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
Bank Holiday

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.

Thursday 2nd
Student Central (Nicky Johnson + Laura Banville) to mark-up and create Stage I booklet.

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.

Note: 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)