**WEEK 15**

**Monday 8th**
2.00 pm - **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 9th**
9.00 am – Student Central to run mark up reports

**Wednesday 10th**
10.00 am – 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 printouts together with lists of names (Form M9 or M11) on which you must report your recommendations on problem students. **See Note I.**

4.30 p.m – Deadline for receipt of Mitigating Circumstances claims and evidence to Student Central.

**Thursday 11th**
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 (Sam Clarke) to mark-up and create Stage II continuing booklet

2.00 p.m. – Student Central (Nicky Johnson + Bethanie Bhasin) to mark-up and create Stage I booklet

**Friday 12th**
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 15th**
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 16th**
**SUBJECT EXAMINATION COMMITTEES** should take place.

AM- Student Central / Chair Pre MEC Meeting

**Wednesday 17th**
**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 18th / Friday 19th**
Input of moderated exam results, final mark up of books and grids.

**WEEK 0**

**Monday 22nd**
11.30 a.m. Chief External Examiner briefing

12.00noon – **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.

**Wednesday 24th**
AM – Results released to students

**February 2018**

**Wednesday 7th**
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 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 their 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)