Oxford Brookes University

MODULAR PROGRAMME - EXAMINATION COMMITTEE SCHEDULE FOR SEMESTER 1 & SEMESTER 3 RESITS 2014/15

January 2015

**WEEK 15**

Monday 12th

2.00 pm - **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 13th

9.00 am – Student Central to run mark up reports

Wednesday 14th

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.

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

Thursday 15th

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

Friday 16th

Booklets to Print Room

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

**WEEK 16**

Monday 19th

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

Tuesday 20th

**SUBJECT EXAMINATION COMMITTEES** should take place.

AM- Student Central / Chair Pre MEC Meeting

Wednesday 21st

**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.

Thursday 22nd/

Friday 23rd

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

**WEEK 0**

Monday 26th

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 28th

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

**WEEK 2**

February 2015

Wednesday 11th

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 2014/15

May 2015

**WEEK 15**

**Thursday 28th**

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 29th**

9.00 am – Student Central to run mark up reports

June 2015

**WEEK 16**

**Monday 1st**

9.00 am - Deadline for receipt of Mitigating Circumstances claims and evidence to Student Central.

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.

**Tuesday 2nd**

NOON - **DEADLINE** for SUBJECT CO-ORDINATORS and PROGRAMME LEADS to return to the Student Central their recommendations on Stage I and continuing problem students, using forms M11/ M9.

**Tuesday 2nd (pm)**

**Wednesday 3rd**

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

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

**Wednesday 3rd**

Meeting of MCP’s should take place

**Thursday 4th**

Booklets to Print Room

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

**Friday 5th**

11.00 a.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.

**Week 17**

**Monday 8th**

**SUBJECT EXAMINATION COMMITTEES** should take place.

AM - Student Central / Chair Pre MEC Briefing

**Tuesday 9th**

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

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

**Wednesday 10th / Thursday 11th**

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

**Friday 12th**

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

11.00 am – Chief External Examiner briefing

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

1.00pm – Lunch for Members of MEC.

2.00 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 15th**

10.00 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)
### MODULAR PROGRAMME - EXAMINATION COMMITTEE SCHEDULE FOR SEMESTER 2 RESITS & SEMESTER 3 2014/15

#### July 2015

**Monday 6th – Friday 10th**

**WEEK 4**

- **Resit Examination Week**

**WEEK 5**

- **Friday 17th**
  - 4.30 p.m. - **ABSOLUTE DEADLINE** for the online submission of marks for all semester 2 resit marksheets.
  - 4.30 p.m. – Deadline for receipt of Mitigating Circumstances claims and evidence to Student Central.
  
  **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.**

**Monday 20th**

- 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.

**Tuesday 21st**

- Booklets to Print Unit
- Meeting of MCP’s to take place (scheduling to be determined by Faculties)

**Wednesday 22nd**

- 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 to take place (scheduling to be determined by Faculties)

**Thursday 23rd**

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

  - **AM- Student Central / Chair Pre MEC Briefing**
  
  - 2.00pm – DEADLINE FOR THE RETURN OF 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 24th**

- 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.

#### August 2015

**Monday 27th**

- 2.30 p.m. – Semester 2 resit results (and Students on ‘Awaiting Results’) released to students via their PIP.

#### Friday 7th

- 4.30 p.m. - Deadline for Post MEC awards

#### WEEK 10

**Friday 21st**

- End of Semester 3

#### WEEK 11

**Thursday 27th**

- NOON - **ABSOLUTE DEADLINE** for the online submission of marks for all modules examined in Semester 3.
- 4.30 p.m. - Deadline for receipt of Mitigating Circumstances claims and evidence to Student Central.

**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 28th**

- 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.

#### September 2015

**Monday 31st**

- Bank Holiday
Tuesday 1st
Concessionary Day

Wednesday 2nd
Booklets to Print Room.
Meeting of MCP’s to take place (scheduling to be determined by Faculties)

Thursday 3rd
Noon- ALL booklets available for collection from **Student Central**.
NB. Chairs of Subject Examination Committees should also collect student record listings and forms M7.

**SUBJECT EXAMINATION COMMITTEES** (pm) should take place if required.

Friday 4th
**SUBJECT EXAMINATION COMMITTEES** (am) should take place if required.

AM- Student Central/ Chair Pre MEC Briefing.
2.00 p.m. - DEADLINE FOR THE RETURN OF FORMS M7, moderated marksheets and decisions on subject changes to **Student Central** following Subject Examination meetings.

**WEEK 13**

Monday 7th
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.

Wednesday 9th
9.30 a.m. – Semester 3 results released to students via their PIP.

**WEEK 15**

Wednesday 23rd
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)