Key Dates Calendar August 2023 - December 2024

Category:

	Academic Calendar
	Appeals & Extenuating Circumstances
	International Ops & Student Recruitment
	S3 Programme and Student Support (PASS) Team
	Timetable Related Tasks
	SHSC specific date
	Global Online
	S3 Student Administration
	Business Planning & Intelligence
	Students
	S3 relevant team (Business & Leadership or PASS)
	IS (includes Academic & Student Lifecycle Team)
	Academic Colleagues

Academic Year 2023/24		Activity 1	Activity 2	Activity 3	Activity 4	Activity 5	Activity 6	Activity 7	Activity 8	Timetabling Activity 1	Timetabling Activity 2
TR3 - Wk 10	Sat 05/08/2023	**Resit Assessment ENDS** (Transcript embargo period begins)									
	Sun 06/08/2023										
TR3 - Week 11	Mon 07/08/2023	Online Registration task opens for continuing students	Switch on the online option task to check for 2023/24 Student Course Enrolment (SCE)			S3 upload Examination papers to sharepoint	*Indicative Date: SQA results embargo period*	Email **continuing** students with an eligible registration status (**RM1**) asking them to re-register for session 2022/3	Release Welcome Week Calendar to students through email advising calendar is available		
	Tue 08/08/2023	Clearing main operation startsTBC				S3 upload Examination papers to sharepoint	*Indicative Date: SQA results embargo period*	SQA results day			
	Wed 09/08/2023	By 12noon - Academic Mark Submission for **Resit** results				S3 upload Examination papers to sharepoint					
	Thu 10/08/2023	By 5pm - Marks uploaded and verification sheets produced. Any non-submission of marks reported to HOSS for action	Indicitive **Resit** Extenuating Circumstances Retrospective Circumstances Deadline	Overnight - Cognos report		Student Admin upload to Exams Server					
	Fri 11/08/2023	By 11am - Academic mark confirmation process. Includes any exceptional scaling approved by VP/HOLTA	By 12noon - Finalise any amended marks, have all marks confirmed and agreed in SITS	From noon - ASL run Central Calculation Report and confirms to S3 once process completed		Student Admin upload to Exams Server	*Indicative Date: JCQ results embargo period*				
	Sat 12/08/2023										
	Sun 13/08/2023										
TR3 - Week 12	Mon 14/08/2023	Pre-Programme Assessment Board paper generation & mark-up	Extenuating Circumstances Outcome spreadsheet shared with Programme Administrators		By 5pm - **SHSC Early Finishers only:** Academic Mark Submission for **TR2** results	Student Admin upload to Exams Server	*Indicative Date: JCQ results embargo period*				
	Tue 15/08/2023	Pre-Programme Assessment Board mark-up			Marks upload into SITS	Academics to check Exams Server	*Indicative Date: JCQ results embargo period*				
	Wed 16/08/2023	Pre-Programme Assessment Board mark-up			By 12noon - **SHSC Early Finishers only:** Finalise any amended mark and have all marks confirmed and agreed in SITS	Students check of Exams site	*Indicative Date: JCQ results embargo period*				
	Thu 17/08/2023	Pre-Programme Assessment Board Meetings			SHSC Early Finishers only: Pre-Assessment Board Printing	Students check of Exams site	*Indicative Date: JCQ results embargo period*				
	Fri 18/08/2023	Pre-Programme Assessment Board Meetings			SHSC Early Finishers only: Pre-Assessment Board Printing & Mark up	S3/Student Admin to help resolve any queries with Exams Server					
	Sat 19/08/2023	**Trimester 3 Teaching ENDS ↑** (Transcript embargo period begins)									
	Sun 20/08/2023										
TR3 - Week 13 Exams Week	Mon 21/08/2023	Resit Programme Assessment Boards	Four week window for academic colleagues to request their TR1 exam delivery i.e. on campus or online for session 2023/24		SHSC Early Finishers only: Pre-Assessment Board Mark up		Run Registration Helpdesk (run by Student Administration/Visa & International Support and Finance			Student Allocation TR1 (New Students)	
	Tue 22/08/2023	Resit Programme Assessment Boards			SHSC Early Finishers only: Pre-Assessment Board Mark up		Run Registration Helpdesk	Email new students, with an Unconditional Firm offer, to complete the online registration process (**RM3**) (emails will be sent in batches)			
	Wed 23/08/2023	Resit Post Board Processing			SHSC Early Finishers only: Pre-Assessment Board Meetings		Run Registration Helpdesk				
	Thu 24/08/2023	By 9am - all Post Assessment Board Processing to be completed	10am - ASL run Tier 4 report and passes to International Support	By 4pm - International Support undertake checks and send report to S3 for Tier 4 processing	SHSC Early Finishers only: Pre-Assessment Board Processing: final paper amendments, consider EC's and confirm hours completions with placements team	From 9am - MS "Exam results issues report" generated by School's nominee for reassessment board and corrective action taken	Run Registration Helpdesk				
	Fri 25/08/2023			Tier 4 processing by S3	**SHSC Early Finishers only:** TR2 Programme Assessment Boards	By 5pm - MS "Exam results issues report" generated by School's nominee for reassessment board and corrective action taken	Run Registration Helpdesk				
	Sat 26/08/2023	**Trimester 3 ENDS**									
	Sun 27/08/2023										

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Phase	Date										
Marking, preparation & development week	Mon 28/08/2023	**Resit Publication Date** (Transcript embargo period ends)	Update results container in eStudentRecords to active	AM - Tier 4 Resit progression decisions entered	**SHSC Early Finishers only:** TR2 Post Board Processing		Run Registration Helpdesk			TR1 Individual Timetable Publication (New Students)	Student Allocation TR1 (New Students)
	Tue 29/08/2023	Resit roll forward			**SHSC Early Finishers only:** TR2 Post Board Processing		Run Registration Helpdesk				
	Wed 30/08/2023	Resit roll forward	Upskilling return 2 (exact date TBC)		**SHSC Early Finishers only:** Results letter sent through SITS		Run Registration Helpdesk				
	Thu 31/08/2023	Resit roll forward			**SHSC Early Finishers only:** Results letter sent through SITS		Run Registration Helpdesk				
	Fri 01/09/2023	Resit roll forward	**TR3** Extenuating Retrospective Circumstances Deadline		**SHSC Early Finishers only:** Results letter sent through SITS		Run Registration Helpdesk				
	Sat 02/09/2023										
	Sun 03/09/2023										
TR1 - Week 1 Welcome Week	Mon 04/09/2023	By 12noon - Academic Mark Submission for **TR3** results	By 2pm - **Resit** Academic Appeals Deadline	**Trimester 1 BEGINS**		_Indicative Date: Run Registration Advice Centre rotating across all 3 campuses (exact dates to be confirmed)_	Run Registration Helpdesk	Exchange Fest (Global Mobility)		Timetable Data Collection TR2/TR3	Student Allocation TR1 (New Students)
	Tue 05/09/2023	Marks upload into SITS				_Indicative Date: Run Registration Advice Centre_	Run Registration Helpdesk	Exchange Fest (Global Mobility)			
	Wed 06/09/2023	By 2pm - Marks uploaded and verification sheets produced. Any non-submission of marks reported to HOSS for action	2pm - ASL run 0/NA process ahead of Cognos report	Overnight - Cognos report		_Indicative Date: Run Registration Advice Centre_	Run Registration Helpdesk	Exchange Fest (Global Mobility)			
	Thu 07/09/2023	Academic mark confirmation process. Includes any exceptional scaling approved by VP/HOLTA	By 4pm - Any mark scaling to be approved by VP/HOLTA	From 4pm amend any marks and process marks as confirmed and agreed in SITS		_Indicative Date: Run Registration Advice Centre_	Run Registration Helpdesk	Exchange Fest (Global Mobility)			
	Fri 08/09/2023	By 12noon - Finalise any amended mark and have all marks confirmed and agreed in SITS	From 1pm - ASL run Central Calculation Report and confirms to S3 once process completed	Extenuating Circumstances Outcome spreadsheet shared with Programme Administrators		_Indicative Date: Run Registration Advice Centre_	Run Registration Helpdesk	Exchange Fest (Global Mobility)			
	Sat 09/09/2023										
	Sun 10/09/2023										
TR1 - Week 2	Mon 11/09/2023	Pre-Assessment Board Printing & Mark up		Tier 4 deadline to report sponsorship to withdrawal to UKVI (if no appeal) resit publication date		_Indicative Date: Run Registration Advice Centre_	Run Registration Helpdesk	Exchange Fest (Global Mobility)		Timetable Data Collection TR2/TR3	Student Allocation TR1 (New Students)
	Tue 12/09/2023	Pre-Assessment Board Mark up				_Indicative Date: Run Registration Advice Centre_	Run Registration Helpdesk	Exchange Fest (Global Mobility)			
	Wed 13/09/2023	Pre-Assessment Board Mark up				_Indicative Date: Run Registration Advice Centre_	Run Registration Helpdesk	Exchange Fest (Global Mobility)			
	Thu 14/09/2023	Pre-Assessment Board Meetings				_Indicative Date: Run Registration Advice Centre_	Run Registration Helpdesk	Exchange Fest (Global Mobility)			
	Fri 15/09/2023	Pre-Assessment Board Meetings	Window closes for academic colleagues to request their exam delivery i.e. on campus or online for TR1 exams in session 2023/24	By 12noon - **Global Online only:** Academic Mark Submission for **TR3** results		_Indicative Date: Run Registration Advice Centre_	Run Registration Helpdesk	Exchange Fest (Global Mobility)			
	Sat 16/09/2023										
	Sun 17/09/2023										
TR1 - Week 3	Mon 18/09/2023	Pre-Assessment Board Meetings		**Global Online only:** Marks uploaded and verification sheets produced		_Indicative Date: Run Registration Advice Centre_	Run Registration Helpdesk	Exchange Fest (Global Mobility)		Timetable Data Collection TR2/TR3	Student Allocation TR1 (New Students)
	Tue 19/09/2023	TR3 Programme Assessment Boards		**Global Online only:** Marks uploaded and verification sheets produced		_Indicative Date: Run Registration Advice Centre_	Run Registration Helpdesk	Exchange Fest (Global Mobility)			
	Wed 20/09/2023	TR3 Programme Assessment Boards		By 12noon - **Global Online only:** Finalise any amended mark and have all marks confirmed and agreed in SITS		_Indicative Date: Run Registration Advice Centre_	Run Registration Helpdesk	Exchange Fest (Global Mobility)			
	Thu 21/09/2023	TR3 Programme Assessment Boards		By 12noon - **Global Online only:** ASL to centrally process C & Ps		_Indicative Date: Run Registration Advice Centre_	Run Registration Helpdesk	Exchange Fest (Global Mobility)			
	Fri 22/09/2023	TR3 Programme Assessment Boards OR Post Board Processing	Final decision date on exam delivery for TR1 modules session 2023/24.	Global Online only: Pre-Assessment Board Printing & Mark up	Last date for TRI 1 Registration	_Indicative Date: Run Registration Advice Centre rotating across all 3 campuses (exact dates to be confirmed)_	Run Registration Helpdesk (run by Student Administration/Visa & International Support and Finance	Exchange Fest (Global Mobility)			
	Sat 23/09/2023										
	Sun 24/09/2023										
Week 4	Mon 25/09/2023	TR3 Post Board Processing		Global Online only: Pre-Assessment Board Mark up	Student Administration identify and notify Schools of the students who have not fully completed the registration process by email/SharePoint			Exchange Fest (Global Mobility)		Timetable Data Collection TR2/TR3	
	Tue 26/09/2023	TR3 Post Board Processing		Global Online only: Pre-Assessment Board Mark up	Disable the 'undo' option from the online module task (thus requiring students to contact their PASS team to amend optional module choice/s)			Exchange Fest (Global Mobility)			

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Week	Date	C1	C2	C3	C4	C5	C6	C7	C8	C9
TR1 - W	Wed 27/09/2023	By 5pm - all Post Assessment Board Processing to be completed		Global Online only: Pre-Assessment Board Meetings				Exchange Fest (Global Mobility)		
	Thu 28/09/2023	9am - ASL run Tier 4 report and passes to International Support	By 4pm - International Support undertake checks and send report to S3 for Tier 4 processing	Global Online only: Pre-Assessment Board Meetings		Post Board processing checks undertaken by nominated school	From 9am - MS "Exam results issues report" generated by School's nominee for TR3 boards and corrective action taken	Exchange Fest (Global Mobility)		
	Fri 29/09/2023	Tier 4 processing by S3		**Global Online only:** TR3 Programme Assessment Boards	Exam Spreadsheet issued to Schools		"Exam results issues report"	Exchange Fest (Global Mobility)		
	Sat 30/09/2023									
	Sun 01/10/2023									
TR1 - Week 5	Mon 02/10/2023	By 12noon - S3 to complete Tier 4 processing and return report		**Global Online only:** TR3 Post Board Processing	Planning & Business Intelligence - Student Number Reporting begins	Main application round for 2023/24 outgoing exchanges opens (Global Mobility)	"Exam results issues report"	Exchange Fest (Global Mobility)	Deadline for Schools to inform Student Administration of the students not to be set to AX/AW as they have been engaging/attending	Timetable Data Entry TR2/TR3
	Tue 03/10/2023	From 12noon - Degree checking by School teams	At 5pm - lose access to store in SAW & are asked to stop processing awards ahead of Confermant Process	By 12noon - **Global Online only:** TR3 Post Board Processing From 12noon - Degree checking by School teams		By 5pm each school nominated person completes the post Board processing checks	"Exam results issues report"	Exchange Fest (Global Mobility)		
	Wed 04/10/2023	System Conferment Process Runs	Degree checking by School teams	Update results container in eStudentRecords to active	Non registered students to AX/AW	Tier 4 RESITS deadline to report sponsorship withdrawal to UKVI (if appeal)	"Exam results issues report"	Exchange Fest (Global Mobility)	Student Administration provide lists to ASL and Visa & International Support of students to be set to AX/AW	
	Thu 05/10/2023	By 12noon - ASL complete Conferment Process					By 5pm - MS "Exam results issues report" generated by School's nominee for TR3 boards and corrective action taken.	Exchange Fest (Global Mobility)		
	Fri 06/10/2023	**TR3 publication date** (Transcript embargo period ends)			Prizes and Medal information entered in SITS			Exchange Fest (Global Mobility)	Deadline for Visa & International Support to inform the Home Office of students not engaging/attending	
	Sat 07/10/2023									
	Sun 08/10/2023									
TR1 - Week 6	Mon 09/10/2023					Deadline for Tier 4 non-enrolment reporting Research students				Timetable Data Entry TR2/TR3
	Tue 10/10/2023									
	Wed 11/10/2023		By 12noon - All degree checked & Any GRAD forms to be completed	**Global Online only:** Graduation deadline	From 12noon - Student Admin Graduation checking					
	Thu 12/10/2023				Student Admin Graduation checking					
	Fri 13/10/2023	By 2pm - **TR3** Academic Appeals Deadline	Draft **TR1** Exam timetable to Schools	Deadline for Tier 4 non-enrolment reporting - Research students	Deadline for Academic Staff to submit examination papers for trimester one to S3 for formatting					
	Sat 14/10/2023									
	Sun 15/10/2023									
TR1 - Week 7	Mon 16/10/2023	S3 Campus Groups to format examination papers								Timetable Data Entry TR2/TR3
	Tue 17/10/2023	Examination papers - formatting	HEAR for **Autumn graduates** - link to spreadsheet indicating Quality or PASS activity needed to correct errors in SITS	PEG Convenor request that all Schools resolve inaccuracies highlighted by the spreadsheet at source (SITS).						
	Wed 18/10/2023	Examination papers - formatting		Resolve SITS inaccuracies						
	Thu 19/10/2023	Examination papers - formatting		Resolve SITS inaccuracies						
	Fri 20/10/2023	Examination papers - formatting	Publication of **TR1** Examination Timetable	Resolve SITS inaccuracies		Tier 4 deadline to report sponsorship withdrawal to UKVI (if no appeal)				
	Sat 21/10/2023									
	Sun 22/10/2023									
TR1 - Week 8	Mon 23/10/2023	Examination papers - formatting		Resolve SITS inaccuracies						Timetable Scheduling TR2/TR3
	Tue 24/10/2023	Examination papers - formatting		Resolve SITS inaccuracies	**Autumn Graduation**					
	Wed 25/10/2023	Examination papers - formatting		Resolve SITS inaccuracies	**Autumn Graduation**					
	Thu 26/10/2023	Examination papers - formatting	EE review of examination papers	Resolve SITS inaccuracies	**Autumn Graduation**					
	Fri 27/10/2023	Examination papers - formatting	EE review of examination papers	Resolve SITS inaccuracies						
	Sat 28/10/2023									
	Sun 29/10/2023									
TR1 - Week 9	Mon 30/10/2023	Examination papers - formatting	EE review of examination papers	PASS teams confirm SITS resolution of inaccuracies to PEG Convenor. PEG Convenor then sends confirmation to ASL Team	Generation of the HEAR	HESA Student Return – Final Submission Date				Timetable Scheduling TR2/TR3
	Tue 31/10/2023	Examination papers - formatting	EE review of examination papers	High-level student number targets agreed (exact date TBC)	Generation of the HEAR	Tuition Fee Forecast (Quarter 1) – Student activity inputs run				
	Wed 01/11/2023	Examination papers - formatting	EE review of examination papers		Generation of the HEAR					

TRIMESTER 1 2023/24

Week	Date	Col1	Col2	Col3	Col4	Col5	Last Col
TR	Thu 02/11/2023	Quality Check on Exam Papers and upload to Sharepoint - S3 Campus Groups			Generation of the HEAR		
	Fri 03/11/2023	Examination papers - checks			S3 advised once the HEARs have been generated		
	Sat 04/11/2023						
	Sun 05/11/2023						
TR1 - Week 10	Mon 06/11/2023	Examination papers - checks		Upload Spreadsheet for all schools minus TBS for the TR2 online module selections identifier. From this S3 update and amend the spreadsheet to reflect programmes running in session 2022/23 to mark if online option module task is needed for TR2 option modules.	Spot checks in HEARs undertaken by PASS teams. Refer any accreditation error to school Quality team		Timetable Scheduling TR2/TR3
	Tue 07/11/2023	Examination papers - checks					
	Wed 08/11/2023	Examination papers - checks					
	Thu 09/11/2023	Examination papers - checks			AM - PASS Managers send confirmation to PEG Convenor that spot checks have been undertaken and any amendments made that necessitate a re-run of the HEAR by ASL Team	By 12noon - PEG Convenor confirmation to ASL that all spot checks complete and link to any updates needed provided	
	Fri 10/11/2023	Student Admin upload to Exams Server		Tier 4 TR3 deadline to report sponsorship withdrawal to UKVI (if appeal)			
	Sat 11/11/2023						
	Sun 12/11/2023						
TR1 - Week 11	Mon 13/11/2023	Examination papers - upload		Main application round for 2022/23 outgoing exchanges closes (Global Mobility)	HEAR Publication (announcement to students via Edinburgh Napier e-mail account)		TR2/3 Timetable Draft Module Timetable Available w/c 13th November
	Tue 14/11/2023	Examination papers - upload					
	Wed 15/11/2023	Examination papers - upload					
	Thu 16/11/2023	Examination papers - upload					
	Fri 17/11/2023	Examination papers - upload					
	Sat 18/11/2023						
	Sun 19/11/2023						
TR1 - Week 12	Mon 20/11/2023	Module Leaders/Examiners to Check Examination Moodle Site	S3 to send Academics outlook calendar reminder for **TR1** Marks Submission Deadline				Timetable Module changes processed TR2/TR3
	Tue 21/11/2023	Module Leaders/Examiners to Check Examination Moodle Site					
	Wed 22/11/2023	Module Leaders/Examiners to Check Examination Moodle Site					
	Thu 23/11/2023	S3/Student Admin to help resolve any queries with Exam Server					
	Fri 24/11/2023	S3/Student Admin to help resolve any queries with Exam Server					
	Sat 25/11/2023						
	Sun 26/11/2023						
TR1 - Week 13	Mon 27/11/2023	Student Check of Exam Server		By 5pm PASS teams update the DMD for programmes with a B and Occurrence intake, and A occurrence for TR2			TR2/3 Timetable Module Timetable Published (Declared) w/c 27th November
	Tue 28/11/2023	Student Check of Exam Server	By noon each PASS Manager confirm the programmes that will be offering TR2 option selections for students in session 2022/3.			CMP module enrolments for Occurrence A students TR2 for all schools minus TBS (previously undertaken). CMP module enrolments for Occurrence B students for all schools.	
	Wed 29/11/2023	Student Check of Exam Server				CMP module enrolments for Occurrence A students TR2 for all schools minus TBS (previously undertaken). CMP module enrolments for Occurrence B students for all schools	
	Thu 30/11/2023	S3/Student Admin to help resolve any queries with Exam Server				CMP module enrolments for Occurrence A students TR2 for all schools minus TBS (previously undertaken). CMP module enrolments for Occurrence B students for all schools	
	Fri 01/12/2023	S3/Student Admin to help resolve any queries with Exam Server				OPT module eVision task launched for Occurrence B students in TBS, SAS, SoC, SACI and SAS	
	Sat 02/12/2023	**Trimester 1 Teaching ENDS ↑**					
	Sun 03/12/2023						

Section / Week	Date	Column 1	Column 2	Column 3	Column 4	Column 5	Column 6
TR1 - Week 14 Exams Week	Mon 04/12/2023	Update results container in eStudentRecords to suspended	SITS Test Upgrade	Registration task and welcome emails released to students with a UF offer for TR2			TR2/3 Timetable Student Allocation (Continuing Students)
	Tue 05/12/2023		SITS Test Upgrade				
	Wed 06/12/2023		SITS Test Upgrade				
	Thu 07/12/2023		SITS Test Upgrade				
	Fri 08/12/2023		SITS Test Upgrade				
	Sat 09/12/2023						
	Sun 10/12/2023						
TR1 - Week 15 Exams Week	Mon 11/12/2023		SITS Test Upgrade				TR2/3 Timetable Student Allocation (Continuing Students)
	Tue 12/12/2023		SITS Test Upgrade				
	Wed 13/12/2023		SITS Test Upgrade				
	Thu 14/12/2023	Early Statistics Return submission deadline (exact date TBC)	SITS Test Upgrade				
	Fri 15/12/2023		SITS Test Upgrade				
	Sat 16/12/2023	**Trimester 1 ENDS ↑** (Transcript embargo period begins)					
	Sun 17/12/2023						
STUDENTS Winter Break	Mon 18/12/2023						TR2/3 Timetable Individual Publication for Continuing Students w/c 18th December
	Tue 19/12/2023						
	Wed 20/12/2023	Deadline for entry of welcome week Calendar					
	Thu 21/12/2023						
	Fri 22/12/2023						
	Sat 23/12/2023						
	Sun 24/12/2023						
	Mon 25/12/2023	**Fixed Holiday: Winter Closure**					
	Tue 26/12/2023						
	Wed 27/12/2023						
	Thu 28/12/2023						
	Fri 29/12/2023						
	Sat 30/12/2023						
	Sun 31/12/2023						
TRIMESTER 1 - BREAK / Marking, preparation & development weeks	Mon 01/01/2024						
	Tue 02/01/2024						
	Wed 03/01/2024	**Fixed Holiday: Winter Closure**					
	Thu 04/01/2024						TR2/3 Timetable Student Allocation (New Students)
	Fri 05/01/2024	Indicitive **TR1** Extenuating Retrospective Circumstances Deadline					
	Sat 06/01/2024						
	Sun 07/01/2024						
	Mon 08/01/2024	Publication of Welcome Week Calendar			Run Registration Helpdesk (run by Student Administration/Visa & International Support and Finance		TR2/3 Timetable Individual Publication for New Students w/c 8th January
	Tue 09/01/2024				Run Registration Helpdesk		
	Wed 10/01/2024				Run Registration Helpdesk		
	Thu 11/01/2024	By 5pm - Academic Marks Submission for **TR1** results			Run Registration Helpdesk		
	Fri 12/01/2024	By 5pm - Marks uploaded and verification sheets produced. Any non-submission of marks reported to HOSS for action			Run Registration Helpdesk		
	Sat 13/01/2024						
	Sun 14/01/2024						
TR2 - Week 1 Welcome Week	Mon 15/01/2024	9am - ASL runs 0/NA process ahead of Cognos report	Overnight - Cognos report	**Trimester 2 BEGINS**	Run Registration Helpdesk	Window opens for academic colleagues to request their TR2 exam delivery i.e. on campus or online for session 2023/24	TR2/3 Timetable Student Allocation (New Students)
	Tue 16/01/2024	Academic mark confirmation process. Includes any exceptional scaling approved by VP/HOLTA	By 4pm - Any mark scaling to be approved by VP/HOLTA	From 4pm amend any marks and process marks as confirmed and agreed in SITS	Run Registration Helpdesk		
	Wed 17/01/2024	By 12noon - Finalise any amended marks, have all marks confirmed and agreed in SITS	From 1pm - ASL run Central Calculation Report and confirm to S3 once process completed	Extenuating Circumstances Outcome spreadsheet shared with Programme Administrators	Run Registration Helpdesk		
	Thu 18/01/2024	From 9am - Pre-Programme Assessment Board paper generation & mark-up			Run Registration Helpdesk		
	Fri 19/01/2024	Pre-Programme Assessment Board mark-up			Run Registration Helpdesk		
	Sat 20/01/2024						
	Sun 21/01/2024						
	Mon 22/01/2024	Pre-Programme Assessment Board Meetings			Run Registration Helpdesk		TR2/3 Timetable Student Allocation (New Students)

TRIMESTER 2 2023/24

Week	Date	Col A	Col B	Col C	Col D	Col E	Col F
TR2 - Week 2	Tue 23/01/2024	Pre-Programme Assessment Board Meetings			Run Registration Helpdesk		
	Wed 24/01/2024	Pre-Programme Assessment Board Meetings			Run Registration Helpdesk		
	Thu 25/01/2024	TR1 Programme Assessment Boards			Run Registration Helpdesk		
	Fri 26/01/2024	TR1 Programme Assessment Boards			Run Registration Helpdesk		
	Sat 27/01/2024						
	Sun 28/01/2024						
TR2 - Week 3	Mon 29/01/2024	TR1 Programme Assessment Boards			Run Registration Helpdesk		TR2/3 Timetable Student Allocation (New Students)
	Tue 30/01/2024	TR1 Post Board Processing		Upskilling return 1 (exact date TBC)	Run Registration Helpdesk		
	Wed 31/01/2024	By 11am - all Post Programme Assessment Board Processing to be completed	From 12noon - ASL run Tier 4 report and passes to International Support	Tuition Fee Forecast (Quarter 2) – Student activity inputs run	Run Registration Helpdesk	From 11am - MS "Exam results issues report" generated by School's nominee for TR1 boards and corrective action taken	
	Thu 01/02/2024	By 10am - International Support undertake checks and send report to S3	From 10am - Tier 4 processing by S3		Run Registration Helpdesk	Matters arising from "Exam results issues report" corrected	
	Fri 02/02/2024	Disable the 'undo' option from the online module task (thus requiring students to contact their PASS team to amend optional module choice/s)	By 12noon - Complete Tier 4 checks and return spreadsheet	Module Availability (MAV) rollforward to create MAV for session 2023-24 (provisional date)	Run Registration Helpdesk (run by Student Administration/Visa & International Support and Finance	By 5pm - MS "Exam results issues report" completed by School's nominee for TR2 boards and all corrective action taken.	
	Sat 03/02/2024						
	Sun 04/02/2024					NOTE: *Curriculum Management team will advise on MAV Roll Rorward dates closer to time and work with affected areas*	
TR2 - Week 4	Mon 05/02/2024	**TR1 Publication Date** (Transcript embargo period ends)	By 12 noon - SITS deadline for prizes and medals input	Update results container in eStudentRecords to active			
	Tue 06/02/2024					Tier 4 RESITS deadline to report sponsorship withdrawal to UKVI (if appeal)	
	Wed 07/02/2024						
	Thu 08/02/2024						
	Fri 09/02/2024					Window closes for academic colleagues to request their TR2 exam delivery i.e. on campus or online for session 2023/24	
	Sat 10/02/2024						
	Sun 11/02/2024						
TR2 - Week 5	Mon 12/02/2024	By 2pm - **TR1** Academic Appeals Deadline					
	Tue 13/02/2024						
	Wed 14/02/2024			Non registered students set to AX/AW	Non registered students set to AX/AW		
	Thu 15/02/2024					Final decision date on exam delivery for TR2 modules session 2023/24.	
	Fri 16/02/2024	Exam Spreadsheet issued to Schools	Trimester 1 Module Results Analysis completed		AX/AW students reported to Home Office		
	Sat 17/02/2024						
	Sun 18/02/2024						
TR2 - Week 6	Mon 19/02/2024		SITS Upgrade to 10.5 TBC	T4 deadline to report sponsorship to withdrawal to UKVI (if no appeal) TR1 publication			
	Tue 20/02/2024		SITS Upgrade to 10.5 TBC				
	Wed 21/02/2024		SITS Upgrade to 10.5 TBC				
	Thu 22/02/2024		SITS Upgrade to 10.5 TBC				
	Fri 23/02/2024		SITS Upgrade to 10.5 TBC				
	Sat 24/02/2024						
	Sun 25/02/2024						
TR2 - Week 7	Mon 26/02/2024						
	Tue 27/02/2024						
	Wed 28/02/2024						
	Thu 29/02/2024						
	Fri 01/03/2024	Deadline for exams spreadsheet to ASL					
	Sat 02/03/2024						
	Sun 03/03/2024						
TR2 - Week 8	Mon 04/03/2024		Generate assessment holes				
	Tue 05/03/2024		Generate assessment holes				
	Wed 06/03/2024						
	Thu 07/03/2024						
	Fri 08/03/2024	Draft **TR2** Exam Timetable to Schools					
	Sat 09/03/2024						
	Sun 10/03/2024						
	Mon 11/03/2024						
	Tue 12/03/2024	S3 paper collation for Externals					

TRIMESTER 2 - BREAK	**TR2 - Week 9**	Wed 13/03/2024	S3 paper collation for Externals	Deadline for Tier 4 non-enrolment reporting - Research students	T4 deadline to report sponsorship to withdrawal to UKVI (if appeal) TR1 publication							
		Thu 14/03/2024	S3 sends papers to Externals for moderation									
		Fri 15/03/2024	Publication of TR2 Examination Timetable									
		Sat 16/03/2024										
		Sun 17/03/2024										
	TR2 - Week 10	Mon 18/03/2024	Deadline for Academic Staff to submit examination papers for trimester two to S3 for formatting									
		Tue 19/03/2024	S3 Campus Groups to format examination papers/EE to review examination papers	External Moderation								
		Wed 20/03/2024	Examination papers - formatting									
		Thu 21/03/2024	Examination papers - formatting									
		Fri 22/03/2024	Examination papers - formatting									
		Sat 23/03/2024										
		Sun 24/03/2024										
	STUDENTS Spring Break	Mon 25/03/2024	Examination papers - formatting									
		Tue 26/03/2024	Examination papers - formatting									
		Wed 27/03/2024	Examination papers - formatting									
		Thu 28/03/2024	Examination papers - formatting	External Examiners Moderation Deadline								
		Fri 29/03/2024	**Fixed Holiday: Spring Closure**									
		Sat 30/03/2024										
		Sun 31/03/2024										
		Mon 01/04/2024	**Fixed Holiday: Spring Closure**									
		Tue 02/04/2024	Examination papers - formatting	HE-BCI return submission deadline (exact date tbc)	Window opens for academic colleagues to request their TR3 exam delivery i.e. on campus or online for session 2023/24								
		Wed 03/04/2024	Quality Check on Exam Papers and upload to Sharepoint - S3 Campus Groups	Programme spreadsheets posted for online module enrolment task based on previous year			Programme spreadsheets to be amended to reflect programmes running in session 2023/24 and to mark if online option module task is needed (TR1 & 2 for TBS and TR1 only for remaining schools)						
		Thu 04/04/2024	Examination papers - checks	TR3 CMP module enrolments for SACI, SoC, SEBE and SHSC. TBS and SAS undertake enrolments manually									
		Fri 05/04/2024	Examination papers - checks	TR3 CMP module enrolments for SACI, SoC, SEBE and SHSC. TBS and SAS undertake enrolments manually									
		Sat 06/04/2024										
		Sun 07/04/2024										
TRIMESTER 2 2023/24	**TR2 - Week 11**	Mon 08/04/2024	Examination papers - checks	Enterprise Upgrade to 3.17								Timetable Data Collection TR1
		Tue 09/04/2024	Student Admin upload to Exams Server	Enterprise Upgrade to 3.17		S3 to send Academics outlook calendar reminder for **TR2** Marks Submission Deadline						
		Wed 10/04/2024	Examination papers - upload	Enterprise Upgrade to 3.17								
		Thu 11/04/2024	Examination papers - upload	Enterprise Upgrade to 3.17								
		Fri 12/04/2024	Examination papers - upload	Enterprise Upgrade to 3.17								
		Sat 13/04/2024										
		Sun 14/04/2024										
	TR2 - Week 12	Mon 15/04/2024	Examination papers - upload									Timetable Data Collection TR1
		Tue 16/04/2024	Academics to check Exams Server									
		Wed 17/04/2024	Academics to check Exams Server									
		Thu 18/04/2024	S3/Student Admin to help resolve any queries with Exams Server									
		Fri 19/04/2024	S3/Student Admin to help resolve any queries with Exams Server									
		Sat 20/04/2024										
		Sun 21/04/2024										
	TR2 - Week 13	Mon 22/04/2024	Students check of Exams site	Clearing aplication round for TR2 2023/24 outgoing exchanges opens (Global Mobility)								Timetable Data Collection TR1
		Tue 23/04/2024	Students check of Exams site									
		Wed 24/04/2024	Students check of Exams site									
		Thu 25/04/2024	S3/Student Admin to help resolve any queries with Exam Server	IS check Exam Site								

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		Date	Col A	Col B	Col C	Col D									Col E
T	Tf	Fri 26/04/2024	S3/Student Admin to help resolve any queries with Exam Server	IS check Exam Site											
		Sat 27/04/2024	**Trimester 2 Teaching ENDS ↑**												
		Sun 28/04/2024													
TR2 - Week 14 Exams Week		Mon 29/04/2024	Tuition Fee Forecast (Quarter 3) – Student activity inputs run	Update results container in eStudentRecords to suspended											Timetable Data Collection TR1
		Tue 30/04/2024													
		Wed 01/05/2024													
		Thu 02/05/2024													
		Fri 03/05/2024		Final decision date on exam delivery for TR3 modules session 2023/24.											
		Sat 04/05/2024													
		Sun 05/05/2024													
TR2 - Week 15 Exams Week		Mon 06/05/2024													Timetable Data Entry TR1
		Tue 07/05/2024													
		Wed 08/05/2024													
		Thu 09/05/2024													
		Fri 10/05/2024													
		Sat 11/05/2024	**Trimester 2 ENDS ↑** (Transcript embargo period begins)												
		Sun 12/05/2024													
END OF TR2 - BREAK	Marking, preparation & development weeks	Mon 13/05/2024	My Programme template made available to Programme Leaders and assistance in completion given												Timetable Data Entry TR1
		Tue 14/05/2024													
		Wed 15/05/2024													
		Thu 16/05/2024													
		Fri 17/05/2024	Indicitive **TR2** Extenuating Retrospective Circumstances Deadline												
		Sat 18/05/2024													
		Sun 19/05/2024													
		Mon 20/05/2024	Clearing aplication round for TR2 2023/24 outgoing exchanges closes (Global Mobility)	*Indicative Date : MKR Roll Forward. Bulletin announcement will confirm when complete*	Welcome Week Database opened for Schools to enter induction timetable data											Timetable Data Entry TR1
		Tue 21/05/2024													
		Wed 22/05/2024													
		Thu 23/05/2024	By 12noon - Academic Mark Submission for **TR2** results												
		Fri 24/05/2024	Marks upload into SITS												
		Sat 25/05/2024													
		Sun 26/05/2024													
TR3 - Week 1		Mon 27/05/2024	By 12noon - Marks uploaded and verification sheets produced. Any non-submission of marks reported to HOSS for action	12 noon - ASL run 0/NA process ahead of Cognos report	Overnight - Cognos report	**Trimester 3 BEGINS**									Timetable Scheduling TR1
		Tue 28/05/2024	Academic marks confirmation process												
		Wed 29/05/2024	By 4pm - Any mark scaling to be approved by VP/HOLTA	By 5pm finalise any amended marks and process marks as confirmed and agreed in SITS	Estates Management Return submission deadline (exact date TBC)										
		Thu 30/05/2024	From 8am -ASL run Central Calculation Report and confirm to S3 once process completed	Extenuating Circumstances Outcome spreadsheet shared with Programme Administrators											
		Fri 31/05/2024	Pre-Programme Assessment Board paper generation & mark-up		Exam Spreadsheet issued to Schools										
		Sat 01/06/2024													
		Sun 02/06/2024													
TR3 - Week 2		Mon 03/06/2024	Pre-Programme Assessment Board mark-up		Exam Spreadsheet issued to Schools										Timetable Scheduling TR1
		Tue 04/06/2024	Pre-Programme Assessment Board mark-up or Meeting												
		Wed 05/06/2024	Pre-Programme Assessment Board Meetings												
		Thu 06/06/2024	Pre-Programme Assessment Board Meetings												
		Fri 07/06/2024	Pre-Programme Assessment Board Meetings		Return of Exam Spreadsheet to ASL	Deadline for changes to new student web pages and registration FAQ's to be submitted to Student Administration									
		Sat 08/06/2024													
		Sun 09/06/2024													
		Mon 10/06/2024	TR2 Programme Assessment Boards												Timetable Scheduling TR1
		Tue 11/06/2024	TR2 Programme Assessment Boards												

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Trimester	Week	Date									
TRIMESTER 3 2023/24	TR3 - Week 3	Wed 12/06/2024	TR2 Programme Assessment Boards						By 5pm - Schools confirm to PEG Convenor that DMDs correct on SITS and ready for online option module task to run		
		Thu 13/06/2024	TR2 Programme Assessment Boards OR Post Board Processing								
		Fri 14/06/2024	By 3pm - all Post Programme Assessment Board Processing to be completed	From 4pm - ASL runs Tier 4 report and passes to International Support	Draft Resit and TR3 exam timetable available to schools	From 3pm - MS "Exam results issues report" generated by School's nominee for TR2 boards and corrective action taken	Deadline for programme spreadsheets to be amended to reflect programmes expected to run in session 2023/24 and to mark if online option module task is needed				
		Sat 15/06/2024									
		Sun 16/06/2024									
	TR3 - Week 4	Mon 17/06/2024	9am - International Support receives Tier 4 report for review	By 5pm - International Support passes report to S3		Matters arising from "Exam results issues report" corrected					TR1 Draft Module Timetable available to staff for review
		Tue 18/06/2024	T4 report checking by S3	5pm - S3 teams lose access to store in SAW & are asked to stop processing awards ahead of Confermant Process		Matters arising from "Exam results issues report" corrected	Disable the 'undo' option from the online module task (thus requiring students to contact their PASS team to amend optional module choice/s)				
		Wed 19/06/2024	12noon - S3 to complete Tier 4 processing and return report	ASL Confermant Process Runs	Prizes and Medal list to Grads team	Matters arising from "Exam results issues report" corrected					
		Thu 20/06/2024	AM - International Support enter TR2 progression decisions	By 12noon - ASL complete Confermant Process	From 12noon - Degree checking by School's PASS team	Matters arising from "Exam results issues report" corrected	Deadline for new student web pages and registration FAQ's to be updated on My Napier				
		Fri 21/06/2024	Publication of Resit and TR3 Examination Timetable		Degree checking by School's PASS team continue	Matters arising from "Exam results issues report" corrected	Tier 4 RESITS deadline to report sponsorship withdrawal to UKVI (if appeal)	By 11am - PEG Convenor to ASLTeam that DMD signed off as correct			
		Sat 22/06/2024									
		Sun 23/06/2024									
	TR3 - Week 5	Mon 24/06/2024	By 12noon - All degree checked & Any GRAD forms to be completed	From 12noon - Student Admin Graduation checking	By 5pm each school nominated person completes the post Board processing checks	By 5pm - MS "Exam results issues report" completed by School's nominee for TR2 boards and all corrective action taken.					TR1 Timetabling module changed processed
		Tue 25/06/2024	**TR2 Publication Date** (Transcript embargo period ends)	Student Admin Graduation checking	Update results container in eStudent Records to active	CMP and OPT module enrolments for all students TR1 for all Schools and TBS for TR1 and TR2				Reception: to request students in reassessment listing from planning	
		Wed 26/06/2024	S3 to send Academics outlook calendar reminder for **Resit** Marks Submission Deadline		Deadline for Exam Question Papers from Academics to School Administrators	Module enrolments					
		Thu 27/06/2024			S3 Campus Groups/EE to format examination papers/EE to review examination papers	Module enrolments	Clearing user access updates in SITS				
		Fri 28/06/2024			S3 Campus Groups to format examination papers/EE to review examination papers	Module enrolments	Clearing user access updates in SITS				
		Sat 29/06/2024									
		Sun 30/06/2024									
	TR3 - Week 6	Mon 01/07/2024	HEAR for **Summer graduates** - link to spreadsheet indicating Quality or PASS activity needed to correct errors in SITS	Resolve at source (SITS) the inaccuracies highlighted by the spreadsheet	S3 Campus Groups to format examination papers/EE to review examination papers	First student record roll forward through which a new enrolment record (SCE) in next academic session on appropriate stage is created for progressing students	Clearing user access updates in SITS		Student Administration start to send welcome emails to September entry students with an Unconditional Firm (UF) offer (emails will be sent in batches)	Reception: phoning students in reassessment	TR1 Module Timetable published (declared) to staff and students
		Tue 02/07/2024	By 2pm - **TR2** Academic Appeals Deadline	Provide the link to SharePoint spreadsheet that lists Summer graduates eligible for a HEAR for whom there appears an error that needs corrected	S3 upload Examination papers to sharepoint	Student record roll forward	By 11am - Open the online option module task & confirm to PEG Convenor this is complete	By 12noon - PEG Convenor confirms to Schools that task has launched. By 4pm - S3 to email students highlighting that the online option module task is open and selections to be made by following Sunday		Reception: phoning students in reassessment	
		Wed 03/07/2024	**Summer Graduations**	Resolve SITS inaccuracies	Examination papers - checks	Student record roll forward	National Student Survey results release and reporting (exact date TBC)			Reception: phoning students in reassessment	
		Thu 04/07/2024	**Summer Graduations**	Resolve SITS inaccuracies	Examination papers - checks	Student record roll forward			ASL to switch on automation of welcome emails	Reception: phoning students in reassessment	
		Fri 05/07/2024	**Summer Graduations**	Resolve SITS inaccuracies	Examination papers - checks	Student record roll forward				Reception: phoning students in reassessment	
		Sat 06/07/2024									
		Sun 07/07/2024									
		Mon 08/07/2024	Applications after this date become clearing	Resolve SITS inaccuracies	Student Admin upload to Exams Server	Student record roll forward				Reception: phoning students in reassessment	TR1 Student Allocation (Continuing Students)

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Phase	Week	Date	Col 1	Col 2	Col 3	Col 4	Col 5	Col 6	Col 7	Col 8	Col 9
Resit Exams	TR3 - Week 7	Tue 09/07/2024	T4 deadline to report sponsorship to withdrawal to UKVI (if no appeal) TR2 publication date	Resolve SITS inaccuracies	Examination papers - upload	Student record roll forward				Reception: phoning students in reassessment	
		Wed 10/07/2024		Resolve SITS inaccuracies	Examination papers - upload					Reception: phoning students in reassessment	
		Thu 11/07/2024		Resolve SITS inaccuracies	Examination papers - upload					Reception: phoning students in reassessment	
		Fri 12/07/2024		PASS teams confirm all inaccuracies corrected	Examination papers - upload		Deadline for student to complete online module selection			Reception: phoning students in reassessment	
		Sat 13/07/2024									
		Sun 14/07/2024									
	TR3 - Week 8	Mon 15/07/2024	PEG Convenor sends confirmation to ASL that checks completed and SITS updated as needed	Generation of the HEAR	Academics to check Exams Server					Reception: phoning students in reassessment	TR1 Student Allocation (Continuing Students)
		Tue 16/07/2024		Generation of the HEAR	Academics to check Exams Server					Reception: phoning students in reassessment	
		Wed 17/07/2024	Graduate Outcomes Survey results release and reporting (exact date TBC)	Generation of the HEAR	Students check of Exams site						
		Thu 18/07/2024		Generation of the HEAR	Students check of Exams site						
		Fri 19/07/2024		Generation of the HEAR	S3/Student Admin to help resolve any queries with Exams Server		Clearing officially opens				
		Sat 20/07/2024									
		Sun 21/07/2024									
	TR3 - Week 9	Mon 22/07/2024	**Resit Assessment BEGINS**	S3 advised once the HEARs have been generated	Spot checks in HEARs undertaken by PASS teams. Refer accreditation error to Quality team	S3 to send Academics outlook calendar reminder for **TR3** Marks Submission Deadline	Switch results to suspended pending resit assessment boards				TR1 Student Allocation (Continuing Students)
		Tue 23/07/2024			HEARs spot checks						
		Wed 24/07/2024			HEARs spot checks			Deadline for School to enter all induction timetable data on the Welcome Week Calendar			
		Thu 25/07/2024			AM - PASS Manager email confirmation to PEG Convenor that spot checks have been undertaken and any amendments made that necessitate a re-run of the HEAR by ASL Team	By 12noon - S3 send confirmation to ASL that all spot checks complete and link to any updates needed provided					
		Fri 26/07/2024									
		Sat 27/07/2024									
		Sun 28/07/2024									
	TR3 - Week 10	Mon 29/07/2024				Hear Publication for **Summer graduates**		*Indicative Date: SQA results embargo period*			TR1 Individual Timetable Publication (Continuing Students)
		Tue 30/07/2024						*Indicative Date: SQA results embargo period*			
		Wed 31/07/2024						*Indicative Date: SQA results embargo period*			
		Thu 01/08/2024	T4 deadline to report sponsorship to withdrawal to UKVI (if appeal) TR2 publication date					*Indicative Date: SQA results embargo period*			
		Fri 02/08/2024	Deadline for entry of welcome week Calendar					*Indicative Date: SQA results embargo period*			
		Sat 03/08/2024	**Resit Assessment ENDS ↑** (Transcript embargo period begins)								
		Sun 04/08/2024									
	TR3 - Week 11	Mon 05/08/2024	Online Registration task opens for continuing students	Switch on the online option task to check for 2023/24 Student Course Enrolment (SCE)			S3 upload Examination papers to sharepoint	*Indicative Date: SQA results embargo period*	Email **continuing** students with an eligible registration status (**RM1**) asking them to re-register for session 2022/3	Release Welcome Week Calendar to students. Student Administration to send email advising that calendar is available	
		Tue 06/08/2024		Clearing main operation starts TBC			S3 upload Examination papers to sharepoint	*Indicative Date: SQA results embargo period*	SQA results day		
		Wed 07/08/2024	By 12noon - Academic Mark Submission for **Resit** results				S3 upload Examination papers to sharepoint				
		Thu 08/08/2024	By 5pm - Marks uploaded and verification sheets produced. Any non-submission of marks reported to HOSS for action	Indicitive **Resit** Extenuating Retrospective Circumstances Deadline	Overnight - Cognos report		Student Admin upload to Exams Server				
		Fri 09/08/2024	By 11am - Academic mark confirmation process. Includes any exceptional scaling approved by VP/HOLTA	By 12noon - Finalise any amended marks, have all marks confirmed and agreed in SITS	From 12noon - ASL run Central Calculation Report and confirms to S3 once process completed		Student Admin upload to Exams Server	*Indicative Date: JCQ results embargo period*			
		Sat 10/08/2024									
		Sun 11/08/2024									
		Mon 12/08/2024	Pre-Programme Assessment Board paper generation & mark-up	Extenuating Circumstances Outcome spreadsheet shared with Programme Administrators			Student Admin upload to Exams Server	*SHSC Early Finishers only: Board dates for August 23 to be finalised between SHSC & SST & added to the Key Dates Calendar thereafter*	*Indicative Date: JCQ results embargo period*		

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		Date	Col1	Col2	Col3	Col4	Col5	Col6	Col7	Col8	Col9	Col10
TRIMESTER 3 2023/24	TR3 - Week 12	Tue 13/08/2024	Pre-Programme Assessment Board mark-up				Academics to check Exams Server			*Indicative Date: JCQ results embargo period*		
		Wed 14/08/2024	Pre-Programme Assessment Board mark-up				Students check of Exams site			*Indicative Date: JCQ results embargo period*		
		Thu 15/08/2024	Pre-Programme Assessment Board Meetings				Students check of Exams site			*Indicative Date: JCQ results embargo period*		
		Fri 16/08/2024	Pre-Programme Assessment Board Meetings				S3/Student Admin to help resolve any queries with Exams Server					
		Sat 17/08/2024	**Trimester 3 Teaching ENDS ↑**									
		Sun 18/08/2024										
	TR3 - Week 13 **Exams Week**	Mon 19/08/2024	Resit Programme Assessment Boards									
		Tue 20/08/2024	Resit Programme Assessment Boards				Email new students, with an Unconditional Firm offer, to complete the online registration process (**RM3**) (emails will be sent in batches)				TR1 Student Allocation (New Students)	
		Wed 21/08/2024	Resit Post Board Processing									
		Thu 22/08/2024	By 9am - all Post Assessment Board Processing to be completed	10am - ASL runs Tier 4 report and passes to International Support	By 4pm - International Support undertake checks and send report to S3 for Tier 4 processing	From 9am - MS "Exam results issues report" generated by School's nominee for reassessment boards and corrective action taken						
		Fri 23/08/2024			Tier 4 processing by S3	By 5pm - MS "Exam results issues report" completed by School's nominee for reassessment boards and all corrective action taken.	Disable the 'undo' option from the online module task (thus requiring students to contact their PASS team to amend optional module choice/s)					
		Sat 24/08/2024	**Trimester 3 ENDS (Transcript embargo period begins)**									
		Sun 25/08/2024										
END OF TR3 - BREAK	Marking, preparation & development weekS	Mon 26/08/2024	**Resit Publication Date** (Transcript embargo period ends for students in reassessment)	Update results container in eStudentRecords to active	AM - Tier 4 Resit progression decisions entered			Run Registration Helpdesk			TR1 Individual Timetable Publication (New Students)	Student Allocation TR1 (New Students)
		Tue 27/08/2024	Resit roll forward					Run Registration Helpdesk				
		Wed 28/08/2024	Resit roll forward				Tier 4 RESITS deadline to report sponsorship withdrawal to UKVI (if appeal)	Run Registration Helpdesk				
		Thu 29/08/2024	Resit roll forward		Upskilling return 2 (exact date TBC)			Run Registration Helpdesk				
		Fri 30/08/2024	Resit roll forward	**TR3** Extenuating Retrospective Circumstances Deadline	Final Figures Return– census date			Run Registration Helpdesk				
		Sat 31/08/2024										
		Sun 01/09/2024										
		Mon 02/09/2024	By 12noon - Academic Mark Submission for **TR3** results	By 2pm - **Resit** Academic Appeals Deadline				Run Registration Helpdesk			Timetable Data Collection TR2/TR3	Student Allocation TR1 (New Students)
		Tue 03/09/2024	Marks upload into SITS					Run Registration Helpdesk				
		Wed 04/09/2024	By 2pm - Marks uploaded and verification sheets produced. Any non-submission of marks reported to HOSS for action	2pm - ASL runs 0/NA process ahead of Cognos report	Overnight - Cognos report			Run Registration Helpdesk				
		Thu 05/09/2024	Academic mark confirmation process. Includes any exceptional scaling approved by VP/HOLTA	By 4pm - Any mark scaling to be approved by VP/HOLTA	From 4pm amend any marks and process marks as confirmed and agreed in SITS			Run Registration Helpdesk				
		Fri 06/09/2024	By 12noon - Finalise any amended mark and have all marks confirmed and agreed in SITS	From 12noon - ASL run Central Calculation Report and confirms to S3 once process completed	Extenuating Circumstances Outcome spreadsheet shared with Programme Administrators			Run Registration Helpdesk				
		Sat 07/09/2024										
		Sun 08/09/2024										
2024/25	TR1 - Week 1 **Welcome Week**	Mon 09/09/2024	Pre-Assessment Board Printing & Mark up	**Trimester 1 BEGINS**	Tier 4 deadline to report sponsorship to withdrawal to UKVI (if no appeal) resit publication date		*Indicative Date: Run Registration Advice Centre*	Run Registration Helpdesk	Exchange Fest (Global Mobility)		Timetable Data Collection TR2/TR3	Student Allocation TR1 (New Students)
		Tue 10/09/2024	Pre-Assessment Board Mark up				*Indicative Date: Run Registration Advice Centre*	Run Registration Helpdesk	Exchange Fest (Global Mobility)			
		Wed 11/09/2024	Pre-Assessment Board Mark up				*Indicative Date: Run Registration Advice Centre*	Run Registration Helpdesk	Exchange Fest (Global Mobility)			
		Thu 12/09/2024	Pre-Assessment Board Meetings				*Indicative Date: Run Registration Advice Centre*	Run Registration Helpdesk	Exchange Fest (Global Mobility)			
		Fri 13/09/2024	Pre-Assessment Board Meetings	Final Figures Return - submission deadline (exact date TBC)	By 12noon - **Global Online only:** Academic Mark Submission for **TR3** results		*Indicative Date: Run Registration Advice Centre*	Run Registration Helpdesk	Exchange Fest (Global Mobility)			
		Sat 14/09/2024										
		Sun 15/09/2024										
		Mon 16/09/2024	Pre-Assessment Board Meetings		**Global Online only:** Marks uploaded and verification sheets produced		*Indicative Date: Run Registration Advice Centre*	Run Registration Helpdesk	Exchange Fest (Global Mobility)		Timetable Data Collection TR2/TR3	Student Allocation TR1 (New Students)
		Tue 17/09/2024	TR3 Programme Assessment Boards		**Global Online only:** Marks uploaded and verification sheets produced		*Indicative Date: Run Registration Advice Centre*	Run Registration Helpdesk	Exchange Fest (Global Mobility)			

Week	Date									
TR1 - Week 2	Wed 18/09/2024	TR3 Programme Assessment Boards		By 12noon - **Global Online only:** Finalise any amended mark and have all marks confirmed and agreed in SITS		*Indicative Date: Run Registration Advice Centre*	Run Registration Helpdesk	Exchange Fest (Global Mobility)		
	Thu 19/09/2024	TR3 Programme Assessment Boards		By 12noon - **Global Online only:** ASL to centrally process C & Ps		*Indicative Date: Run Registration Advice Centre*	Run Registration Helpdesk	Exchange Fest (Global Mobility)		
	Fri 20/09/2024	TR3 Programme Assessment Boards OR Post Board Processing		Global Online only: Pre-Assessment Board Printing & Mark up		*Indicative Date: Run Registration Advice Centre*	Run Registration Helpdesk (run by Student Administration/Visa & International Support and Finance	Exchange Fest (Global Mobility)		
	Sat 21/09/2024									
	Sun 22/09/2024									
TR1 - Week 3	Mon 23/09/2024	TR3 Post Board Processing		Global Online only: Pre-Assessment Board Mark up		*Indicative Date: Run Registration Advice Centre*	Run Registration Helpdesk (run by Student Administration/Visa & International Support and Finance	Exchange Fest (Global Mobility)	Timetable Data Collection TR2/TR3	Student Allocation TR1 (New Students)
	Tue 24/09/2024	TR3 Post Board Processing		Global Online only: Pre-Assessment Board Mark up		*Indicative Date: Run Registration Advice Centre*	Run Registration Helpdesk	Exchange Fest (Global Mobility)		
	Wed 25/09/2024	By 5pm - all Post Assessment Board Processing to be completed		Global Online only: Pre-Assessment Board Meetings		*Indicative Date: Run Registration Advice Centre*	Run Registration Helpdesk	Exchange Fest (Global Mobility)		
	Thu 26/09/2024	9am - ASL run Tier 4 report and passes to International Support	By 4pm - International Support undertake checks and send report to S3 for Tier 4 processing	Global Online only: Pre-Assessment Board Meetings	From 9am - MS "Exam results issues report" generated by School's nominee for TR3 boards and corrective action taken	*Indicative Date: Run Registration Advice Centre*	Run Registration Helpdesk	Exchange Fest (Global Mobility)		
	Fri 27/09/2024	Tier 4 processing by S3		**Global Online only:** TR3 Programme Assessment Boards	Matters arising from "Exam results issues report" corrected	*Indicative Date: Run Registration Advice Centre rotating across all 3 campuses (exact dates to be confirmed)*	Run Registration Helpdesk	Exchange Fest (Global Mobility)	Last date for TRI 1 Registration	Disable the 'undo' option from the online module task (thus requiring students to contact their PASS team to amend optional module choice/s) / Exam Spreadsheet issued to Schools
	Sat 28/09/2024									
	Sun 29/09/2024									
TR1 - Week 4	Mon 30/09/2024	By 12noon - S3 to complete Tier 4 processing and return report	Planning & Business Intelligence - Student Number Reporting begins	**Global Online only:** TR3 Post Board Processing	Matters arising from "Exam results issues report" corrected	Main application round for 2023/24 outgoing exchanges opens (Global Mobility)		Exchange Fest (Global Mobility)	Student Administration identify and notify Schools of the students who have not fully completed the registration using AX/AW Task	Timetable Data Entry TR2/TR3
	Tue 01/10/2024	From 12noon - Degree checking by School teams	At 5pm - lose access to store in SAW & are asked to stop processing awards ahead of Confermant Process	By 12noon - **Global Online only:** TR3 Post Board Processing	Matters arising from "Exam results issues report" corrected			Exchange Fest (Global Mobility)		
	Wed 02/10/2024	ASL run Confermant Process	Degree checking by School teams		Matters arising from "Exam results issues report" corrected	Tier 4 RESITS deadline to report sponsorship withdrawal to UKVI (if appeal)		Exchange Fest (Global Mobility)		
	Thu 03/10/2024	By 12noon - ASL complete Confermant Process	By 12noon - All degree checked & Any GRAD forms to be completed	From 12noon - Student Admin Graduation checking	By 5pm MS "Exam results issues report" completed by School's nominee for TR3 boards and all corrective action taken.			Exchange Fest (Global Mobility)		
	Fri 04/10/2024	**TR3 publication date** (Transcript embargo period ends)	Prizes and Medal information entered in SITS	Student Admin Graduation checking	Upload Spreadsheet for all schools minus TBS for the TR2 online module selections identifier	S3 to update and amend the spreadsheet to reflect programmes running in session 2024/25 to mark if online option module task is needed for TR2 option modules	Update results container in eStudentRecords to active	Exchange Fest (Global Mobility)		
	Sat 05/10/2024									
	Sun 06/10/2024									
TR1 - Week 5	Mon 07/10/2024					Deadline for Tier 4 non-enrolment reporting - Research students	Deadline for Schools to inform Student Administration of the students not to be set to AX/AW as they have been engaging/attending	Exchange Fest (Global Mobility)		Timetable Data Entry TR2/TR3
	Tue 08/10/2024							Exchange Fest (Global Mobility)		
	Wed 09/10/2024			**Global Online only:** Graduation deadline			Non registered students to AX/AW	Exchange Fest (Global Mobility)		
	Thu 10/10/2024							Exchange Fest (Global Mobility)		
	Fri 11/10/2024	Deadline for Academic Staff to submit examination papers for trimester one to S3 for formatting	Draft **TR1** Exam timetable to Schools	By 2pm - **TR3** Academic Appeals Deadline			Deadline for Visa & International Support to inform the Home Office of students not engaging/attending	Exchange Fest (Global Mobility)		
	Sat 12/10/2024									
	Sun 13/10/2024									
	Mon 14/10/2024	S3 Campus Groups to format examination papers								Timetable Data Entry TR2/TR3

TRIMESTER 1 2024/25	**TR1 - Week 6**	Tue 15/10/2024	Examination papers - formatting	HEAR for **Autumn graduates** - link to spreadsheet indicating Quality or PASS activity needed to correct errors in SITS	PEG Convenor request that all Schools resolve inaccuracies highlighted by the spreadsheet at source (SITS).			
		Wed 16/10/2024	Examination papers - formatting		Resolve SITS inaccuracies			
		Thu 17/10/2024	Examination papers - formatting		Resolve SITS inaccuracies			
		Fri 18/10/2024	Examination papers - formatting	Publication of **TR1** Examination Timetable	Resolve SITS inaccuracies		Tier 4 deadline to report sponsorship withdrawal to UKVI (if no appeal)	
		Sat 19/10/2024						
		Sun 20/10/2024						
	TR1 - Week 7	Mon 21/10/2024	Examination papers - formatting		Resolve SITS inaccuracies			Timetable Scheduling TR2/TR3
		Tue 22/10/2024	Examination papers - formatting		Resolve SITS inaccuracies			
		Wed 23/10/2024	Examination papers - formatting		Resolve SITS inaccuracies			
		Thu 24/10/2024	Examination papers - formatting	EE review of examination papers	Resolve SITS inaccuracies			
		Fri 25/10/2024	Examination papers - formatting	EE review of examination papers	Resolve SITS inaccuracies			
		Sat 26/10/2024						
		Sun 27/10/2024						
	TR1 - Week 8	Mon 28/10/2024	Examination papers - formatting	EE review of examination papers	PASS teams confirm SITS resolution of inaccuracies to PEG Convenor. PEG Convenor then sends confirmation to ASL Team	Generation of the HEAR	HESA Student Return – Final Submission Date		Timetable Scheduling TR2/TR3
		Tue 29/10/2024	Examination papers - formatting	EE review of examination papers	High-level student number targets agreed (exact date TBC)	Generation of the HEAR	Tuition Fee Forecast (Quarter 1) – Student activity inputs run	Autumn Graduation	
		Wed 30/10/2024	Examination papers - formatting	EE review of examination papers		Generation of the HEAR	Student Retention KPI updated	Autumn Graduation	
		Thu 31/10/2024	Quality Check on Exam Papers and upload to Sharepoint - S3 Campus Groups			Generation of the HEAR		Autumn Graduation	
		Fri 01/11/2024	Examination papers - checks			S3 advised once the HEARs have been generated			
		Sat 02/11/2024						
		Sun 03/11/2024						
	TR1 - Week 9	Mon 04/11/2024	Examination papers - checks			Spot checks in HEARs undertaken by PASS teams. Refer any accreditation error to school Quality team			Timetable Scheduling TR2/TR3
		Tue 05/11/2024	Examination papers - checks						
		Wed 06/11/2024	Examination papers - checks						
		Thu 07/11/2024	Examination papers - checks			AM - PASS Managers send confirmation to PEG Convenor that spot checks have been undertaken and any amendments made that necessitate a re-run of the HEAR by ASL Team	By 12noon - PEG Convenor confirmation to ASL that all spot checks complete and link to any updates needed provided		
		Fri 08/11/2024	Student Admin upload to Exams Server			Tier 4 deadline to report sponsorship withdrawal to UKVI (if appeal) for TR3 publication date			
		Sat 09/11/2024						
		Sun 10/11/2024						
	TR1 - Week 10	Mon 11/11/2024	Examination papers - upload			Main application round for 2022/23 outgoing exchanges closes (Global Mobility)	HEAR Publication (announcement to students via Edinburgh Napier e-mail account)		TR2/3 Timetable Draft Module Timetable Available
		Tue 12/11/2024	Examination papers - upload						
		Wed 13/11/2024	Examination papers - upload						
		Thu 14/11/2024	Examination papers - upload						
		Fri 15/11/2024	Examination papers - upload						
		Sat 16/11/2024						
		Sun 17/11/2024						
	TR1 - Week 11	Mon 18/11/2024	Module Leaders/Examiners to Check Examination Moodle Site	S3 to send Academics outlook calendar reminder for **TR1** Marks Submission Deadline					Timetable Module changes processed TR2/TR3
		Tue 19/11/2024	Module Leaders/Examiners to Check Examination Moodle Site	SITS Test Upgrade					
		Wed 20/11/2024	Module Leaders/Examiners to Check Examination Moodle Site	SITS Test Upgrade					
		Thu 21/11/2024	S3/Student Admin to help resolve any queries with Exam Server	SITS Test Upgrade					
		Fri 22/11/2024	S3/Student Admin to help resolve any queries with Exam Server	SITS Test Upgrade	By noon each PASS Manager confirm to ASL the programmes that will be offering TR2 option selections for students in session 2022/3.				
		Sat 23/11/2024		SITS Test Upgrade					
		Sun 24/11/2024						

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Trimester	Week	Date	Col A	Col B	Col C	Col D	...	Timetable
	TR1 - Week 12	Mon 25/11/2024	Student Check of Exam Server		By 5pm PASS teams update the DMD for programmes with a B and Occurrence intake, and A occurrence for TR2			TR2/3 Timetable Module Timetable Published (Declared)
		Tue 26/11/2024	Student Check of Exam Server		CMP module enrolments for Occurrence A students TR2 for all schools minus TBS (previously undertaken). CMP module enrolments for Occurrence B students for all schools			
		Wed 27/11/2024	Student Check of Exam Server		CMP module enrolments for Occurrence A students TR2 for all schools minus TBS (previously undertaken). CMP module enrolments for Occurrence B students for all schools			
		Thu 28/11/2024	S3/Student Admin to help resolve any queries with Exam Server	Programme-level targets agreed by Schools (exact date TBC)	CMP module enrolments for Occurrence A students TR2 for all schools minus TBS (previously undertaken). CMP module enrolments for Occurrence B students for all schools			
		Fri 29/11/2024	S3/Student Admin to help resolve any queries with Exam Server	Early Statistics Return census point				
		Sat 30/11/2024	**Trimester 1 Teaching ENDS ↑**					
		Sun 01/12/2024						
	TR1 - Week 13	Mon 02/12/2024	Update results container in eStudentRecords to suspended	Registration task and welcome emails released to students with a UF offer for TR2				TR2/3 Timetable Student Allocation (Continuing Students)
		Tue 03/12/2024						
		Wed 04/12/2024						
		Thu 05/12/2024						
		Fri 06/12/2024						
		Sat 07/12/2024						
		Sun 08/12/2024						
	TR1 - Week 14 Exams Week	Mon 09/12/2024						TR2/3 Timetable Student Allocation (Continuing Students)
		Tue 10/12/2024						
		Wed 11/12/2024						
		Thu 12/12/2024	Early Statistics Return submission deadline (exact date TBC)					
		Fri 13/12/2024	Deadline for entry of welcome week Calendar					
		Sat 14/12/2024	**Trimester 1 ENDS ↑ (Transcript embargo period begins)**					
		Sun 15/12/2024						
	TR1 - Week 15 Exams Week	Mon 16/12/2024						TR2/3 Timetable Individual Publication for Continuing Students
		Tue 17/12/2024						
		Wed 18/12/2024						
		Thu 19/12/2024						
		Fri 20/12/2024						
		Sat 21/12/2024						
		Sun 22/12/2024						
TRIMESTER 1 - BREAK	STUDENTS Christmas Break	Mon 23/12/2024						
		Tue 24/12/2024	**Fixed Holiday: Winter Closure**					
		Wed 25/12/2024						
		Thu 26/12/2024						
		Fri 27/12/2024						
		Sat 28/12/2024						
		Sun 29/12/2024						
		Mon 30/12/2024						
		Tue 31/12/2024						
		Wed 01/01/2025						
		Thu 02/01/2025	**Fixed Holiday: Winter Closure**					

SHSC has early finishers Assessment Board that is arranged by the School

TR2/3 Timetable Student Allocation (New Students)

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