POSTGRADUATE TAUGHT - EXAMINATION COMMITTEE SCHEDULE FOR SEMESTER 1 2017/18

2017
August
Tuesday 22nd  
Deadline for receipt of Mitigating Circumstances claims and evidence to Student Central for Summer Session taught modules.

Wednesday 23rd  
4:30 pm: Absolute deadline for uploading marks for Summer Session taught modules.

Wednesday 30th  
Mitigating Circumstances Panel (scheduling to be determined by Faculties).

Thursday 31st  
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.

September
Friday 1st  
4:00 pm: CSA Team complete mark-up and send student records to Faculties.

Tuesday 5th  
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.

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.

Friday 29th  
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 10th  
Summer Session resit coursework submission deadline.

WEEK 8

Friday 17th  
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 21st  
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 22nd  
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 23rd  
Mitigating Circumstances Panel (scheduling to be determined by Faculties).

WEEK 10

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Monday 27th
4:00 pm: CSA Team complete mark-up and send student records to Faculties.

Wednesday 29th
12 noon: (optional) Faculties request updated student records where changes have been made at the pre committee meeting(s).

Thursday 30th
4:00 pm: CSA Team send updated student records (where requested) to Faculties.

WEEK 11

December

Monday 4th - Thursday 7th
- Exam Committees for dissertation modules submitted in September, Summer Session taught module resits and May dissertation re-submissions.

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

WEEK 12

Wednesday 13th
Release of September submission dissertation module results, Summer Session taught module resit results and May dissertation re-submission module results.

Thursday 14th - Wednesday 20th
Semester 1 Exams

2018

January

WEEK -2

Monday 8th
Deadline for receipt of Mitigating Circumstances claims and evidence to Student Central for Semester 1 taught modules.

Thursday 11th
4:30pm: Absolute deadline for uploading marks for Semester 1 taught modules.

Friday 12th
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 -1

Monday 15th
4:00 pm: CSA Team complete mark-up and send student records to Faculties.

Tuesday 16th
4:00 pm: (optional) Faculties request updated student records where changes have been made at the pre committee meeting(s).

Wednesday 17th
4:00 pm: CSA Team send updated student records (where requested) to Faculties.

Thursday 18th - Friday 19th
- Exam Committees for Semester 1 taught modules.

Friday 19th
4:00 pm: deadline for return of the Exam Committee Form, final student records and moderated marks to CSA Team.

WEEK 0

Wednesday 24th
Release of module results for all Semester 1 taught modules.

Friday 26th
Submission deadline for dissertations taken in Semester 1.

February

WEEK 2

Friday 9th
Re-submission deadline for dissertations originally submitted in September.

WEEK 4

Week 4 – deadline for adding and deleting modules.
March

Friday 2nd
Deadline for receipt of Mitigating Circumstances claims and evidence to Student Central for dissertations submitted in January and September dissertation re-submissions.

WEEK 6

Thursday 8th
Mitigating Circumstances Panel (scheduling to be determined by Faculties).
Friday 9th
4:30 pm: **Absolute deadline** for uploading marks for dissertations submitted in January and for September dissertation re-submissions.

WEEK 7

Monday 12th
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 13th
4:00 pm: CSA Team complete mark-up and send student records to Faculties.
Thursday 15th
4:00 pm: (optional) Faculties request updated student records where changes have been made at the pre committee meeting(s).
Friday 16th
4:00 pm: CSA Team send updated student records (where requested) to Faculties.

Examination Committees for dissertations submitted in January and September dissertation re-submissions.

Friday 23rd
4:00 pm: deadline for return of the Exam Committee Form, final student records and moderated marks to CSA Team.

EASTER BREAK

Saturday 24th – Thursday 29th
Exam resits for Semester 1 modules.

Tuesday 27th
Release of January submission dissertation module results and September dissertation re-submission module results.

April

Thursday 19th
Semester 1 resit coursework submission deadline.

WEEK 10

Tuesday 24th
Re-submission deadline for dissertations originally submitted in January.

May

Tuesday 8th – Saturday 19th
Semester 2 Exams.

Tuesday 22nd
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 23rd
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 24th
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 25th
Submission deadline for dissertations taken in Semester 2.
Tuesday 29th
CSA Team complete mark-up and send student records to Faculties by 12:00 noon.
Wednesday 30th 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).

**June**

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

Monday 4th – Friday 8th **Examination Committees** for Semester 2 taught modules, Semester 1 taught resits and January dissertation re-submissions.

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

Wednesday 13th Release of Semester 2 taught module results, Semester 1 taught module resit results and January dissertation re-submission module results.

**July**

Monday 2nd – Friday 6th Semester 2 examination resits.

Friday 13th Semester 2 resit coursework submission deadline.

Wednesday 18th Deadline for receipt of Mitigating Circumstances claims and evidence to Student Central for Semester 2 resits and for dissertations submitted in May.

Friday 20th 4:30 pm: **Absolute deadline** for uploading marks for Semester 2 taught module resits and for dissertations submitted in May.

Monday 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.

Tuesday 24th 12 noon: CSA Team complete mark-up and send student records to Faculties by 4:00pm.

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

Wednesday 25th 12 noon: (optional) Faculties request updated student records where changes have been made at the pre committee meeting(s).

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

Thursday 26th – Friday 27th **Examination Committees** for Semester 2 resits and for dissertations submitted in May.

Friday 27th 4:00 pm: deadline for return of the Exam Committee Form, final student records and moderated marks to CSA Team.

**August**

Wednesday 1st Release of Semester 2 taught resit module results and May submission dissertation module results.

**POSTGRADUATE TAUGHT - EXAMINATION COMMITTEE SCHEDULE FOR SUMMER SESSION 2017/18**

Tuesday 21st Deadline for receipt of Mitigating Circumstances claims and evidence to Student Central for Summer Session taught modules.

Wednesday 22nd 4:30 pm: **Absolute deadline** for uploading marks for Summer Session taught modules.

**WEEK -2**

Wednesday 29th Mitigating Circumstances Panel (scheduling to be determined by Faculties).

Thursday 30th 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 31st

4:00 pm: CSA Team complete mark-up and send student records to Faculties

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

September 2018

Tuesday 4th

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

Wednesday 5th

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

Thursday 6th - Friday 7th

Exam Committees for Summer Session taught modules.

This Exam Committee is optional for programmes that wish to hold an Exam Committee in September.

Friday 7th

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

WEEK 0---------------------------------------------------------------------------------------

Wednesday 12th

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;