Education Services and
Student Operations
Newsletter

🏛 **UCL**

Welcome to the 2nd edition of the Education Services and Student Operations Newsletter
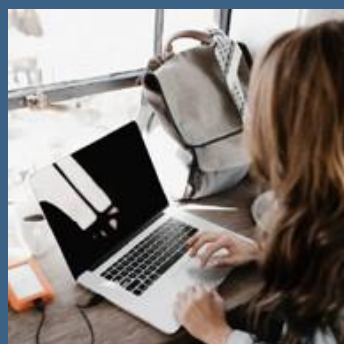
This digest has been renamed to reflect the restructure of Academic Services into two new directorates, **Education Services and Student Operations**.
Discover more about these two new teams and the services they offer.

The newsletter remains 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 still available via the Archive.
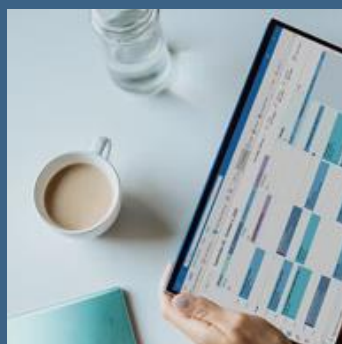
Need to know

Exam Script Collection	**Marks Transfer to Portico**	**Online Controlled Condition Exams**
Base Room for Exams Team during April and May	Find out how to transfer marks to Portico from WISEFLOW and Moodle	Late Submissions and Technical Failures
Continuing Student Module Selection and Module Approvals	**Summer Exam Board Period – Progression and Award support and upcoming training sessions**	**Coming soon – New workflow for Withdrawal requests**

Students have been selecting modules since 8 April, and departments will have access to the Approval task from 20 May

To help you prepare for the exam boards here is information on the support available online and upcoming training sessions

We are developing a new workflow on Portico to replace C2RS for Withdrawal requests

Research Degrees: Upcoming Training

Annual SITS/Portico upgrade successfully completed

Consumer Protection Law – SRS Compliance Survey

Training on Portico and Research Degrees processes

Post-upgrade update and dates for future upgrades

Deadline extended to 26 April - Complete the SRS Compliance Survey

Key dates and deadlines

Further dates are also available via:

- SRS Calendar 2023-24
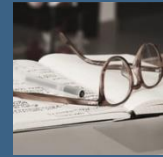- Assessment Schedule 2023/24
- Curriculum planning timescales

22 April	−	Start of Term Three
22-26 April	−	Board of Examiners Hub rolled forward
29 April	−	Start of Main marking and second marking period
3 May	−	PGT EE Reports and Responses discussed by departments and faculties
17 May	−	End of Continuing Student Module Selection
20 May – 12 July	−	Department review of module selections and approval

| **22 May** | – | Summer Exam Boards: Progression and Award Training |
| **24 May** | – | End of the main central assessment period |

Training

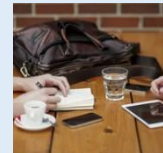### Exam Boards - Progression and Award Training

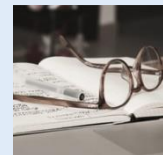Support online and upcoming training sessions

Resources and Guidance

Mark Entry Quick Guides

Quick Guides available to assist with many mark entry topics

Timetabling Toolkit
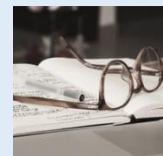
'How to' videos and guidance for UCL CMIS Users

AssessmentUCL Resource Centre

Resources and Training for AssessmentUCL

Understanding Academic Integrity course for students

Updated version now released in Moodle (update with AI link)

Directory of Portico Functionality
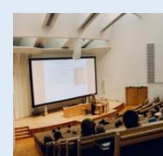
Resource to help staff discover what Portico has to offer

Portico Training

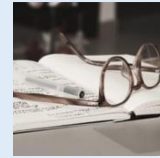Request form for individual or group training sessions for staff

External 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

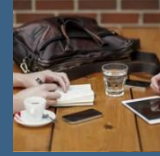## Guidance and FAQs for staff processing Programme Transfer requests

Resources on processing Programme Transfer requests in Portico

In case you missed it

New process for PGR thesis submission – viva copy
Electronic copies now submitted via UCL OneDrive

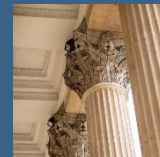### WISEflow Practice Exams
Preparing students in advance

Managing Centrally Organised Exams on WISEflow
Guidelines and Support for ELOs and TAs

Staff Student Consultative Committees (SSCC) Minutes Reminder
Please submit your Term 2 SSCC Minutes

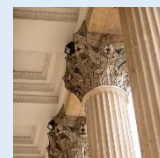### Programme amendments for 2025/26
Information to help prepare for the June submission of programme amendments for the 2025/26 academic year

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 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.