May 2018  
**WEEK 15**

**Thursday 24th**
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 25th**
9.00 am – Student Central to run mark up reports

**WEEK 16**

**Monday 28th**
Bank Holiday

**Tuesday 29th**
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 - links to paperwork emailed out by **Student Central**.
Will include student records together with lists of names (Form M9 or M11) on which you must report your recommendations on problem students. **See Note 1.**

**Wednesday 30th**
NOON - DEADLINE for SUBJECT CO-ORDINATORS and PROGRAMME LEADS to submit to **Student Central** their recommendations on Stage I and continuing problem students, using forms M11/ M9 uploaded to the appropriate Google folder.

**Wednesday 30th (pm)**
Student Central (Sam Clarke) to mark-up and create Stage II continuing booklet.

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

**Thursday 31st**
Meeting of MCP’s should take place

June 2017

**Friday 1st**
Documentation produced, collated and sorted on Google Drive
Grids for action will be emailed to Programme Leads & Subject Co-ordinators.

**Week 17**

**Monday 4th**
9.00 a.m. - Links to exam committee documentation emailed out by **Student Central**
NB. Chairs of Subject Examination Committees should ensure they collect student record listings, forms M7, lists of students wishing to transfer into their subjects and their examination booklets from Google Drive.

**Tuesday 5th**
**SUBJECT EXAMINATION COMMITTEES** should take place.

AM - Student Central / Chair Pre MEC Briefing

**Wednesday 6th**
**SUBJECT EXAMINATION COMMITTEES** should take place (am).
1.00pm- DEADLINE FOR THE RETURN OF FORMS M7, moderated marksheet and decisions on subject changes submitted to **Student Central** following Subject Examination meetings, uploaded to the appropriate Google folder.

**Thursday 7th**
Input of moderated exam results, final mark up of books and grids.

**Friday 8th**
P**LEASE NOTE THAT TIMINGS OF THE MEC ARE SUBJECT TO CHANGE**
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 the Chief External Examiner are required to attend.

**Week 18**

**Monday 11th**
AM – Results released to students
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 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 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

2) Stage II students

3) Awards