UNDERGRADUATE EXAMINATION COMMITTEE SCHEDULE FOR SEMESTER 2 & SEMESTER 1 RESITS 2019/20

May 2020

WEEK 15

Thursday 21st
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 UCF AND SEC MEETINGS.**

Friday 22nd
9.00 am – Student Central to run mark up reports

WEEK 16

Monday 25th
Bank Holiday

Tuesday 26th
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 exam committee documentation will be emailed out by Student Central. This will include your student records together with lists of names (Form M9 or M11) on which you must report your recommendations on problem students.**

Weds 27th
NOON - DEADLINE for SUBJECT CO-ORDINATORS and PROGRAMME LEADS to return to the **Student Central** their recommendations on Stage I and continuing problem students, using forms M11/ M9.

Weds 27th (pm)
Student Central (Sam Clarke) to mark-up and create Stage II continuing booklet.

Thursday 28th
Student Central (Nicky Johnson + Bethanie Bhasin) to mark-up and create Stage I booklet.

Friday 29th
Documentation produced, collated and sorted on to Google Drive by Student Central.

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

June 2020

Week 17

Monday 1st
11.00 a.m. - ALL booklets available for collection from **Student Central**.

NB. Chairs of Subject Examination Committees should also collect student record listings, forms M7 and lists of students wishing to transfer into their subjects and a booklet for their External Examiners.

Tuesday 2nd **SUBJECT EXAMINATION COMMITTEES** should take place.

AM - Student Central / Chair Pre UCF Briefing

Weds 3rd **SUBJECT EXAMINATION COMMITTEES** should take place (am).

1.00pm- **DEADLINE FOR THE RETURN OF FORMS M7**, moderated marksheets and decisions on subject changes to **Student Central** following Subject Examination meetings.

Thursday 4th
Input of moderated marks, final mark up of exam books and grids.

Friday 5th
12.00 noon – **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.

**Week 18**

Monday 8th
4.30 p.m. – Deadline for post UCF Awards