*** OXFORD BROOKES UNIVERSITY ***

MODULAR PROGRAMME - EXAMINATION COMMITTEE SCHEDULE FOR SEMESTER 1 & SEMESTER 3 RESITS 2018/19

January 2019

**WEEK 15**

Monday 7th

2.00 pm - **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 MEC AND SEC MEETINGS.**

Tuesday 8th

9.00 am – Student Central to run mark up reports

Wednesday 9th

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 / M11) on which you must report your recommendations on problem students. **See Note 1.**

Thursday 10th

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**, by uploading forms M9 (NIL returns required) to the appropriate Google folder, their recommendations for action on continuing students.

2.00 p.m. – Student Central (Sam Clarke) to mark-up and create Stage II continuing booklet

2.00 p.m. – Student Central (Niccy Johnson + Bethanie Bhasin) to mark-up and create Stage I booklet

Friday 11th

Documentation produced, collated and sorted on Google Drive

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

Meeting of Mitigating Circumstances Panels to take place (scheduling to be determined by Faculties)

**WEEK 16**

Monday 14th

10.00 am – Links to exam committee documentation emailed out by **Student Central**

NB. Chairs of Subject Examination Committees should ensure they collect student records, forms M7, lists of students wishing to transfer into their subjects and their examination booklets from Google Drive.

Tuesday 15th

**SUBJECT EXAMINATION COMMITTEES** should take place.

AM- Student Central / Chair Pre MEC Meeting

Wednesday 16th

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

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

Thursday 17th / Friday 18th

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

**WEEK 0**

Monday 21st

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.**

Wednesday 23rd

AM – Results released to students

**WEEK 2**

February 2019

Wednesday 6th

4.30 pm - 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 field.
+ 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