**POSTGRADUATE TAUGHT - EXAMINATION COMMITTEE SCHEDULE FOR SEMESTER 1 2015/16**

**September**

**Monday 7th**
Exam Committee for Summer Session taught Modules

**Friday 11th**
This Exam Committee is optional for programmes that wish to hold an Exam Committee in September

**Friday 11th**
Moderated mark deadline: 4.00pm

**WEEK -1**

**Wednesday 16th**
Release of Summer Session taught module results

**WEEK 0**

**WEEK 1**

**Friday 25th**
Submission deadline for Dissertation modules taken over the summer and re-submission deadline for dissertation modules originally submitted in May *(last working Friday)*

**October**

**WEEK 4**

Week 4 Module addition and deletion deadline

**November**

**WEEK 7**

**Friday 6th**
Summer Session resit Coursework submission deadline

**WEEK 9**

**Monday 16th**
Deadline for uploading marks for dissertation modules submitted in September and for resit marks for dissertation modules originally submitted in May

**Tuesday 17th**
9:00 am: CSA Team check missing module marks report and contact Faculties where necessary.

12 noon: CSA Team run checking programs, generate student records by course and commence mark-up.

**Thursday 19th**
CSA Team: continue mark-up.

Mitigating Circumstances Panel

**Friday 20th**
CSA Team: continue mark-up.

**WEEK 10**

**Monday 23rd**
4:00 pm: CSA Team complete mark-up and send student records to Faculty PPMs.

**Wednesday 25th**
12 noon: (optional) Faculties request updated student records where changes have been made at the pre committee meeting(s).

**Thursday 26th**
4:00 pm: CSA Team send updated student records (where requested) to Faculty PPMs.

**December**

**WEEK 11**

**Monday 30th**
Exam Committee for dissertation modules submitted in September (and taught modules taken over the Summer Session if a September committee wasn’t held) and for resits for dissertation modules originally submitted in May

**Thursday 3rd**

**December**

**Friday 4th**
4:00 pm: deadline for return of the Exam Committee Form, final student records and moderated marks to CSA Team.

**WEEK 12**

**Wednesday 9th**
Release of September submission dissertation module results and Summer Session taught modules if considered in December rather than September, and May dissertation re-submission module results
Saturday 12th - Friday 18th  
Semester 1 Exams

**POSTGRADUATE TAUGHT - EXAMINATION COMMITTEE SCHEDULE FOR SEMESTER 2 2015/16**

**January**

**WEEK -2**

**Thursday 14th**  
Deadline for uploading marks for Semester 1 taught modules and Summer Session resit modules

**Friday 15th**  
9:00 am: CSA Team check missing module marks report and contact Faculties where necessary.  
12 noon: CSA Team run checking programs, generate student records by course and commence mark-up.

**WEEK -1**

**Monday 18th**  
4:00 pm: CSA Team complete mark-up and send student records to Faculty PPMs.

**Tuesday 19th**  
4:00 pm: (optional) Faculties request updated student records where changes have been made at the pre committee meeting(s).

**Wednesday 20th**  
4:00 pm: CSA Team send updated student records (where requested) to Faculty PPMs

**Thursday 21st – Friday 22nd**  
Exam Committee for Semester 1 taught modules and Summer Session taught module resits

**Friday 22nd**  
4:00 pm: deadline for return of the Exam Committee Form, final student records and moderated marks to CSA Team.

**WEEK 0**

**Wednesday 27th**  
Release of module results for all Semester 1 taught modules and Summer Session module resits

**Friday 29th**  
Submission deadline for dissertations taken in Semester 1 (last working Friday in January)

**February**

**WEEK 2**

**Friday 12th**  
Re-submission deadline for dissertations originally submitted in September

**WEEK 4**

Week 4 – deadline for adding and deleting modules.

**March**

**WEEK 5**

**Friday 4th**  
Deadline for uploading marks for dissertations submitted in January and for September dissertation re-submissions

**WEEK 6**

**Monday 7th**  
9:00 am: CSA Team check missing module marks report and contact Faculties where necessary.  
12 noon: CSA Team run checking programs, generate student records by course and commence mark-up.

**Tuesday 8th**  
4:00 pm: CSA Team complete mark-up and send student records to Faculty PPMs.

**Thursday 10th**  
4:00 pm: (optional) Faculties request updated student records where changes have been made at the pre committee meeting(s).  
Mitigating Circumstances Panel

**Friday 11th**  
4:00 pm: CSA Team send updated student records (where requested) to Faculty PPMs.

**WEEK 7**

**Monday 14th – Friday 18th**  
Examination Committee for dissertations submitted in January and September dissertation re-submissions

**Friday 18th**  
4:00 pm: deadline for return of the Exam Committee Form, final student records and moderated marks to CSA Team.
WEEK 8

Tuesday 22nd
Release of January submission dissertation module results and September dissertation re-submission module results

EASTER BREAK

April

Monday 4th – Friday 8th
Exam resits for Semester 1 modules.

Friday 8th
Semester 1 resit coursework submission deadline

WEEK 10

Friday 22nd
Deadline for uploading marks for Semester 1 taught module resits

WEEK 11

Tuesday 26th
Re-submission deadline for dissertations originally submitted in January

May

Monday 9th – Friday 20th
Semester 2 Exams

Tuesday 24th
Deadline for uploading marks for Semester 2 taught modules and for January dissertation re-submissions

Wednesday 25th
9:00 am: CSA Team check missing module marks report and contact Faculties where necessary.
12 noon: CSA Team run checking programs, generate student records by course and commence mark-up.

Thursday 26th
CSA Team: continue mark-up.

Mitigating Circumstances Panel

Friday 27th
CSA Team complete mark-up and send student records to Faculty PPMs by 4:00pm.

Submission deadline for dissertations taken in Semester 2

Tuesday 31st
4:00pm: (optional) Faculties request updated student records where changes have been made at the pre committee meeting(s).

June

Thursday 2nd
4:00 pm: CSA Team send updated student records (where requested) to Faculty PPMs.

Monday 6th – Friday 10th
Examination Committee for Semester 2 taught modules, Semester 1 taught resits and January dissertation re-submissions

Friday 10th
4:00 pm: deadline for return of the Exam Committee Form, final student records and moderated marks to CSA Team

Wednesday 15th
Release of Semester 2 taught module results, Semester 1 taught module resit results and January dissertation re-submission module results

July

Monday 4th – Friday 8th
Semester 2 examination resits

Friday 15th
Semester 2 resit coursework submission deadline
Friday 22nd  
Deadline for uploading marks for Semester 2 taught module resits and for dissertations submitted in May

Monday 25th  
9:00 am: CSA Team check missing module marks report and contact Faculties where necessary.
12 noon: CSA Team run checking programs, generate student records by course and commence mark-up.

Tuesday 26th  
12 noon: CSA Team complete mark-up and send student records to Faculty PPMs by 4:00pm.

Mitigating Circumstances Panel

Wednesday 27th  
12 noon: (optional) Faculties request updated student records where changes have been made at the pre committee meeting(s).
4:00 pm: CSA Team send updated student records (where requested) to Faculty PPMs.

Thursday 28th – Friday 29th  
Examination Committee for Semester 2 resits and for dissertations submitted in May

Friday 29th  
4:00 pm: deadline for return of the Exam Committee Form, final student records and moderated marks to CSA Team.

August

Wednesday 3rd  
Release of Semester 2 taught resit module results and May submission dissertation module results

Tuesday 16th  
Deadline for uploading marks for Summer Session taught modules

Notes:
- All Semester 1 modules must be considered at the January Exam Committees;
- Dissertations should be considered at the March Exam Committees;
- The addition and deletion of modules must be completed by the end of Week 4 and students must be informed that they are responsible for ensuring this has been completed;
- All Exam Committee minutes are confidential, therefore no Exam Committee should produce a separate set of confidential minutes.