

Saturn Marks Processing Schedule 2014/2015

Month and Year	Date	Day	Time	Event	Process	Contact	Remarks
August 2014	6	W		Create/ populate recommendation templates (UG) (GSM 'unsatisfactory') - export student data by course & year of SoS	Saturn Marks Processing	Examinations Office	
August 2014	11	M		Marksheets for Summer Semester assessments & Reassessment generated and saved to shared drive for Schools to access	Saturn Marks Processing	Examinations Office	Week 48
August 2014	15	F	3.00pm	Transcript Channel switched off (Undergraduate and Postgraduate)	Channel	Examinations Office	
August 2014	18	M		Prepare Recommendation Template to Schools	Saturn Marks Processing	Examinations Office	Week 49
September 2014	1	M	9.00am	Assessment channel switched off (Undergraduate and Postgraduate)	Channel	Examinations Office	
September 2014	1	M		GSM reset to "Unknown" for all UG Resit students (GSM 'unsatisfactory') - to prepare for portal channel	Saturn Marks Processing	Examinations Office	
September 2014	10	W	9.00am	Deadline for submission of provisional September marks to SATURN	Saturn Marks Processing	Examinations Office	
September 2014	11	M		GSM reset to "Unknown" for all UG Resit students (GSM 'unsatisfactory') - to prepare for portal channel	Saturn Marks Processing	Examinations Office	
September 2014	12	F	9.00am	Deadline for submission of definitive September marks to SATURN	Saturn Marks Processing	Examinations Office	
September 2014	12	F		Undergraduate recommendations returned to Student Registry	Progression Outcomes	Examinations Office	
September 2014	12	F		Deadline for confirming data on reassessment & first sit entries for UG students	Progression Outcomes	Examinations Office	
September 2014	12	F		Bulk change to UG students' GSM - list of 'progressing' and 'not progressing' send to UK to upload in the system	Saturn Marks Processing	Examinations Office	
September 2014	12	F		Student Registry to enter resit registration module in Saturn 3	Saturn Marks Processing	Examinations Office	
September 2014	15	M		Generate Resit Registration report to school for checking	Saturn Marks Processing	Examinations Office	
September 2014	19	F	3.00pm	My Transcript Channel switched on (Undergraduate only)	Channel	Examinations Office	
September 2014	19	F	3.00pm	Assessment channel switched on (Undergraduate only)	Channel	Examinations Office	
September 2014	19	F		Final date of notifying undergraduate students re: progression	Progression Outcomes	Examinations Office	
September 2014	26	F		Generate Bulk Provisional Transcripts and save at Y drive	Saturn Marks Processing	Examinations Office	
September 2014	29	M		Create/ populate recommendation templates (PG) (GSM 'unsatisfactory') - export student data by course & year of SoS	Saturn Marks Processing	Examinations Office	
October 2014	24	F		GSM reset to "Unknown" for all PG students (GSM 'unsatisfactory') - to prepare for portal channel	Saturn Marks Processing	Examinations Office	
October 2014	24	F	3.00pm	Assessment Channel switched off	Channel	Examinations Office	
October 2014	24	F	3.00pm	My Degree Channel switched off	Channel	Examinations Office	
November 2014	5	W		Bulk change to PG students' GSM - list of 'progressing' and 'not progressing' send to UK to upload in the system	Saturn Marks Processing	Examinations Office	
November 2014	5	W		Student Registry to enter resit registration module in Saturn 3	Saturn Marks Processing	Examinations Office	
November 2014	5	W	9.00am	Deadline for submission of 2012/13 PG marks for Saturn	Saturn Marks Processing	Examinations Office	
November 2014	5	W	12noon	Deadline for return of PGT recommendations	Progression Outcomes	Examinations Office	
November 2014	10	M		Generate PG Resit Registration report to school for checking	Saturn Marks Processing	Examinations Office	
November 2014	12	F	3.00pm	My Degree Channel switched on	Channel	Examinations Office	
November 2014	12	F	3.00pm	Transcript Channel switched on (Postgraduate only)	Channel	Examinations Office	
November 2014	21	F		Generate Bulk Provisional Transcripts and save at Y drive	Saturn Marks Processing	Examinations Office	
December 2014	29	M		Marksheets for Autumn Semester assessments generated and saved to shared drive for Schools to access	Saturn Marks Processing	Examinations Office	Week 16
January 2015	2	F	3.00pm	My Transcript Channel switched off (Undergraduate and Postgraduate)	Channel	Examinations Office	
January 2015	5	M		GSM reset to "Unknown" for all UG & PG students	Saturn Marks Processing	Examinations Office	
January 2015	12	M		Prepare Recommendation Template to Schools	Saturn Marks Processing	Examinations Office	Week 18
January 2015	27	Tue	9.00am	Provisional deadline for submission of provisional Autumn semester marks for SATURN	Saturn Marks Processing	Examinations Office	
February 2015	4	W	9.00am	Marks processing deadline for receipt of definitive marks for students UG & PG	Saturn Marks Processing	Examinations Office	
February 2015	6	F	4.00pm	Undergraduate and Postgraduate Transcript Channel switched on for Autumn Semester marks	Channel	Examinations Office	
May 2015	5	Tue		GSM reset to "Unknown" for all UG & PG students - for progression calculation in Exam Meeting Report	Saturn Marks Processing	Examinations Office	
May 2015	5	Tue		Marksheets for Spring Semester assessments generated and saved to shared drive for Schools to access	Saturn Marks Processing	Examinations Office	Week 34
May 2015	5	Tue	3.00pm	Transcript Channel switched off	Channel	Examinations Office	
May 2015	5	Tue	3.00pm	My Degree Channel switched off	Channel	Examinations Office	
May 2015	18	M		Create/ populate recommendation templates (UG & PG) - export student data by course & year of SoS	Saturn Marks Processing	Examinations Office	Week 35
June 2015	10	W	9.00am	Provisional marks deadline	Saturn Marks Processing	Examinations Office	
June 2015	10	W	3.00pm	Exam Board meeting reports available for printing	Saturn Marks Processing	Examinations Office	
June 2015	19	F	9.00am	Marks processing deadline for receipt of definitive marks for students UG & PG	Saturn Marks Processing	Examinations Office	
June 2015	19	F	12noon	Deadline for return of recommendations (UG & PG)	Progression Outcomes	Examinations Office	
June 2015	19	F		GSM reset to "Unknown" for all UG & PG students - to prepare for portal channel	Saturn Marks Processing	Examinations Office	
June 2015	22	M		Bulk change to UG & PG students' GSM - list of 'progressing' and 'not progressing' send to UK to upload in the system	Saturn Marks Processing	Examinations Office	
June 2015	23	Tu		Run Saturn 3 export "Unsatisfactory with marks <40%"	Saturn Marks Processing	Examinations Office	
June 2015	23	Tu		Student Registry to amend any exceptions to this manually in Saturn 3	Saturn Marks Processing	Examinations Office	
June 2015	24	W	3.00pm	My Degree Channel switched on (UG & PG)	Channel	Examinations Office	
June 2015	24	W	3.00pm	Transcript Channel switched on (UG & PG)	Channel	Examinations Office	
June 2015	24	W		Deadline for confirming data on reassessment & first sit entries for UG & PG students	Progression Outcomes	Examinations Office	
June 2015	24	W	9.00am	Deadline for checking marks for graduating students (UG/PG)	Saturn Marks Processing	Examinations Office	
June 2015	29	M		Generate Resit Registration report to school for checking	Saturn Marks Processing	Examinations Office	
July 2015	1	W		Generate Bulk Provisional Transcripts and save at Y drive	Saturn Marks Processing	Examinations Office	

July 2015	13	M	3.00pm	Assessment Channel switched on (Undergraduate and Postgraduate)	Channel	Examinations Office	
August 2015	10	M		Marksheets for Summer Semester assessments & Reassessment generated and saved to shared drive for Schools to access	Saturn Marks Processing	Examinations Office	Week 48
August 2015	14	F	3.00pm	Transcript Channel switched off (Undergraduate and Postgraduate)	Channel	Examinations Office	
August 2015	17	M		Create/ populate recommendation templates (UG (GSM 'unsatisfactory') - export student data by course & year of SoS	Saturn Marks Processing	Examinations Office	Week 49
August 2015	31	M	9.00am	Assessment channel switched off	Channel	Examinations Office	
September 2015	1	M		GSM reset to "Unknown" for all UG Resit students (GSM 'unsatisfactory') - to prepare for portal channel	Saturn Marks Processing	Examinations Office	
September 2015	11	F	9.00am	Deadline for submission of provisional September marks to SATURN	Saturn Marks Processing	Examinations Office	
September 2015	11	M		GSM reset to "Unknown" for all UG Resit students (GSM 'unsatisfactory') - to prepare for portal channel	Saturn Marks Processing	Examinations Office	
September 2015	14	M		Generate Resit Registration report to school for checking after resit exam	Saturn Marks Processing	Examinations Office	
September 2015	15	Tue	9.00am	Deadline for submission of definitive September marks to SATURN	Saturn Marks Processing	Examinations Office	
September 2015	15	Tue		Undergraduate recommendations returned to Student Registry	Progression Outcomes	Examinations Office	
September 2014	15	Tue		Deadline for confirming data on reassessment & first sit entries for UG students	Progression Outcomes	Examinations Office	
September 2015	18	F		Bulk change to UG students' GSM - list of 'progressing' and 'not progressing' send to UK to upload in the system	Saturn Marks Processing	Examinations Office	
September 2015	18	F		Student Registry to enter resit registration module in Saturn 3	Saturn Marks Processing	Examinations Office	
September 2015	18	F	3.00pm	My Transcript Channel switched on (Undergraduate only)	Channel	Examinations Office	
September 2015	18	F	3.00pm	Assessment channel switched on (Undergraduate only)	Channel	Examinations Office	
September 2014	21	M		Final date of notifying undergraduate students re: progression	Progression Outcomes	Examinations Office	
September 2014	25	F		Generate Bulk Provisional Transcripts and save at Y drive	Saturn Marks Processing	Examinations Office	

	Channel
	Saturn Marks Processing
	Progression Outcomes