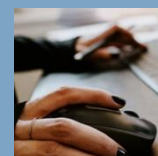The deadline for proposing changes to module assessment methods has been extended to 31 January 2024

In preparation for the start of the Academic Year, please refer to the External Examiner webpages

12-15 April 2024: Advance notice of SITS/Portico upgrade

Learn more about this planned outage and how it may affect you

Key dates and deadlines

Further dates are also available via:

- SRS Calendar 2022-24
- Assessment Schedule 2022/23
- Curriculum planning timescales

9 October	-	Launch of Graduate Prospectus
13 October	-	September starters: Deadline for enrolment and re-enrolment
13 October	-	September starters: Deadline for students' initial Module Selection
27 October	-	September starters: Deadline for Departments to approve Change of Module Selection requests for Term 1 modules
27 October	-	September starters: Deadline for Departments to approve Initial Module Selections
27 October	-	September starters: Deadline for Programme Transfers
30 October – 10 November	-	PG Exam Board period
31 October	-	Deadline for departmental responses to External Examiner reports

| **6 November** | - | Start of the Timetable Data Task for the Main Central Assessment Timetable |
| **22 November – 6 December** | - | Student Module Verification Exercise |

Training

Exam Board Support

Training and guidance for exam board reports and processing in Portico
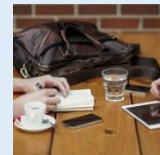
AssessmentUCL Resource Centre

Resources and Training for AssessmentUCL
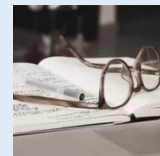
Resources and Guidance

Mark Entry Quick Guides

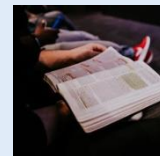Quick Guides available to assist with many mark entry topics

Understanding Academic Integrity course for students

Updated version now released in Moodle

How are Managers, Markers and Reviewers assigned in AssessmentUCL?

How/Where to update staff roles

Directory of Portico Functionality

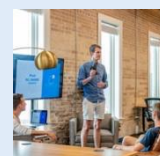Resource to help staff discover what Portico has to offer

Portico Training

Request form for individual or group training sessions for staff

Please see the External Examining webpage for guidance around Taught programme External Examining

Refer to the External Examining Webpage for FAQs for EEs and Board teams, guidance on arranging EEs IT access, EE nomination and appointment, the Board Team toolkit, 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
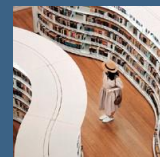
In case you missed it

Degree certificate and transcript dispatch 2023

Significant improvement in turnaround times for documentation dispatches

2023/24 Module Catalogue: Updated Publication

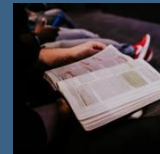Latest information about modules on offer in the coming academic year

Key dates for 2023/24 Module Selection

Details of key dates and training materials for staff and students

Checking module credits and approval statuses for 2023/24

How to check all students have a full set of approved modules and the correct number of credits on their records for 2023/24

Assessment date entry process 2023/24

Details of the process for assessment date entry for the coming academic year

Confirming and releasing LSA results and degree certificate timelines

Information on the timelines for releasing results to students and when they can expect to receive they transcripts and degree certificates

Autumn and LSA Boards of Examiners

PGT External Examiners in their final year do not require an extension to attend Autumn BoEs

Provision of Candidate Numbers to Students

Candidate numbers for the 2023/24 academic session will be generated in the first week of term

Generation of 2023/24 student assessment records

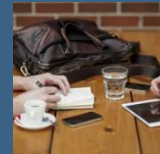Student module assessment records will be generated from early October 2023

Latest enhancements to the EC system

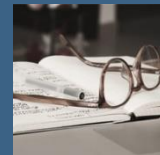Read about the latest updates to improve user experience and claim list loading times

Board Chairs response to External Examiners Reports

Board Chairs task – On Portico enter a response to Summer Board External Examiner reports asap

PGT Board tasks: External Examining tasks for Board teams

Urgent: Board teams to complete pre-Board tasks (check status of External Examiners and assign modules for the 2022-23 session)

Change to process of nominating and appointing New Chairs and Deputy Chairs
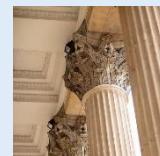
Board Chair and Deputy Chair nominations should be processed by Faculty approvers, and no longer need to be sent to the central external examiner team

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

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.