

## Examinations Schedule 2014/2015

Month and Year	Date	Day	Week	Event	Process	Contact	Remarks
August 2014	18	M		Re-sit examinations begin	Examinations	Examinations Office	
August 2014	25	M		Summer examinations begin	Examinations	Examinations Office	
September 2014	5	F		Re-sit Examinations end	Examinations	Examinations Office	
September 2014	5	F		Summer Examinations end	Examinations	Examinations Office	
September 2014	12	F		Foundation examinations begin - July Intake	Schools	Schools	<b>FOUNDATION</b>
September 2014	19	F		Foundation examinations end - July Intake	Schools	Schools	

### AUTUMN SEMESTER

September 2014	22	M	Week 2	Send email to students and update website (Religious Observance Forms) Send email to school to request for <b>Examination Requirement</b> and Exam Office to set deadlines to revert Contact UK abd Ningbo (exam dates, shared paper exam dates...)	Examinations	Examinations Office	<b>AUTUMN</b>
<b>2 weeks before the deadline below</b>							
October 2014	3	F	Week 3	Deadline for Schools to revert back with Examinaton Requirement	Examinations	Examinations Office	
October 2014	10	F	Week 4	Deadline for submission of <b>Religious Observance Forms</b> to School Examinations Officer	Examinations	Examinations Office	
October 2014	20	M	Week 6	Download of student and examination data from Saturn for Autumn Semester Exam Timetable	Examinations	Examinations Office	
October 2014	20	M	Week 6	put in request to Maryana/ See to ask for the data (Student listing & modules enrolled)	Examinations	Examinations Office	
October 2014	27	M	Week 7	Schedule the <b>DRAFT Examinations Timetable - Autumn Semester</b>	Examinations	Examinations Office	
November 2014	5	W	Week 8	Get <b>Special Provision list</b> from Well Being Office (Also based on Website deadline)	Examinations	Well Being Office	
November 2014	10	M	Week 9	Sent the <b>DRAFT Autumn Semester Examinations Timetable</b> circulated to Schools for checking this week	Examinations	Examinations Office	
November 2014	14	F	Week 9	Deadline for Schools to revert back the <b>DRAFT Autumn Examinations Timetable</b> to Examination Office	Examinations	Examinations Office	
November 2014	24	M	Week 11	Publication of Examination Timetable for Autumn Semester Examinations	Examinations	Examinations Office	6 weeks b4 Final Exams
November 2014	24	M	Week 11	Compilation of Examination Master Check list for Autumn Semester Examinations	Examinations	Examinations Office	
<b>1 week after the publication of exam timetable to issuance of Exam Docket</b>							
November 2014	24	M	Week 11	Deadline for submission of Examination Papers	Examinations	Examinations Office	
December 2014	1	M	Week 12	Schedule the <b>Invigilation Duty</b>	Examinations	Examinations Office	
December 2014	1	M	Week 12	Deadline for submission of application form to <b>Resit Autumn Semester Examinations Overseas (External Resit only)</b>	Examinations	Examinations Office	
December 2014	1	M	Week 12	issuance of Exam Docket	Examinations	Examinations Office	

December 2014	1	M	Week 12	<b>Add in the Special Provision List</b> in the Master Checklist - Convert time, set Venue, prepare exam docket	Examinations	Examinations Office	
December 2014	8	M	Week 13	Sent <b>Invigilation Duty</b> to Schools	Examinations	Examinations Office	
December 2014	8	M	Week 13	Print Attendance Card, Exam Papers	Examinations	Examinations Office	
December 2014	29	M	Week 16	Marksheets for Autumn Semester assessments generated and saved to shared drive for Schools to access	Saturn Marks Processing	Examinations Office	
<b>1 week after the exam start - Prepare Recommendation Template to Schools</b>							
January 2015	12	M	Week 17	Prepare <b>Recommendation Template</b> to Schools	Saturn Marks Processing	Examinations Office	
January 2015	5	M	Week 17	<b>Examinations begin - (Autumn Semester)</b>	Examinations	Examinations Office	2 weeks
January 2015	17	S	Week 19	<b>Examination end - (Autumn Semester)</b>	Examinations	Examinations Office	

### SPRING SEMESTER

February 2015	2	M	Week 21	Send email to students and update website (Religious Observance Forms) Send email to school to request for <b>Examination Requirement</b> and Exam Office to set deadlines to revert Contact UK abd Ningbo (exam dates, shared paper exam dates...)	Examinations	Examinations Office	SPRING
<b>2 weeks before the deadline below</b>							
February 2015	13	F	Week 22	Deadline for Schools to revert back with Examination Requirement	Examinations	Examinations Office	
March 2015	6	F	Week 25	Deadline for submission of <b>Religious Observance Forms</b> to School Examinations Officer	Examinations	Examinations Office	
March 2015	9	M	Week 26	<b>Download of student and examination data from Saturn</b> for Autumn Semester Exam Timetable	Examinations	Examinations Office	
March 2015	9	M	Week 26	put in request to Maryana/ See to ask for the data (Student listing & modules enrolled)	Examinations	Examinations Office	
March 2015	11	W	Week 26	Schedule the <b>DRAFT Examinations Timetable - Spring Semester</b>	Examinations	Examinations Office	
March 2015	18	W	Week 27	Sent the <b>DRAFT Spring Semester Examinations Timetable</b> circulated to Schools for <b>checking</b> this week	Examinations	Examinations Office	
March 2015	18	W	Week 27	Get <b>Special Provision list</b> from Well Being Office (Also based on Website deadline)	Examinations	Well Being Office	
March 2015	25	W	Week 28	Deadline for Schools to revert back the <b>DRAFT Spring Examinations Timetable to Examination Office</b>	Examinations	Examinations Office	
April 2015	1	W	Week 29	<b>Publication of Examination Timetable for Spring Semester Examinations</b>	Examinations	Examinations Office	
April 2015	1	W	Week 29	<b>Compilation of Examination Master Check list for Spring Semester Examinations</b>	Examinations	Examinations Office	
<b>1 week after the publication of exam timetable to Issuance of Exam Docket</b>							
April 2015	1	W	Week 29	Deadline for submission of <b>Examination Papers</b>	Examinations	Examinations Office	
April 2015	5	M	Week 30	Schedule the <b>Invigilation Duty</b>	Examinations	Examinations Office	
April 2015	6	M	Week 30	Deadline for submission of application form to <b>Resit Spring Semester Examinations Overseas (External Resit only)</b>	Examinations	Examinations Office	
April 2015	6	M	Week 30	<b>Issuance of Exam Docket</b>	Examinations	Examinations Office	
April 2015	6	M	Week 30	<b>Add in the Special Provision List</b> in the Master Checklist - Convert time, set Venue, prepare exam docket	Examinations	Examinations Office	

April 2015	13	M	Week 31	Print Attendance Card, Exam Papers	Examinations	Examinations Office	
April 2015	13	M	Week 31	Sent <b>Invigilation Duty</b> to Schools	Examinations	Examinations Office	
May 2015	5	Tue	Week 34	Marksheets for Spring Semester assessments generated and saved to shared drive for Schools to access	Saturn Marks Processing	Examinations Office	
May 2015	5	Tue	Week 34	- Send email to school to request for <b>Examination Requirement</b> and Exam Office to set deadlines to revert - Foundation	Examinations	Examinations Office	<b>FOUNDATION</b>
May 2015	18	M	Week 36	Download of student and examination data from Saturn and Foundation Exam Timetable - April Intake	Examinations	Examinations Office	
May 2015	18	M	Week 36	Schedule the <b>DRAFT Examinations Timetable - Foundation (April Intake)</b>	Examinations	Examinations Office	
<b>1 week after the exam start - Prepare Recommendation Template to Schools</b>							
May 2015	18	M	Week 36	Prepare Recommendation Template to Schools	Saturn Marks Processing	Examinations Office	
May 2015	11	M	Week 35	Examinations begin - (Spring Semester)	Examinations	Examinations Office	3 weeks
May 2015	30	S	Week 37	Examination end - (Spring Semester)	Examinations	Examinations Office	

## SUMMER SEMESTER

<b>2 weeks before the deadline below</b>							
June 2015	1	M	Week 38	Sent the <b>DRAFT Foundation (April Intake) Examinations Timetable</b> circulated to Schools for checking this week	Examinations	Examinations Office	<b>FOUNDATION</b>
June 2015	5	F	Week 38	Sent the <b>Foundation (April Intake) Examinations Timetable</b> to Schools together with Exam Docket	Examinations	Examinations Office	
June 2015	8	M	Week 39	Send email to students and update website (Religious Observance Forms) Send email to school to request for <b>Examination Requirement</b> and Exam Office to set deadlines to revert - <b>Summer Semester &amp; Resit Exam</b> Contact UK abd Ningbo (exam dates, shared paper exam dates...)	Examinations	Examinations Office	
June 2015	19	F	Week 40	Deadline for Schools to revert back with Examinaton Requirement	Examinations	Examinations Office	
June 2015	19	F	Week 40	We can get the data from the resit listing ( <b>Recommendation List</b> ) from school.	Examinations	Examinations Office	
June 2015	19	F	Week 40	Also provide the copy to Maryana to upload onto EMS (for generation of Exam Docket and exam timetable report)	Examinations	Examinations Office	
June 2015	22	M	Week 41	Download of student and examination data from Saturn for <b>Summer</b> semester exams Exam Timetable	Examinations	Examinations Office	
June 2015	26	F	Week 41	Deadline for submission of <b>Religious Observance Forms</b> to School Examinations Officer	Examinations	Examinations Office	
July 2015	3	F	Week 42	Download of student and examination data from Excel/ Saturn for <b>Resit</b> semester exams Exam Timetable ***	Examinations	Examinations Office	
July 2015	6	M	Week 43	Schedule the <b>DRAFT Examinations Timetable - Resit &amp; Summer Semester</b>	Examinations	Examinations Office	
July 2015	6	M	Week 43	Get <b>Special Provision list</b> from Well Being Office (Also based on Website deadline)	Examinations	Well Being Office	

July 2015	9	Thu	Week 43	Sent the <b>DRAFT Resit and Summer Semester Examinations Timetable</b> circulated to Schools for checking this week	Examinations	Examinations Office	
July 2015	15	W	Week 44	Deadline for Schools to revert back the <b>DRAFT Resit &amp; Summer Examinations Timetable to Examination Office</b>	Examinations	Examinations Office	
July 2015	17	F	Week 44	Deadline for submission of application form to take <b>September Resit Examinations Overseas</b>	Examinations	Examinations Office	
July 2015	20	M	Week 45	<b>Publication of Examination Timetable for Resit and Summer Semester Examinations</b>	Examinations	Examinations Office	
July 2015	20	M	Week 45	<b>Compilation of Examination Master Check list for Resit and Summer Semester Examinations</b>	Examinations	Examinations Office	
<b>1 week after the publication of exam timetable</b>							
<b>Contact overseas centre (with revised exam date/times), confirm arrangement with centre, inform students with revised exam docket, remind/ chase school on overseas exam paper, print and pack paper, send papers to overseas centre at least 1 week before the start of exam. computer exam cannot do in overseas.</b>							
July 2015	10	F	Week 43	Deadline for submission of Resit and Summer <b>Examination Papers</b>	Examinations	Examinations Office	
July 2015	24	F	Week 45	Issuance of <b>Exam Docket</b>	Examinations	Examinations Office	
July 2015	24	F	Week 45	<b>Add in the Special Provision List</b> in the Master Checklist - Convert time, set Venue, prepare exam docket	Examinations	Examinations Office	
July 2015	24	F	Week 45	Schedule the <b>Invigilation Duty</b>	Examinations	Examinations Office	
July 2015	29	W	Week 46	Print Attendance Card, Exam Papers	Examinations	Examinations Office	
July 2015	29	W	Week 46	Sent <b>Invigilation Duty</b> to Schools	Examinations	Examinations Office	
July 2015	27	M	Week 46	Send email to school to request for <b>Examination Requirement</b> and Exam Office to set deadlines to revert - Foundation (July Intake)	Examinations	Examinations Office	<b>FOUNDATION</b>
July 2015	29	W	Week 46	<b>Download of student and examination data from Saturn</b> and Foundation Exam Timetable - July Intake	Examinations	Examinations Office	
July 2015	30	F	Week 46	Schedule the <b>DRAFT Examinations Timetable - Foundation (July Intake)</b>	Examinations	Examinations Office	
August 2015	3	M	Week 47	Sent the <b>DRAFT Foundation (July Intake) Examinations Timetable</b> circulated to Schools for checking this week	Examinations	Examinations Office	
August 2015	7	F	Week 38	Sent the <b>Foundation (July Intake) Examinations Timetable to Schools together with Exam Docket</b>	Examinations	Examinations Office	
August 2015	10	M	Week 48	Marksheets for Summer Semester and Resit assessments generated and saved to shared drive for Schools to access	Saturn Marks Processing	Examinations Office	
<b>1 week after the exam start - Prepare Recommendation Template to Schools</b>							
August 2015	17	M	Week 50	<b>Prepare Recommendation Template</b> to Schools	Saturn Marks Processing	Examinations Office	
August 2015	17	M	Week 49	<b>Re-sit examinations begin</b>	Examinations	Examinations Office	<i>3 weeks for resit exams 2 weeks for Summer Exams</i>
August 2015	24	M	Week 50	<b>Summer examinations begin</b>	Examinations	Examinations Office	
September 2015	7	M	Week 51	<b>Re-sit Examinations end</b>	Examinations	Examinations Office	
September 2015	7	M	Week 51	<b>Summer Examinations end</b>	Examinations	Examinations Office	

**Preparing of exam timetable**

**- some special items that needs to be more alert when preparing exam timetable**

**Public holidays**

**Friday – different start time for afternoon exam, overlapping between 3pm and 5pm exams**

**Shared paper with UK/ Ningbo (share with Uk- at 5.00pm only, Ningbo – no time difference)**

**Shared paper for September and Jan Intake**

**Different exam dates (shorter period) for Jan Intake**

**Lab exams in the afternoon or if morning start at 10am only**

**To download Resit students data**

**Engineering – H81IM1/2 (create data in EMS)**

**Check with NUBS location for MBA exams (Huong Mei/ Lau Chee Kwong/ Chan wen li)**

**Rogo exams must set only at 5pm and on weekdays**