### WEEK 4

- **Resit Examination Week**

Friday 14th

- 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 5

**Monday 17th**

- 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 18th**

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

**Wednesday 19th**

- 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 20th**

**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 21st**

- 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.

### WEEK 6

**Monday 24th**

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

### August 2017

**WEEK 8**

**Friday 4th**

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

### WEEK 10

**Friday 18th**

- End of Semester 3

### WEEK 11

**Thursday 24th**

- 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 25th**

- 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 28th**

- Bank Holiday

**Tuesday 29th**

- Concessionary Day

**Wednesday 30th**

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

Thursday 31st 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.

September 2017

Friday 1st 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 4th 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 6th 9.30 a.m. – Semester 3 results released to students via their PIP.

WEEK 15

Wednesday 20th 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)