UNDERGRADUATE EXAMINATION COMMITTEE SCHEDULE FOR SEMESTER 1 & SEMESTER 3 RESITS 2019/20

January 2020

**WEEK 17 (Semester 1) / WEEK 0 (Semester 2)**

Monday 20th

2.00 p.m. - **ABSOLUTE DEADLINE** for the submission of marks to **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 UCF AND SEC MEETINGS.

Tuesday 21st

9.00 am – Student Central to run mark up reports

Weds 22nd

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.

Thursday 23rd

NOON - DEADLINE for SUBJECT CO-ORDINATORS to submit to **Student Central** their recommendations on Stage I problem students, using forms M11 uploaded to the appropriate Google folder (NIL returns required).

2.00 p.m. - DEADLINE for PROGRAMME LEADS to submit to **Student Central** their recommendations for continuing students, using forms M9 uploaded to the appropriate Google folder, (NIL returns required).

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 24th

Documentation produced, collated and sorted on Google Drive by Student Central

Grids for action will be emailed to Programme Leads & Subject Co-ordinators.

**WEEK 1 (S2)**

Monday 27th

10.00am – 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 28th

**SUBJECT EXAMINATION COMMITTEES** should take place.

AM- Student Central / Chair Pre UCF Meeting

Weds 29th

**SUBJECT EXAMINATION COMMITTEES** should take place (am).

3.00pm. - DEADLINE FOR THE RETURN OF FORMS M7, decisions on subject changes and moderated mark sheets to Student Central following Subject Examination meetings, uploaded to the appropriate Google folder.

Thursday 30th / Friday 31st

Input of moderated marks, final mark up of exam books and grids.

**WEEK 2 (S2)**

February 2020

Monday 3rd

12.00noon – **UCF Sub-committee** available in Student Central 4. Problem cases **must be** discussed with them before UCF.

2.30 p.m. – **Undergraduate Confirmation Forum** (consideration of Stage I and continuing students and graduating students). Please ensure representation from every subject.

Weds 5th

AM – Results released to students

**WEEK 3 (S2)**

Weds 19th

4.30 p.m. – Deadline for Post UCF awards