## Saturn Marks Processing Schedule 2014/2015

Month and Year	Date	Day	Time	Event Create/ populate recommendation templates (UG) (GSM 'unsatisfactory') -	Process	Contact	Remarks
August 2014	6	w		export student data by course & year of SoS	Saturn Marks Processing	Examinations Office	
August 2014	11	м		Marksheets for Summer Semester assessments & Reassessment generated	Saturn Marks Processing	Examinations Office	Week 48
August 2014	15	F	3.00pm	and saved to shared drive for Schools to access Transcript Channel switched off (Undergraduate and Postgraduate)	Channel	Examinations Office	
August 2014	18	M	p	Prepare Recommendation Template to Schools	Saturn Marks Processing	Examinations Office	Week 49
September 2014	1	м	9.00am	Assessment channel switched off (Undergraduate and Postgraduate)	Channel	Examinations Office	
				GSM reset to "Unknown" for all UG Resit students (GSM 'unsatisfactory') - to			
September 2014	1	м		prepare for portal channel	Saturn Marks Processing	Examinations Office	
September 2014	10	w	9.00am	Deadline for submission of <b>provisional September marks</b> to SATURN	Saturn Marks Processing	Examinations Office	
-				GSM reset to "Unknown" for all UG Resit students (GSM 'unsatisfactory') - to	-		
September 2014	11	м		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	Progression Outcomes	Examinations Office	
				UG students Bulk change to UG students' GSM - list of 'progressing' and 'not progressing'			
September 2014	12	F		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	м		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	
•				Create/ populate recommendation templates (PG) (GSM 'unsatisfactory') -		Examinations Office	
September 2014	29	м		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	м		Generate PG Resit Registration report to school for checking	Saturn Marks Processing	Examinations Office	
November 2014 November 2014	12 12	F	3.00pm 3.00pm	My Degree Channel switched on	Channel	Examinations Office Examinations Office	
November 2014	21	F	5.00pm	Transcript Channel switched on (Postgraduate only) Generate Bulk Provisional Transcripts and save at Y drive	Channel Saturn Marks Processing	Examinations Office	
December 2014	29	м		Marksheets for Autumn Semester assessments generated and saved to shared	Saturn Marks Processing	Examinations Office	Week 16
				drive for Schools to access			
January 2015	2	F	3.00pm	My Transcript Channel switched off (Undergraduate and Postgraduate)	Channel	Examinations Office	
January 2015	5			GSM reset to "Unknown" for all UG & PG students	Saturn Marks Processing		
January 2015		M			•	Examinations Office	Week 18
	12	M		Prepare Recommendation Template to Schools Provisional deadline for submission of provisional Autumn semester marks	Saturn Marks Processing	Examinations Office	
January 2015	12 27		9.00am	Prepare Recommendation Template to Schools Provisional deadline for submission of provisional Autumn semester marks for SATURN	•		
		м	9.00am 9.00am	Provisional deadline for submission of <b>provisional Autumn semester marks</b> for SATURN Marks processing deadline for receipt of <b>definitive marks</b> for students UG &	Saturn Marks Processing	Examinations Office	
January 2015 February 2015	27 4	M Tue W	9.00am	Provisional deadline for submission of <b>provisional Autumn semester marks</b> for SATURN Marks processing deadline for receipt of <b>definitive marks</b> for students UG & PG	Saturn Marks Processing Saturn Marks Processing Saturn Marks Processing	Examinations Office Examinations Office Examinations Office	
January 2015	27	M Tue		Provisional deadline for submission of <b>provisional Autumn semester marks</b> for SATURN Marks processing deadline for receipt of <b>definitive marks</b> for students UG &	Saturn Marks Processing Saturn Marks Processing	Examinations Office Examinations Office	
January 2015 February 2015	27 4	M Tue W	9.00am	Provisional deadline for submission of provisional Autumn semester marks for SATURN Marks processing deadline for receipt of definitive marks for students UG & PG Undergraduate and Postgraduate Transcript Channel switched on for Autumn Semester marks	Saturn Marks Processing Saturn Marks Processing Saturn Marks Processing	Examinations Office Examinations Office Examinations Office	
January 2015 February 2015	27 4	M Tue W	9.00am	Provisional deadline for submission of provisional Autumn semester marks for SATURN Marks processing deadline for receipt of definitive marks for students UG & PG Undergraduate and Postgraduate Transcript Channel switched on for Autumn Semester marks GSM reset to "Unknown" for all UG & PG students - for progression	Saturn Marks Processing Saturn Marks Processing Saturn Marks Processing	Examinations Office Examinations Office Examinations Office	
January 2015 February 2015 February 2015 May 2015	27 4 6 5	M Tue W F Tue	9.00am	Provisional deadline for submission of provisional Autumn semester marks for SATURN Marks processing deadline for receipt of definitive marks for students UG & PG Undergraduate and Postgraduate Transcript Channel switched on for Autumn Semester marks	Saturn Marks Processing Saturn Marks Processing Channel Saturn Marks Processing	Examinations Office Examinations Office Examinations Office Examinations Office Examinations Office Examinations Office	Mark 24
January 2015 February 2015 February 2015 May 2015 May 2015	27 4 6 5 5	M Tue W F Tue Tue	9.00am 4.00pm	Provisional deadline for submission of provisional Autumn semester marks for SATURN Marks processing deadline for receipt of definitive marks for students UG & PG Undergraduate and Postgraduate Transcript Channel switched on for Autumn Semester marks GSM reset to "Unknown" for all UG & PG students - for progression calculation in Exam Meeting Report Marksheets for Spring Semester assessments generated and saved to shared drive for Schools to access	Saturn Marks Processing Saturn Marks Processing Channel Saturn Marks Processing Saturn Marks Processing Saturn Marks Processing Saturn Marks Processing	Examinations Office	Week 34
January 2015 February 2015 February 2015 May 2015 May 2015 May 2015	27 4 6 5 5 5 5	M Tue W F Tue Tue Tue	9.00am 4.00pm 3.00pm	Provisional deadline for submission of provisional Autumn semester marks for SATURN Marks processing deadline for receipt of definitive marks for students UG & PG Undergraduate and Postgraduate Transcript Channel switched on for Autumn Semester marks GSM reset to "Unknown" for all UG & PG students - for progression calculation in Exam Meeting Report Marksheets for Spring Semester assessments generated and saved to shared drive for Schools to access Transcript Channel switched off	Saturn Marks Processing Saturn Marks Processing Channel Saturn Marks Processing Channel Saturn Marks Processing Saturn Marks Processing Channel Channel	Examinations Office	Week 34
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July 2015	13	м	3.00pm	Assessment Channel switched on (Undergraduate and Postgraduate)	Channel	Examinations Office	
August 2015	10	м		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	м		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	м	9.00am	Assessment channel switched off	Channel	Examinations Office	
September 2015	1	м		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 <b>provisional September marks</b> to SATURN	Saturn Marks Processing	Examinations Office	
September 2015	11	м		GSM reset to "Unknown" for all UG Resit students (GSM 'unsatisfactory') - to prepare for portal channel	Saturn Marks Processing	Examinations Office	
September 2015	14	м		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 <b>reassessment &amp; first sit entries</b> 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	м		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