POSTGRADUATE TAUGHT - EXAMINATION COMMITTEE SCHEDULE FOR SEMESTER 1 2018/19

August

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

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.

September

**WEEK 2**

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.

Friday 7th  4:00 pm: deadline for return of the Exam Committee Form, final student records and moderated marks to CSA Team.

**WEEK 1**

Wednesday 12th  Release of Summer Session taught module results.

Friday 28th  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 9th  Summer Session resit coursework submission deadline.

**WEEK 9**

Tuesday 20th  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 21st  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 22nd  Mitigating Circumstances Panel (scheduling to be determined by Faculties).

**WEEK 10**

Monday 26th  4:00 pm: CSA Team complete mark-up and send student records to Faculties.

Wednesday 28th  12 noon: (optional) Faculties request updated student records where changes have been made at the pre committee meeting(s).

Thursday 29th  4:00 pm: CSA Team send updated student records (where requested) to Faculties.

**WEEK 11**
December
Monday 3rd - Thursday 6th
Exam Committees for dissertation modules submitted in September, Summer Session taught module resits and May dissertation re-submissions.

Friday 7th
4:00 pm: deadline for return of the Exam Committee Form, final student records and moderated marks to CSA Team.

Wednesday 12th
Release of September submission dissertation module results, Summer Session taught module resit results and May dissertation re-submission module results.

Friday 14th - Thursday 20th
Semester 1 Exams

Thursday 10th
4:30pm: Absolute deadline for uploading marks for Semester 1 taught modules.

Friday 11th
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).

Monday 14th
4:00 pm: CSA Team complete mark-up and send student records to Faculties.

Tuesday 15th
4:00 pm: (optional) Faculties request updated student records where changes have been made at the pre committee meeting(s).

Wednesday 16th
4:00 pm: CSA Team send updated student records (where requested) to Faculties.

Thursday 17th – Friday 18th
Exam Committees for Semester 1 taught modules.

Friday 18th
4:00 pm: deadline for return of the Exam Committee Form, final student records and moderated marks to CSA Team.

Friday 25th
Submission deadline for dissertations taken in Semester 1.

February

Friday 1st
Re-submission deadline for dissertations originally submitted in September.

March

Friday 1st
4:30 pm: Absolute deadline for uploading marks for dissertations submitted in January and for September dissertation re-submissions.

Monday 4th
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 5th
4:00 pm: CSA Team complete mark-up and send student records to Faculties.
Wednesday 6th
12:00 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 7th – Friday 8th
**Examination Committees** for dissertations submitted in January and September 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 7

Thursday 7th – Friday 8th
Examination Committees for dissertations submitted in January and September 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.

Tuesday 12th
Release of January submission dissertation module results and September dissertation re-submission module results.

April

**EASTER BREAK**

Saturday 13th – Thursday 18th
Exam resits for Semester 1 modules.

Thursday 18th
Semester 1 resit coursework submission deadline.

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

May

Tuesday 7th – Saturday 18th

Wednesday 22nd
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 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.

Friday 24th
Submission deadline for dissertations taken in Semester 2.

Tuesday 28th
CSA Team complete mark-up and send student records to Faculties by 12:00 noon.

Wednesday 29th
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).

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

June

Monday 3rd – Friday 7th
**Examination Committees** for Semester 2 taught modules, Semester 1 taught resits and January dissertation re-submissions.

Friday 7th
4:00 pm: deadline for return of the Exam Committee Form, final student records and moderated marks to CSA Team.

Wednesday 12th
Release of Semester 2 taught module results, Semester 1 taught module resit results and January dissertation re-submission module results.

July

Monday 1st – Friday 5th

Friday 5th
Semester 2 resist coursework submission deadline.

Friday 12th
4:30 pm: **Absolute deadline** for uploading marks for Semester 2 taught module resits and for dissertations
submitted in May.

Monday 15th
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 16th
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 17th
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 18th – Friday 19th
Examination Committees for Semester 2 resits and for dissertations submitted in May.

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

Wednesday 24th
Release of Semester 2 taught resit module results and May submission dissertation module results.

August
POSTGRADUATE TAUGHT - EXAMINATION COMMITTEE SCHEDULE FOR SUMMER SESSION 2018/19

Wednesday 21st
4:30 pm: Absolute deadline for uploading marks for Summer Session taught modules.

Wednesday 28th
Mitigating Circumstances Panel (scheduling to be determined by Faculties).

Thursday 29th
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 30th
4:00 pm: CSA Team complete mark-up and send student records to Faculties

September 2019

Tuesday 3rd
12 noon: (optional) Faculties request updated student records where changes have been made at the pre committee meeting(s).

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

Thursday 5th - Friday 6th
Exam Committees for Summer Session taught modules.
This Exam Committee is optional for programmes that wish to hold an Exam Committee in September.

Friday 6th
4:00 pm: deadline for return of the Exam Committee Form, final student records and moderated marks to CSA Team.

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

Wednesday 11th
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;