

Welcome to the 1st 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](#).

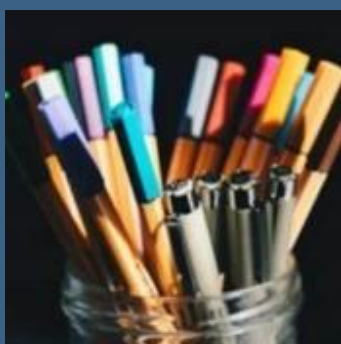
Need to know

12-15 April: Annual SITS/Portico Upgrade



Reminder about planned service outage

New! Moodle to Portico Marks Transfer Wizard



Find out about the new Marks Transfer Wizard which enables Moodle users to transfer marks from Moodle to Portico

New process for PGR thesis submission – viva copy



Electronic copies now submitted via UCL OneDrive

2024/25 Module Catalogue: Updated Publication

WISEflow Practice Exams

Managing Centrally Organised Exams on WISEflow



Information about modules on offer in the coming year



Preparing students in advance



Guidelines and Support for ELOs and TAs

Continuing Student Module Registration



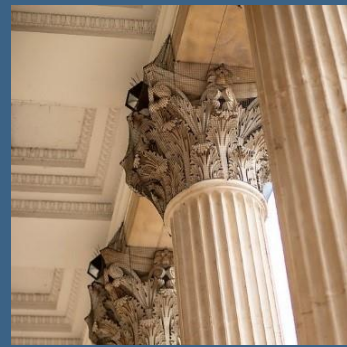
Continuers invited to select 2024/25 modules from 8th April

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

Advice on EC claims during the Portico outage (12-15 April)

Arrangements for supporting students with EC claims while Portico is offline



Consumer Protection Law – SRS Compliance Survey

Complete the SRS Compliance Survey on consumer protection law, programme amendments, and information UCL provides to students



Key dates and deadlines

Further dates are also available via:

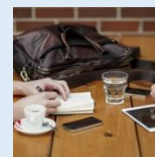
- [SRS Calendar 2023-24](#)
- [Assessment Schedule 2023/24](#)
- [Curriculum planning timescales](#)

- 11-14 March** – Module Catalogue 2024/25 Publication
- 15 March** – PGT resit results day
- 18 March** – Launch of Moodle-SITS Marks Transfer
- 22 March** – Timetabling: Deadline for CMIS entry of all remaining event data
- 22 March** – End of Term Two
- 27 March** – Deadline for the receipt of student applications for examination arrangements
- 28 March - 3 April** – College Closure
- 8 April** – Deadline for approval of Examination Adjustment Requests
- 8 April – 17 May** – Module selection for continuing students
- 12-15 April** – SITS/Portico upgrade
- 22 April** – Start of Term Three

Resources and Guidance

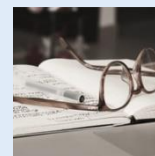
[Mark Entry Quick Guides](#)

Quick Guides available to assist with many mark entry topics



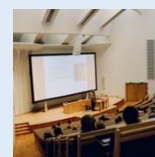
[Timetabling Toolkit](#)

'How to' videos and guidance for UCL CMIS Users



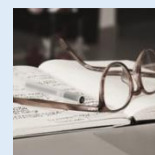
[AssessmentUCL Resource Centre](#)

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



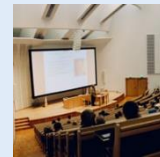
[Portico Training](#)

Request form for individual or group training sessions for staff



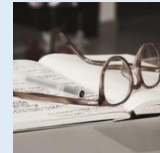
[External Examiner UCL Credentials \(IT, Moodle, AssessmentUCL access\)](#)

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

[Central Examination Timetable](#)

Final timetable published to students 26 February



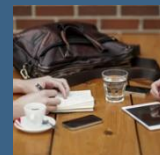
[Exam Adjustment Arrangements for 2024](#)

Deadline for students to submit requests for Exam Adjustments



[Exams Base Room](#)

Location of Central Assessment Team during Exams



[Examination Papers](#)

Deadlines for submission



[Arranging Invigilated Online Exams](#)

Guidelines for Conducting Invigilated Online Exams



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

How/Where to update staff roles



PGT Resit Results Day 15 March

Deadline for approving deferred results and awards



Maintaining up-to-date and accurate Trusted Contact details

Student Support and Wellbeing can now update Trusted Contact details



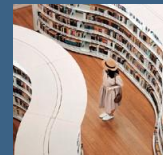
Graduation Ceremonies 2024

Dates for the Graduation Ceremonies and signing up for the Platform Party



SRS Calendar 2023/24

SRS Calendar is now available in SharePoint



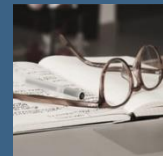
Portico training and the Directory of Portico Functionality

Apply for Portico training and use our guide to Portico functionality



Timetabling Event Data Collection Exercise (for the 2024/25 timetable)

The Timetabling Event Data Collection Exercise was launched on Monday, 15 January



Board Chairs response to External Examiners Reports

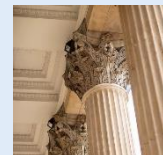
Board Chairs task – On Portico enter a response to External Examiner reports within four weeks of submission



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](#).