

SUMMER SEMESTER EXAMS

3 January (Tuesday)	Summer Semester commences
21 December 2011 (Wednesday)	Exam Request System (ERS) activated on PeopleSoft for Summer Semester official exam period
27 January (Friday)	ERS de-activated. Schools and Departments cannot add or change Exam Requests. Any changes after this time must be directed to the Exams Officer in writing.
30 January (Monday) -AM	Exams Office downloads exam data and commences preparation of Summer Semester Timetable.
30 January (Monday)	Last day for Schools to submit Exam details in timetable for exams being conducted in department.
30 January (Monday) - COB	Summer Semester Provisional Exam Timetable distributed
31 January (Tuesday)	Deadline for Heads of Schools to submit requests for changes to the Summer Semester Provisional Timetable to Exams Office in writing.
31 January (Tuesday)	Final Summer Semester Exam Timetable published
2 February (Thursday)	TRIM documents created
8 February (Wednesday)	Summer Semester exam papers (inc TRIM) due into Exams Office.
13 February (Monday)	Summer Semester Exams commence
17 February (Friday)	Summer Semester Exams finish

SUMMER EXAM RESULTS

27 February (Monday)	Results due for Summer exams (10 days from the last day of exam period) *
30 April **	RP and Blank grades will be converted to Fails

* The mass post process is undertaken on the next working day.

** If date falls on a non business day process will occur on the next business day.

NB: all dates are 'Close of Business' unless otherwise indicated

SEMESTER 1 PRIMARY EXAMS

27 February (Monday)	Semester 1 commences
13 March (Tuesday)	Exam Request System (ERS) activated on PeopleSoft for Semester 1 & R/AA official exam periods
30 March (Friday)	ERS de-activated. Schools and Departments cannot add or change Exam Requests. Any changes after this time must be directed to the Exams Officer in writing.
2 April (Monday)	Exams Office downloads exam data and commences preparation of Semester 1 Provisional Timetable.
30 April (Monday)	Semester 1 Provisional Exam Timetable distributed
4 May (Friday)	Deadline for Heads of Schools to submit requests for changes to the Semester 1 Provisional Timetable to Exams Office in writing.
11 May (Friday)	Final Semester 1 Exam Timetable published (5 weeks before official exam period)
TBC	TRIM documents created
1 June (Friday)	Semester 1 exam papers (inc TRIM) due into Exams Office.
16 June (Saturday)	Semester 1 Exams commence
30 June (Saturday)	Semester 1 Exams finish

SEMESTER 1 EXAM RESULTS

10 July (Tuesday)	Results due for Semester 1 exams (10 days from the last day of exam period) *
31 August **	RP and Blank grades will be converted to Fails

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SEMESTER 1 REPLACEMENT/ADDITIONAL ASSESSMENT (R/AA) EXAMS

13 March (Tuesday)	Exam Request System (ERS) activated on PeopleSoft
30 March (Friday)	ERS de-activated. Schools and Departments cannot add or change Exam Requests. Any changes after this time must be directed to the Exams Officer in writing.
18 June (Monday)	Semester 1 R/AA Exam Timetable published (4 weeks before the official R/AA exam period). All courses that have indicated R/AA offers during ERS process will be scheduled unless the academic area has submitted an exam cancellation form. Exams Office will estimate 10% of enrolment as potential offers *** . Changes to or cancellation of R/AA exams in the ERS must be submitted in writing to the Examinations Office.
TBC	TRIM documents created
11 July (Wednesday)	Semester 1 R/AA exam papers due into the Exams Office. Departments to confirm numbers of candidates in each offering (including those with zero candidates).
16 July (Monday)	Semester 1 R/AA Exams commence
21 July (Saturday)	Semester 1 R/AA Exams finish

SEMESTER 1 REPLACEMENT/ ADDITIONAL ASSESSMENT EXAM RESULTS

2 July (Monday)	Grading Access activated for input of Semester 1 R/AA results
31 July (Tuesday)	Results due for Semester 1 R/AA exams* (10 days from the last day of exam period) (last date for Schools to change results following Semester 1 R/AA exams)
1 August (Wednesday)	Grading Access de-activated
31 August **	RP and Blank grades will be converted to Fails

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*** This figure may be adjusted as a result of policy changes.

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SEMESTER 2 EXAMS

23 July (Monday)	Semester 2 commences
23 July (Monday)	Exam Request System (ERS) activated on PeopleSoft for Semester 2 & R/AA official exam periods.
10 August (Friday)	ERS de-activated. Schools and Departments cannot add or change Exam Requests. Any changes after this time must be directed to the Exams Officer in writing.
13 August (Monday)	Exams Office downloads exam data and commences preparation of Sem 2 Provisional Timetable.
14 September (Friday)	Semester 2 Provisional Exam Timetable distributed
21 September (Friday)	Deadline for Heads of Schools to submit requests for changes to Semester 2 Provisional Timetable to Exams Office in writing
28 September (Friday)	Final Semester 2 Exam Timetable published (5 weeks before official exam period)
TBC	TRIM documents created
19 October (Friday)	Semester 2 exam papers (inc TRIM) due into Exams Office.
3 November (Saturday)	Semester 2 Exams commence
17 November (Saturday)	Semester 2 Exams finish

SEMESTER 2 EXAM RESULTS

5 December (Wednesday)	Results due for Semester 2 exams (Date advised by Academic Board) *
31 January 2013**	RP and Blank grades will be converted to Fails

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SEMESTER 2 REPLACEMENT/ ADDITIONAL ASSESSMENT (R/AA) EXAMS

23 July (Monday)	Exam Request System (ERS) activated on PeopleSoft
10 August (Friday)	ERS de-activated. Schools and Departments cannot add or change Exam Requests. Any changes after this time must be directed to the Exams Officer in writing.
12 November (Monday)	Semester 2 R/AA Exam Timetable published (4 weeks before the official R/AA exam period). All courses that have indicated R/AA offers during ERS process will be scheduled unless the academic area has submitted an exam cancellation form. Examinations Office will estimate 10% of enrolment as potential offers *** Changes to or cancellation of R/AA exams in the ERS must be submitted in writing to the Examinations Office.
TBC	TRIM documents created
3 December (Monday)	Semester 2 R/AA exam papers due into the Exams Office. Departments to confirm numbers of candidates in each offering (including those with zero candidates).
10 December (Monday)	Semester 2 R/AA Exams commence
15 December (Saturday)	Semester 2 R/AA Exams finish

SEMESTER 2 REPLACEMENT/ ADDITIONAL ASSESSMENT EXAM RESULTS

26 November (Monday)	Grading Access activated for Semester 2 R/AA results
24 December (Monday)	Results due for Semester 2 R/AA exams* (10 days from the last day of exam period) (last date for Schools to change results following Semester 2 R/AA exams)
2 January 2013	Grading Access de-activated
31 January 2013**	RP and Blank grades will be converted to Fails

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