**Oxford Brookes University**  
**MODULAR PROGRAMME - EXAMINATION COMMITTEE SCHEDULE FOR SEMESTER 1 & SEMESTER 3 RESITS 2015/16**

**January 2016**

**WEEK 15**

- **Monday 11th**
  - 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 12th**
  - 9.00 am – Student Central to run mark up reports

- **Wednesday 13th**
  - 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 14th**
  - 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 (Alex Lewis) to mark-up and create Stage II continuing booklet
  - 2.00 p.m. – Student Central (Nicki Johnson + Laura Banville) to mark-up and create Stage I booklet

- **Friday 15th**
  - Booklets to Print Room
  - Grids for action will be emailed to Programme Leads & Subject Co-ordinators.
  - Meeting of MCP’s to take place (scheduling to be determined by Faculties)

**WEEK 16**

- **Monday 18th**
  - 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 to take place (scheduling to be determined by Faculties)

- **Tuesday 19th**
  - **SUBJECT EXAMINATION COMMITTEES** should take place.
  - **AM - Student Central / Chair Pre MEC Meeting**

- **Wednesday 20th**
  - **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 21st**
  - Input of moderated exam results, final mark up of books and grids.

**WEEK 0**

- **Monday 25th**
  - 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 27th**
  - 9.30 a.m. – Results released to students via their PIP.

**February 2016**

- **Wednesday 10th**
  - 4.30 p.m. – Deadline for Post MEC awards

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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)
May 2016

WEEK 15-----------------------------------------------

Thursday 26th  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 27th   9.00 am – Student Central to run mark up reports

WEEK 16-----------------------------------------------

Monday 30th  

Tuesday 31st  9.00am – 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.**

June 2016

Wednesday 1st  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.

Wednesday 1st (pm)  Student Central (Alex Lewis) to mark-up and create Stage II continuing booklet.

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

Thursday 2nd  Student Central (Alex Lewis) to mark-up and create Stage II continuing booklet.

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

Meeting of MCP’s should take place

Friday 3rd  Booklets to Print Room

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

Thursday 2nd  Meeting of MCP’s should take place

Friday 3rd  Booklets to Print Room

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

Wednesday 8th  **SUBJECT EXAMINATION COMMITTEES** should take place (am).

1.00pm- DEADLINE FOR THE RETURN OF FORMS M7, Moderated marksheets and decisions on subject changes to **Student Central** following Subject Examination meetings.

Thursday 9th  Input of moderated exam results, final mark up of books and grids.

Friday 10th  11.30 a.m. Chief External Examiner briefing

12.00 noon – **MEC Sub-committee** available in Student Central 4. Problem cases must be discussed with them before MEC.

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

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

Week 18-----------------------------------------------

Monday 13th  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 2015/16**

**July 2016**

**WEEK 4**

Monday 4th – Friday 8th

Resit Examination Week

**WEEK 5**

Friday 15th

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.

**WEEK 6**

Monday 18th

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

2.00 p.m. – Student Central (Alex Lewis) 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 19th

Booklets to Print Unit

Meeting of MCP’s to take place (scheduling to be determined by Faculties)

Wednesday 20th

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 21st

**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 22nd

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 2016**

**WEEK 7**

Monday 25th

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

**WEEK 8**

Friday 5th

4.30 p.m. - Deadline for Post MEC awards

**WEEK 10**

Friday 19th

End of Semester 3

**WEEK 11**

Thursday 25th

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 26th

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 (Alex Lewis) 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.

**WEEK 12**

Monday 29th

Bank Holiday

Tuesday 30th

Concessionary Day

Wednesday 31st

Booklets to Print Room

Meeting of MCP’s to take place (scheduling to be determined by Faculties)

**September 2016**
Thursday 1st  
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 2nd  
**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 5th  
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 7th  
9.30 a.m. – Semester 3 results released to students via their PIP. 

**WEEK 15**

Wednesday 21st  
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)