Linking modules to External Examiners on Portico
Boards / Programmes exempt from this task: Slade, ITE and MBBS.

Ensure that correct module is assigned to the External Examiner, paying close attention to the Period and Occurrence columns. Please note a single module delivery can only be allocated to one Board. If you have a module which needs to be reviewed by multiple Boards, please email us examiners@ucl.ac.uk

Login to Portico and go to "Awards, Assessments and Achievements" section. Under Boards of Examiners container click on "Board of Examiners data hub". A list of Boards you administer will appear:

→ Click on relevant Board, under the Modules Assigned column, click on View/Assign (0) next to external examiners name

→ Another page will pop up listing all current modules associated with your Board of Examiners

→ Select relevant modules by ticking the box next to the module code and click "Add selected"

→ Return to the Board where the previously selected modules will appear against external examiner

→ Repeat the process for all current external examiners for all your Boards

Any module updates related to incorrect and missing modules on BoE hub should be requested via Student Lifecycle Team (lifecycle@ucl.ac.uk)