### **Oxford Brookes University**

**Modular Programme - Examination Committee Schedule for Semester 2 Resits & Semester 3 2017/18**

<table>
<thead>
<tr>
<th>Week 4</th>
<th>Resit Examination Week</th>
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<tbody>
<tr>
<td><strong>Week 5</strong></td>
<td>---------------------------------</td>
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<tr>
<td>Friday 13th</td>
<td>4.30 p.m. - <strong>Absolute Deadline</strong> 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.</td>
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**Week 6**

| Monday 16th | 2.00 p.m. – Student Central (Gavin Barber + Ingrid Downie) to mark-up and create the graduating booklet. 2.00 p.m. – Student Central (Sam Clarke) to mark-up and create the Stage II continuing booklet. 2.00 p.m. – Student Central (Nicky Johnson + Bethanie Bhasin) to mark-up and create the Stage I booklet. |
| Tuesday 17th | Documentation produced, collated and sorted on Google Drive Meeting of MCP’s to take place (scheduling to be determined by Faculties) |
| Wednesday 18th | Early a.m. - Links to exam committee documentation emailed out by **Student Central**. NB. Chairs of Subject Examination Committees should ensure they collect forms M7 from the Google folder. Meeting of MCP’s to take place (scheduling to be determined by Faculties) |
| Thursday 19th | **Subject Examination Committees** should take place if required. AM- Student Central / Chair Pre MEC Briefing 2.00pm – DEADLINE FOR THE RETURN OF FORMS M7. These should be uploaded to the appropriate Google folder as soon as possible, along with decisions on subject changes and moderated mark sheets following Subject Examination meetings. |
| Friday 20th | 10.00 a.m. – Chief External Examiner briefing 11.00 a.m. – **Modular Examinations Committee** meeting. All SEC Chairs and the Chief External Examiner are required to attend. |

**Week 7**

| Monday 23rd | 2.30 p.m. – Semester 2 resit results (and Students on ‘Awaiting Results’) released to students via their PIP. |

**August 2018**

**Week 8**

| Friday 3rd | 4.30 p.m. - Deadline for Post MEC awards |

**Week 10**

| Friday 17th | End of Semester 3 |

**Week 11**

**Thursday 23rd** 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 24th | 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 (Sam Clarke) to mark-up and create the Stage II continuing booklet. 2.00 p.m. – Student Central (Nicky Johnson + Bethanie Bhasin) to mark-up and create the Stage I booklet. |

**Week 12**

| Monday 27th | Bank Holiday |
| Tuesday 28th | Concessionary Day |
| Wednesday 29th | Documentation produced, collated and sorted on Google Drive |
Meeting of MCP’s to take place (scheduling to be determined by Faculties)

Thursday 30th
Noon- Links to exam committee documentation emailed out by Student Central.

NB. Chairs of Subject Examination Committees should ensure they collect student record listings and forms M7 from the Google folder.

SUBJECT EXAMINATION COMMITTEES (pm) should take place if required.

Friday 31st
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 marksheet and decisions on subject changes via upload to the appropriate Google folder following Subject Examination meetings.

September 2018

WEEK 13—-----------------------------------------------------------------------------------

Monday 3rd
10.30 a.m. – Chief External Examiner briefing.
11.00 a.m. – Modular Examinations Committee meeting. Only SEC Chairs of those fields with semester 3 modules and the Chief External Examiner are required to attend.

Wednesday 5th
9.30 a.m. – Semester 3 results released to students via their PIP.

WEEK 15—-----------------------------------------------------------------------------------

Wednesday 19th
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
2) Stage II students
3) Awards