January 2014

WEEK 15—

Monday 6th

2.00 p.m. - **ABSOLUTE DEADLINE** for the submission of marks to the Student Central for all modules.

**ANY MARKS RECEIVED AFTER THIS TIME WILL NOT APPEAR ON STUDENT RECORD PRINTOUTS. THIS MAY HAVE DEVASTATING EFFECTS ON POTENTIAL GRADUATES AND WILL PROLONG MEC AND SEC MEETINGS.**

Tuesday 7th

9.00 am – Student Central to run mark up reports

Wednesday 8th

10.00 a.m. – Student Central (Gavin Barber + Ingrid Downie) to mark-up and create the Graduating booklet.

EARLY PM – PROGRAMME LEADS and SUBJECT CO-ORDINATORS - collect from **Student Central** your student record print-outs together with lists of names (Form M9 or M11) on which you must report your recommendations on problem students. *See Note 1.*

Thursday 9th

NOON - DEADLINE for SUBJECT CO-ORDINATORS to return to **Student Central** their recommendations on Stage I problem students, using forms M11.

2.00 p.m. - DEADLINE for PROGRAMME LEADS to return to **Student Central** forms M9 (NIL returns required) with their recommendations for action on continuing students.

2.00 p.m. – Student Central (Belinda Platt) to mark-up and create Stage II continuing booklet

2.00 p.m. – Student Central (Nicky Johnson + Laura Banville) to mark-up and create Stage I booklet

4.30 p.m – Deadline for receipt of Mitigating Circumstances claims and evidence to Student Central.

Friday 10th

Booklets to Print Room

Grids for action will be emailed to Programme Leads & Subject Co-ordinators.

WEEK 16—

Monday 13th

2.00 p.m. - ALL booklets available for collection from Student Central.

NB. Chairs of Subject Examination Committees should also collect student record listings, forms M7 and lists of students wishing to transfer into their subjects and a booklet for their External Examiners.

Meeting of MCP’s should take place

Wednesday 15th

**SUBJECT EXAMINATION COMMITTEES** should take place.

AM- Student Central / Chair Pre MEC Meeting

Thursday 16th

**SUBJECT EXAMINATION COMMITTEES** should take place (am).

12.00pm -3.00pm. - DEADLINE FOR THE RETURN OF FORMS M7, decisions on subject changes and moderated mark sheets to Student Central following Subject Examination meetings.

Friday 17th

Input of moderated exam results, final mark up of books and grids.

WEEK 0—

Monday 20th

11.30 a.m. Chief External Examiner briefing

12.00noon – **MEC Sub-committee** available in ..... Problem cases must be discussed with them before MEC.

2.30 p.m. – Stage I and Continuing Students Examinations Meeting in ..... - all Subject Co-ordinators and SEC Chairs/ Programme Leads.

3.00 p.m. – **Modular Examinations Committee** meeting in ..... This meeting will deal with graduating students only. **All SEC Chairs and both Chief External Examiners are required to attend.**

Wednesday 22nd

9.30 a.m. – Results released to students via their PIP.

February 2014

WEEK 2—

Wednesday 5th

4.30 p.m. – Deadline for Post MEC awards

Note 1: Programme Leads should report on M9 recommendations for action on continuing students and any graduates. You should also be careful to report on students admitted with credit who will appear on your printout as they may be graduating in less than the normal time.
STUDENT RECORDS

The following alphabetically ordered lists of student records will be produced:-

1) + For Subject Co-ordinators - current Stage I students for whom they are responsible.

2) + For Programme Leads - current Stage II students registered in their field.

+ Accompanying these lists will be listings of students who have applied for subject changes, a summary of warning letters to be used and a list of students (Form M9/M11) in the same order as the student record printout onto which you must report any action that should be taken on students (e.g. warning letters).

3) For the Chairs of Subject Examination Committees:

* (a) all records for students taking modules in the subject area.

* (b) records for associated subject students not already included in (a).

* Accompanying these lists will be listings of students who wish to change to a subject within the subject area.

BOOKLET

The following booklet will be produced for use at Subject Examination Meeting in addition to the lists in 3(a)* and 3(b)* above, and to be considered at the MEC meeting.

Records for those students where Subject Co-ordinators and Programme Leads have indicated specific recommendations for action to be taken, divided as follows:

1) Stage I students (Pink)

2) Stage II students (Grey)

3) Awards (Yellow)
**Oxford Brookes University**

MODULAR PROGRAMME - EXAMINATION COMMITTEE SCHEDULE FOR SEMESTER 2 2013/14

**May 2014**

**WEEK 15**

**Thursday 22nd**

2.00 p.m. - **ABSOLUTE DEADLINE** for the online submission of marks for all modules.

**Any marks received after this time will not appear on student record printouts. This may have devastating effects on potential graduates and will prolong MEC and SEC meetings.**

**Friday 23rd**

9.00 am – Student Central to run mark up reports

**WEEK 16**

**Monday 26th**

Bank Holiday

**Tuesday 27th**

10.00 a.m. – Student Central (Gavin Barber + Ingrid Downie) to mark-up and create the Graduating booklet.

**Wednesday 28th**

NOON - DEADLINE for SUBJECT CO-ORDINATORS to return to the **Student Central** their recommendations on Stage I problem students, using forms M11.

2.00 p.m. - DEADLINE for PROGRAMME LEADS to return to **Student Central** forms M9 (NIL returns required) with their recommendations for action on continuing students.

2.00 p.m. – Academic Management Office (Belinda Platt) to mark-up and create Stage II continuing booklet.

2.00 p.m. – Academic Management Office (Nicky Johnson + Laura Banville) to mark-up and create Stage I booklet.

4.30 p.m – Deadline for receipt of Mitigating Circumstances claims and evidence to Student Central.

**Thursday 29th**

Booklets to Print Room

Grids for action will be emailed to Programme Leads & Subject Co-ordinators.

**Friday 30th**

2.00 p.m. - ALL booklets available for collection from **Student Central**.

NB. Chairs of Subject Examination Committees should also collect student record listings, forms M7 and lists of students wishing to transfer into their subjects and a booklet for their External Examiners.

Meeting of MCP’s should take place

**June 2014**

**Week 17**

**Monday 2nd**

**SUBJECT EXAMINATION COMMITTEES** should take place.

AM - Student Central / Chair Pre MEC Briefing

**Tuesday 3rd**

**SUBJECT EXAMINATION COMMITTEES** should take place (am).

12.00pm-3.00pm - DEADLINE FOR THE RETURN OF FORMS M7, Moderated mark sheets and decisions on subject changes to **Student Central** following Subject Examination meetings.

**Tuesday 3rd / Wednesday 4th**

Input of moderated exam results, final mark up of books and grids.

**Thursday 5th**

9.00 a.m. – Stage I and Continuing Students Examinations Meeting in – all Subject Co-ordinators and SEC/Programme Leads.

10.00 am – Chief External Examiner briefing

10.30 a.m. – **MEC Sub-committee** available in . Problem cases must be discussed with them before MEC.

12.00 Noon – Lunch for Members of MEC.

1.00 p.m. – **Modular Examinations Committee** meeting in . This meeting will deal with graduating students only. **All SEC Chairs and both Chief External Examiners are required to attend.**

**Week 18**

**Monday 9th**

9.30 a.m. – Results released to students via their PIP.

4.30 p.m. – Deadline for post MEC Awards
Note 1: Programme Leads should report on M9 recommendations for action on continuing students and any graduates. You should also be careful to report on students admitted with credit who will appear on your printout as they may be graduating in less than the normal time.

STUDENT RECORDS

The following alphabetically ordered lists of student records will be produced:-

1) + For Subject Co-ordinators - current Stage I students for whom they are responsible.
2) + For Programme Leads - current Stage II students registered in their subjects.
   + Accompanying these lists will be listings of students who have applied for subject changes, a summary of warning letters to be used and a list of students (Form M9/M11) in the same order as the student record printout onto which you must report any action that should be taken on students (e.g. warning letters).
3) For the Chairs of Subject Examination Committees:
   * (a) all records for students taking modules in the subject area.
   * (b) records for associated subject students not already included in (a).
   * Accompanying these lists will be listings of students who wish to change to a subject within the subject area.

BOOKLET

The following booklet will be produced for use at Subject Examination Meeting in addition to the lists in 3(a)* and 3(b)* above, and to be considered at the MEC meeting.

Records for those students where Subject Co-ordinators and Programme Leads have indicated specific recommendations for action to be taken, divided as follows:

1) Stage I students (Pink)
2) Stage II students (Grey)
3) Awards (Yellow)
WEEK 4

Monday 7th – Resit Examination Week

Wednesday 9th

Friday 11th

4.30 p.m. - **ABSOLUTE DEADLINE** for the online submission of marks for all semester 2 resit marksheets.

**ANY MARKS RECEIVED AFTER THIS TIME WILL NOT APPEAR ON STUDENT RECORD PRINTOUTS. THIS MAY HAVE DEVASTATING EFFECTS ON POTENTIAL GRADUATES AND WILL PROLONG MEC AND SEC MEETINGS.**

WEEK 5

Monday 14th

2.00 p.m. – Student Central (Gavin Barber + Ingrid Downie) to mark-up and create the graduating booklet.

2.00 p.m. – Student Central (Belinda Platt) to mark-up and create the Stage II continuing booklet.

2.00 p.m. – Student Central (Nicky Johnson + Laura Banville) to mark-up and create the Stage I booklet.

4.30 p.m. – Deadline for receipt of Mitigating Circumstances claims and evidence to Student Central.

Tuesday 15th

Booklets to Print Unit

Wednesday 16th

Early a.m. - ALL booklets available for collection from **Student Central**.

NB. Chairs of Subject Examination Committees should also collect forms M7.

Meeting of MCP’s should taken place

Thursday 17th

**SUBJECT EXAMINATION COMMITTEES** should take place if required.

AM- Student Central / Chair Pre MEC Briefing

**FORMS M7** should be returned as soon as possible with decisions on subject changes and moderated mark sheets to the **Student Central** following Subject Examination meetings.

Friday 18th

10.00 a.m. – Chief External Examiner briefing

11.00 a.m. – **Modular Examinations Committee** meeting in….. **All SEC Chairs and one of the Chief External Examiners are required to attend.**

WEEK 6

Monday 21st

2.00 p.m. – Semester 2 resit results (and Students on 'Awaiting Results') released to students via their PIP.

August 2014

WEEK 7

Friday 1st

4.30 p.m.- Deadline for Post MEC awards

WEEK 10

Friday 22nd

End of Semester 3

WEEK 11

Thursday 28th

NOON - **ABSOLUTE DEADLINE** for the online submission of marks for all modules examined in Semester 3.

**ANY MARKS RECEIVED AFTER THIS TIME WILL NOT APPEAR ON STUDENT RECORD PRINTOUTS. THIS MAY HAVE DEVASTATING EFFECTS ON POTENTIAL GRADUATES AND WILL PROLONG MEC AND SEC MEETINGS.**

Friday 29th

10.00 a.m. – Student Central (Gavin Barber + Ingrid Downie) to mark-up and create the Graduating students booklet.

2.00 p.m. – Student Central (Belinda Platt) to mark-up and create the Stage II continuing booklet.

2.00 p.m. – Student Central (Nicky Johnson + Laura Banville) to mark-up and create the Stage I booklet.

4.30 p.m. - Deadline for receipt of Mitigating Circumstances claims and evidence to Student Central.

September 2014

WEEK 12

Monday 1st

Booklets to Print Room.

Tuesday 2nd

2.00 p.m. - ALL booklets available for collection from **Student Central**.

NB. Chairs of Subject Examination Committees should also collect student record listings and forms M7.

Meeting of MCP’s should taken place

Wednesday 3rd

**SUBJECT EXAMINATION COMMITTEES** should take place if required.

AM- Academic Management Office/ Chair Pre MEC Briefing.

2.00 p.m. - DEADLINE FOR THE RETURN OF FORMS M7, moderated mark sheets and decisions on subject changes to **Student Central** following Subject Examination meetings.

Thursday 4th

10.30 a.m. – Chief External Examiner briefing.
11.00 a.m. – Modular Examinations Committee meeting in ______. Only SEC Chairs of those fields with semester 3 modules and one of the Chief External Examiners are required to attend.

**WEEK 13**

Monday 8\textsuperscript{th} 9.30 a.m. – Semester 3 results released to students via their PIP.

**WEEK 14**

Friday 19\textsuperscript{th} 4.30 p.m. – Deadline for Post MEC awards

**STUDENT RECORDS**

The following alphabetically ordered lists of student records will be produced:

For the Chairs of Subject Examination Committees, all students registered in their subject.

**BOOKLET**

The following booklet will be produced for use at Subject Examination Meeting in addition to the lists above, and to be considered at the MEC meeting.

Records for those students where Subject Co-ordinators and Programme Leads have indicated specific recommendations for action to be taken, divided as follows:

1) Stage I students (Pink)
2) Stage II students (Grey)
3) Awards (Yellow)