



**THE UNIVERSITY
OF THE
WEST INDIES**

**CALENDAR
FOR EXAMINATIONS
2017/2018**



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CALENDAR FOR EXAMINATIONS 2017/2018

Date	Event	Cave Hill	Mona	St. Augustine	Open Campus
AUGUST 2017					
August 4	Deadline for First Examiner/Primary Examiner to submit results/enter marks into Gradebook, where applicable	■	■	■	■
August 7 - 11	MBBS Phases 1A, 1B & 1C Repeat Examinations			■	
August 10	English Language Proficiency Test				■
August 11	Special Meeting of Campus Committee on Examinations	■			
	English Language Proficiency Test		■		
August 14 - 18	Faculties' Board of Examiners' Meetings	■	■	■	■
August 18	Deadline for returning Summer/Supplemental scripts to Examinations Sections	■	■	■	■
August 21	English Language Proficiency Test			■	
	Publication of Summer / Supplemental / Resit Results	■	■	■	■
August 21 – 25	Application period for Remarks/Go through/Consultation/Discussion – Summer/ Summer School	■	■	■	■
August 23	Special Meeting of Campus Committee on Examinations		■		
August 27	SEMESTER I BEGINS	■	■	■	■

Date	Event	Cave Hill	Mona	St. Augustine	Open Campus
SEPTEMBER 2017					
September 4	TEACHING BEGINS (incl. Weekend Programme at Mona)	■	■	■	■
September 5	Special Meeting of Campus Committee on Examinations			■	
September 6	Special Meeting of Campus Committee on Examinations				■
	MATRICULATION CEREMONY				■
September 7	MATRICULATION CEREMONY		■		
September 10	WELCOME CEREMONY		■		
September 18	Submission of Mid-Semester Examination Question Papers		■		■
September 21	MATRICULATION & WELCOME CEREMONY			■	
September 29	Publication of Draft Semester I Examinations Time Table	■	■	■	■

Date	Event	Cave Hill	Mona	St. Augustine	Open Campus
OCTOBER 2017					
October 2	Grade Book opens for entry of Semester I marks.	■		■	
October 6	Deadline for submission of draft question papers for courses <u>externally examined</u> and for Open Campus - Semester I examinations.	■	■	■	■
October 9 - 20	Mid-Semester Examinations		■		
October 12	English Language Proficiency Test including SALCC, CFB, STVG			■	
October 13	Graduation Rehearsal				■
October 14	GRADUATION CEREMONY (GRENADA)				■
October 17 - 20	Mid-Semester Examinations				■
	Graduation Rehearsal	■			
October 20	Grade Book opens for entry of Semester I marks.				■
October 21	GRADUATION CEREMONIES A.M. and P.M.	■			
October 26	GRADUATION CEREMONIES A.M. and P.M.			■	
October 27	GRADUATION CEREMONIES A.M. and P.M.			■	
October 28	GRADUATION CEREMONIES A.M and P.M.			■	
October 29	Valedictory Service		■		

Date	Event	Cave Hill	Mona	St. Augustine	Open Campus
NOVEMBER 2017					
November 1	Graduation Rehearsal		■		
November 2	English Language Proficiency Test				■
November 3	Deadline for First Examiners/Examinations Coordinators to submit to the relevant Registry camera-ready copies of ALL question papers for Semester 1 Examinations	■	■	■	
	Deadline for publication of FINAL Semester I Examinations Time Table	■	■	■	■
	GRADUATION CEREMONIES A.M and P.M.		■		
	Examination Schedule available Online by Registries		■	■	
November 4	GRADUATION CEREMONIES A.M and P.M.		■		
November 10	Briefing Session for Invigilators	■			
November 13	Submission Deadline for Mid-Semester results				■
November 13-24	Issuing of Examination Cards (CH). Students collecting after the deadline date are required to pay the late fee penalty.	■			
November 16	Briefing Session for Invigilators		■		■
November 24	Deadline for students to notify Registry (Admissions/SRU) of discrepancies in registration information on Examination Cards/Examination Schedule	■	■	■	■
November 27-Dec 1	Deadline for First Examiners to go to Registry to scrutinize the FINAL VERSION of question papers.	■		■	■
November 30	Briefing Session for Invigilators			■	

Date	Event	Cave Hill	Mona	St. Augustine	Open Campus
DECEMBER 2017					
December 1	TEACHING ENDS	■	■	■	■
	English Language Proficiency Test		■		
December 2	TEACHING ENDS (Weekend Programme Mona)		■		
December 4	SEMESTER I EXAMINATIONS BEGIN	■	■	■	■
December 22	SEMESTER I EXAMINATIONS END	■	■	■	■
	SEMESTER I ENDS	■	■	■	■

Date	Event	Cave Hill	Mona	St. Augustine	Open Campus
2018 JANUARY 2018					
January 4	Deadline for first Examiner/Primary Examiner to submit results/enter marks in grade book, where applicable.	■	■	■	■
January 10 –16	Faculties' Board of Examiners' Meetings	■	■	■	■
January 16	Deadline for returning Semester I scripts to Examinations Sections	■	■	■	■
	Deadline for publication of Semester I Results	■	■	■	■
January 16 - 26	Application period for Remarks/Go through/Consultation/Discussion – Semester I	■	■	■	■
January 21	SEMESTER II BEGINS	■	■	■	■
January 22	TEACHING BEGINS	■	■	■	■
January 24	Special Meeting of Campus Committee on Examinations			■	
January 31	Special Meeting of Campus Committee on Examinations				■

Date	Event	Cave Hill	Mona	St. Augustine	Open Campus
FEBRUARY 2018					
February 2	Special Meeting of Campus Committee on Examinations	■			
February 5	Deadline date for submission of Mid Semester Question Papers				■
February 7	Special Meeting of Campus Committee on Examinations		■		
February 9	Deadline date for submission of Mid Semester Question Papers		■		
February 11	Commemoration Service – 9.00A.M.		■		
February 12	Grade Book Opens for entry of Semester II marks	■		■	
February 15	English Language Proficiency Test			■	
February 23	Deadline for First /University Examiners to submit draft question papers for courses that are externally examined and for Open Campus. (Faculties of Engineering, Medical Sciences including Phases IA, IB, Stage II Final, Science and Technology and CHTM.	■	■	■	■
February 28	Publication of Draft Semester II Examinations Time Table	■	■	■	■
	Grade Book Opens for entry of Semester II marks				■

Date	Event	Cave Hill	Mona	St. Augustine	Open Campus
MARCH 2018					
March 5 - 9	Mid-Semester Examinations				■
March 5 - 16	Mid-Semester Examinations		■		
March 9 - 15	MBBS Phase 1C Examinations			■	
March 15	English Language Proficiency Test				■
March 23	Deadline for First Examiners/Coordinators to hand in to the relevant Registry camera-ready copies of ALL question papers for Semester II, Supplemental and Summer School Examinations (where applicable)	■	■	■	
March 29	Publication of FINAL Semester II Examinations Time Table	■	■	■	■

Date	Event	Cave Hill	Mon	St. Augustine	Open Campus
APRIL 2018					
April 5	Deadline for First Examiners to scrutinise FINAL VERSION of question papers at the relevant Registry.				■
April 6	Briefing session for Invigilators	■			
April 9 - 20	Issuing of Examination Cards (CH). Students collecting after the deadline date are required to pay the late fee penalty.	■			
April 13	Briefing Session for Invigilators by SAR/AR (Examinations)		■		
April 17	Briefing session for Invigilators				■
April 20	Deadline for students to notify Registry (Admissions/SRU) of discrepancies in registration information on Examination Cards/Examination Schedule	■	■	■	■
	TEACHING ENDS	■	■	■	■
	English Language Proficiency Test – 1:00 PM		■		
April 21	TEACHING ENDS (Weekend Programme)		■		
April 22 - 29	Semester Break	■	■	■	■
April 23 – 27	Deadline for First Examiners to scrutinise FINAL VERSION of question papers at the relevant Registry.	■		■	
April 25	English Language Proficiency Test	■			
April 26	Briefing Session for Invigilators by SAR/AR (Examinations)			■	
April 30	SEMESTER II EXAMINATIONS BEGIN	■	■	■	■

Date	Event	Cave Hill	Mona	St. Augustine	Open Campus
MAY 2018					
May 18	SEMESTER II EXAMINATIONS ENDS	■	■	■	■
	SEMESTER II ENDS	■	■	■	■
May 22	SUMMER SCHOOL BEGINS				■
May 25	Special Meeting of Campus Committee on Examinations	■			
May 27	SUMMER SCHOOL BEGINS			■	
May 28	SUMMER SCHOOL TEACHING BEGINS			■	
May 29	Deadline for First Examiner/Primary Examiner to submit results/enter marks into Grade Book, where applicable	■	■	■	■

Date	Event	Cave Hill	Mona	St. Augustine	Open Campus
JUNE 2018					
June 4	SUMMER SCHOOL BEGINS		■		
	Deadline for Submission of Question Papers for Summer				■
June 4 - 8	Faculties' Board of Examiners' Meetings	■			
June 4 - 15	Faculties' Board of Examiners' Meetings		■		
June 6 - 14	Faculties' Board of Examiners' Meetings			■	■
June 15	Deadline for returning Semester II scripts to Examinations Section	■	■	■	■
	Publication of DRAFT Supplemental/Summer School/Re-sit Examinations Time Table	■	■	■	■
	Deadline date for submission of Question Papers for Summer		■	■	
	Deadline for Publication of Semester II Results	■	■	■	■
June 18	Grade Book opens for entry of Summer/Supplemental/Resit examinations marks	■		■	
June 18 - 22	Examinations Registrars'/University Examiners' Meetings ALL Faculties except Faculties of Medical Sciences and Engineering held at Mona Campus	■	■	■	■
June 18 - 29	Application period for Remarks/Go through/Consultation/Discussion – Semester II	■	■	■	■
June 27	Special Meeting of Campus Committee on Examinations		■		
June 29	Publication of FINAL Supplemental/Summer School/Re-sit Examinations Time Table	■	■	■	■
	Online Examination Schedule Available by Registries		■	■	
	Grade Book opens for entry of Summer/Supplemental/Resit examinations marks				■

Date	Event	Cave Hill	Mona	St. Augustine	Open Campus
JULY 2018					
July 2-6	Issuing of Examination Cards (CH) . Students collecting after the deadline date are required to pay the late fee penalty.	■			
July 4	Special Meeting of Campus Committee on Examinations			■	
July 7	TEACHING ENDS			■	■
July 13	TEACHING ENDS		■		
July 16-27	Summer School/Supplemental/Re-sit Examinations. (N.B. Supplementals for those Faculties whose regulations permit)	■	■	■	■
July 27	SUMMER SCHOOL ENDS		■	■	■

Date	Event	Cave Hill	Mona	St. Augustine	Open Campus
AUGUST 2018					
August 3	Deadline for First Examiner/Primary Examiner to submit results/enter marks in Gradebook, where applicable	■	■	■	■
August 7-11	MBBS Phases 1A, 1B & 1C Repeat Examinations			■	
August 8	English Language Proficiency Test				■
August 10	Special Meeting of Campus Committee on Examinations	■			
	English Language Proficiency Test		■		
August 13-17	Faculties' Board of Examiners' Meetings	■	■	■	■
August 17	Deadline for returning Summer/Supplemental scripts to Examinations Sections	■	■	■	■
	Deadline for Publication of Summer / Supplemental / Resit Results	■	■	■	■
August 20-24	Application period for Remarks/Go through/Consultation/Discussion – Summer/ Summer School	■	■	■	■
August 22	Special Meeting of Campus Committee on Examinations		■		
August 30	Special Meeting of Campus Committee on Examinations				■
September 5	Special Meeting of Campus Committee on Examinations			■	

NOTES



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