POSTGRADUATE TAUGHT - EXAMINATION COMMITTEE SCHEDULE FOR SEMESTER 1 2016/17

**2016 August**

**Tuesday 23rd** Deadline for receipt of Mitigating Circumstances claims and evidence to Student Central for Summer Session taught modules.

**Wednesday 24th** 4:30 pm: Absolute deadline for uploading marks for Summer Session taught modules.

**Wednesday 31st** Mitigating Circumstances Panel (scheduling to be determined by Faculties).

**September**

**Thursday 1st** 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.

**Friday 2nd** 4:00 pm: CSA Team complete mark-up and send student records to Faculties.

**Tuesday 6th** 12 noon: (optional) Faculties request updated student records where changes have been made at the pre committee meeting(s).

**Wednesday 7th** 4:00 pm: CSA Team send updated student records (where requested) to Faculties.

**Thursday 8th - Friday 9th** Exam Committees for Summer Session taught modules.

**Friday 9th** 4:00 pm: deadline for return of the Exam Committee Form, final student records and moderated marks to CSA Team.

**WEEK -1**---------------------------------------------------------------

**Wednesday 14th** Release of Summer Session taught module results.

**Friday 30th** Submission deadline for dissertation modules taken over the summer and re-submission deadline for dissertation modules originally submitted in May.

**October**

**WEEK 4**---------------------------------------------------------------

Week 4 module addition and deletion deadline.

**November**

**WEEK 7**---------------------------------------------------------------

**Friday 11th** Summer Session resit coursework submission deadline.

**WEEK 8**---------------------------------------------------------------

**Friday 18th** Deadline for receipt of Mitigating Circumstances claims and evidence to Student Central for dissertation modules submitted in September, Summer Session taught module resits and May dissertation re-submissions.

**WEEK 9**---------------------------------------------------------------

**Tuesday 22nd** 4:30 pm: Absolute deadline for uploading marks for dissertation modules submitted in September, Summer Session taught module resits and May dissertation re-submissions.

**Wednesday 23rd** 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 24th** Mitigating Circumstances Panel (scheduling to be determined by Faculties).

**WEEK 10**---------------------------------------------------------------
Monday 28th
4:00 pm: CSA Team complete mark-up and send student records to Faculties.

Wednesday 30th
12 noon: (optional) Faculties request updated student records where changes have been made at the pre committee meeting(s).

December
Thursday 1st
4:00 pm: CSA Team send updated student records (where requested) to Faculties.

WEEK 11
Exam Committees for dissertation modules submitted in September, Summer Session taught module resits and May dissertation re-submissions.

Friday 9th
4:00 pm: deadline for return of the Exam Committee Form, final student records and moderated marks to CSA Team.

WEEK 12
Release of September submission dissertation module results, Summer Session taught module resit results and May dissertation re-submission module results.

Thursday 15th - Wednesday 21st
Semester 1 Exams

2017
January
Monday 9th
Deadline for receipt of Mitigating Circumstances claims and evidence to Student Central for Semester 1 taught modules.

Thursday 12th
4:30pm: Absolute deadline for uploading marks for Semester 1 taught modules.

Friday 13th
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.

Mitigating Circumstances Panel (scheduling to be determined by Faculties).

WEEK 0
Release of module results for all Semester 1 taught modules.

Friday 27th
Submission deadline for dissertations taken in Semester 1.

February
WEEK 2
Re-submission deadline for dissertations originally submitted in September.

WEEK 4
Deadline for receipt of Mitigating Circumstances claims and evidence to Student Central for dissertations submitted in January and September dissertation re-submissions.
Week 4 – deadline for adding and deleting modules.

**March**

**WEEK 5**

Thursday 2\(^{nd}\)  Mitigating Circumstances Panel (scheduling to be determined by Faculties).

Friday 3\(^{rd}\)  4:30 pm: **Absolute deadline** for uploading marks for dissertations submitted in January and for September dissertation re-submissions.

**WEEK 6**

Monday 6\(^{th}\)  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 7\(^{th}\)  4:00 pm: CSA Team complete mark-up and send student records to Faculties.

Thursday 9\(^{th}\)  4:00 pm: (optional) Faculties request updated student records where changes have been made at the pre committee meeting(s).

Friday 10\(^{th}\)  4:00 pm: CSA Team send updated student records (where requested) to Faculties.

**WEEK 7**

Monday 13\(^{th}\) – Friday 17\(^{th}\)  Examination Committees for dissertations submitted in January and September dissertation re-submissions.

Friday 17\(^{th}\)  4:00 pm: deadline for return of the Exam Committee Form, final student records and moderated marks to CSA Team.

**WEEK 8**

Tuesday 21\(^{st}\)  Release of January submission dissertation module results and September dissertation re-submission module results.

**April**

**WEEK 10**

Saturday 8\(^{th}\) – Thursday 13\(^{th}\)  Exam resits for Semester 1 modules.

Thursday 13\(^{th}\)  Semester 1 resit coursework submission deadline.

**EASTER BREAK**

**WEEK 11**

Tuesday 25\(^{th}\)  Re-submission deadline for dissertations originally submitted in January.

**May**

Monday 8\(^{th}\) – Friday 19\(^{th}\)  Semester 2 Exams.

Tuesday 23\(^{rd}\)  Deadline for receipt of Mitigating Circumstances claims and evidence to Student Central for Semester 2 taught modules, Semester 1 taught resits and January dissertation re-submissions.

Wednesday 24\(^{th}\)  4:30 pm: **Absolute deadline** for uploading marks for Semester 2 taught modules, Semester 1 taught module resits and for January dissertation re-submissions.

Thursday 25\(^{th}\)  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.

Friday 26\(^{th}\)  Submission deadline for dissertations taken in Semester 2.

Tuesday 30\(^{th}\)  CSA Team complete mark-up and send student records to Faculties by 12:00 noon.

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

Mitigating Circumstances Panel (scheduling to be determined by Faculties).

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<thead>
<tr>
<th>June</th>
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<tbody>
<tr>
<td>Friday 2nd</td>
<td>4:00 pm: CSA Team send updated student records (where requested) to Faculties.</td>
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<td>Monday 5th – Friday 9th</td>
<td>Examination Committees for Semester 2 taught modules, Semester 1 taught resits and January dissertation re-submissions.</td>
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<td>Semester 2 examination resits.</td>
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<td>Friday 14th</td>
<td>Semester 2 resit coursework submission deadline.</td>
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<td>Wednesday 19th</td>
<td>Deadline for receipt of Mitigating Circumstances claims and evidence to Student Central for Semester 2 resits and for dissertations submitted in May.</td>
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<td>Friday 21st</td>
<td>4:30 pm: <strong>Absolute deadline</strong> for uploading marks for Semester 2 taught module resits and for dissertations submitted in May.</td>
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<td>Release of Semester 2 taught resit module results and May submission dissertation module results.</td>
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12 noon: (optional) Faculties request updated student records where changes have been made at the pre committee meeting(s).

Wednesday 6th  
4:00 pm: CSA Team send updated student records (where requested) to Faculties.

Thursday 7th -  
Friday 8th
Exam Committees for Summer Session taught modules.  
This Exam Committee is optional for programmes that wish to hold an Exam Committee in September.

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

WEEK -1--------------------------------------------------------

Wednesday 13th  
Release of Summer Session taught module results.

Notes:
- All Summer Session taught modules must be considered at the September Exam Committees;
- All Summer Session taught module resits must be considered at the December Exam Committees;
- All Semester 1 taught modules must be considered at the January Exam Committees;
- Dissertations submitted in January must 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;