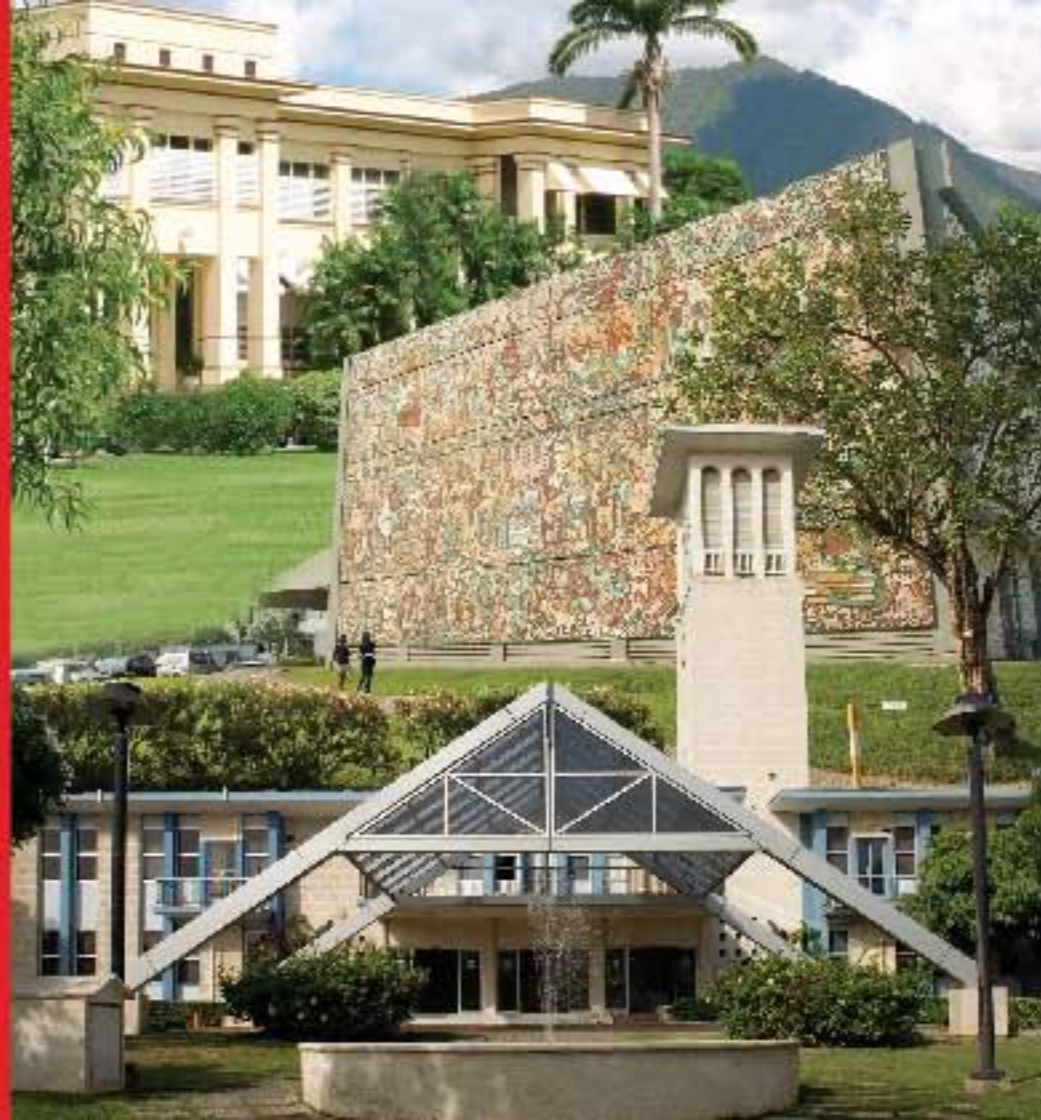




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MONA CAMPUS

CALENDAR
FOR EXAMINATIONS
2011/2012

**TEACHING
STAFF**

THE UNIVERSITY OF THE WEST INDIES
CALENDAR FOR EXAMINATIONS 2011/2012
TEACHING STAFF

DATE	EVENT	CAVE HILL	MONA	ST. AUGUSTINE	OPEN CAMPUS
AUGUST 2011					
August 3	English Language Proficiency Test		■		
August 10	Submission Deadline for approved Marksheets/Gradesheets (Summer and Supplemental Examinations)	■	■	■	■
	Deadline for First Examiner/Primary Examiner to enter marks in gradebook, where applicable	■		■	
	English Language Proficiency Test				■
August 15 – 19	MB BS Phases 1A, 1B & 1C Repeat Examinations			■	
August 16 – 19	Campus Examiners' Meetings	■	■	■	■
August 18	English Language Proficiency Test			■	
August 24	Campus Committee on Examinations Special meeting	■			
August 26	Repeat MBBS Phases 1A, 1B & 1C Examiners' Meeting			■	
August 28	SEMESTER I BEGINS (including Centre for Hotel & Tourism Management)	■	■	■	■
August 29 – September 3	REGISTRATION WEEK	■	■	■	■

THE UNIVERSITY OF THE WEST INDIES
CALENDAR FOR EXAMINATIONS 2011/2012
TEACHING STAFF

DATE	EVENT	CAVE HILL	MONA	ST. AUGUSTINE	OPEN CAMPUS
SEPTEMBER 2011					
September 2	Principal's Address to Students			■	
September 2	MATRICULATION & WELCOME CEREMONY	■			
September 5	TEACHING BEGINS (incl. Weekend Programme at Mona)	■	■	■	■
September 8	MATRICULATION & WELCOME CEREMONY – 4:00 P.M.		■		
September 12	Submission of Mid-Semester Examination Question Papers				■
September 15	MATRICULATION & WELCOME CEREMONY			■	
September 23	Publication of Draft Semester I Examinations Time Table (Including Centre for Hotel & Tourism Management)	■	■	■	■

THE UNIVERSITY OF THE WEST INDIES
CALENDAR FOR EXAMINATIONS 2011/2012
TEACHING STAFF

DATE	EVENT	CAVE HILL	MONA	ST. AUGUSTINE	OPEN CAMPUS
OCTOBER 2011					
October 5	Grade Book opens for entry of Semester I marks.	■	■	■	
	Deadline for submission of draft question papers for courses externally examined and for Open Campus Semester I examinations. (Including Centre for Hotel & Tourism Management)	■	■	■	■
October 13	FOUN 1001 – Mid–Semester Examinations I, Mona		■		
October 13	English Language Proficiency Test (SALCC, CFB, STVG)			■	
October 15	GRADUATION CEREMONY P.M. (ANTIGUA & BARBUDA)				■
	Deadline for First Examiners/Examination Co-ordinators to submit to the relevant Registry camera-ready copies of ALL question papers for Semester I Examinations				■
October 18 – 22	Mid–Semester Open Campus Examinations				■
October 22	MBBS Stage II, Part I repeat Pathology/Microbiology Examinations – Mona (Written Papers) and (Oral Examinations)			■	
October 22	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	GRADUATION CEREMONIES A.M. and P.M.			■	

THE UNIVERSITY OF THE WEST INDIES
 CALENDAR FOR EXAMINATIONS 2011/2012
TEACHING STAFF

DATE	EVENT	CAVE HILL	MONA	ST. AUGUSTINE	OPEN CAMPUS
NOVEMBER 2011					
November 1	Deadline for publication of FINAL Semester I Examinations Time Table		■		
November 1 – 3	Repeat DDS Phase II Final Examinations			■	
November 4	Deadline for publication of FINAL Semester I Examinations Time Table	■		■	■
	Deadline for First Examiners/Examination Coordinators to submit to the relevant Registry camera-ready copies of ALL question papers for Semester I Examinations.	■		■	■
	GRADUATION CEREMONY P.M.		■		
November 5	GRADUATION CEREMONIES A.M. and P.M.		■		
November 7	Examination Schedule available Online by Registries		■	■	
November 14 – November 25	Issuing of Examination Cards by the Registry: Cave Hill. Students collecting after the deadline date are required to pay the penalty late fee. (Reg. 85 (iv))	■			
November 26	English Language Proficiency Test				■
November 9 – November 18	Repeat MBBS Phase II, Stage II (including Bahamas)	■	■	■	
November 10	Repeat DDS Phase II Final Examiners Meeting			■	

THE UNIVERSITY OF THE WEST INDIES
 CALENDAR FOR EXAMINATIONS 2011/2012
TEACHING STAFF

DATE	EVENT	CAVE HILL	MONA	ST. AUGUSTINE	OPEN CAMPUS
November 12	Deadline for First Examiners/Examination Coordinators to submit to the relevant Registry camera-ready copies of ALL question papers for Semester I Examinations		■		
November 15	Deadline for students to notify the relevant Registry of discrepancies in registration	■			■
	Submission Deadline for Mid-Semester results				■
November 14	Briefing Session for Invigilators	■			
November 18	Briefing Session for Invigilators			■	■
November 18	Deadline for First Examiners to go to Registry to scrutinize the FINAL VERSION of question papers.				■
November 24	Briefing Session for Invigilators		■		
November 23	English Language Proficiency Test				■
November 28 – December 2	Deadline for First Examiners to go to Registry to scrutinise the FINAL VERSION of question papers.		■	■	

THE UNIVERSITY OF THE WEST INDIES
 CALENDAR FOR EXAMINATIONS 2011/2012
TEACHING STAFF

DATE	EVENT	CAVE HILL	MONA	ST. AUGUSTINE	OPEN CAMPUS
DECEMBER 2011					
December 2	English Language Proficiency Test		■		
	TEACHING ENDS	■	■	■	■
December 3	TEACHING ENDS (Weekend Programme)		■		
December 5	SEMESTER I EXAMINATIONS BEGIN	■	■	■	■
December 7	Repeat MB BS Phase II, Stage II – Examiners’ Meeting (Trinidad)	■	■	■	
December 21	SEMESTER I EXAMINATIONS ENDS	■	■	■	■
December 21	SEMESTER I ENDS	■	■	■	■

THE UNIVERSITY OF THE WEST INDIES
 CALENDAR FOR EXAMINATIONS 2011/2012
TEACHING STAFF

DATE	EVENT	CAVE HILL	MONA	ST. AUGUSTINE	OPEN CAMPUS
2012					
JANUARY 2012					
3 rd week in January 2012	Special Meetings of Campus Committees on Examinations, if necessary	■		■	■
January 6	Deadline for First Examiner/Primary Examiner to enter marks in gradebook, where applicable.	■	■	■	■
January 10 – 12	Faculties to hold meetings to discuss action to be taken on valid medical certificates and other special cases submitted by students through the Registries (Including Centre for Hotel & Tourism Management).	■	■	■	■
January 16 – 20	Campus Examiners' Meetings	■	■	■	■
January 22	SEMESTER II BEGINS	■	■	■	■
January 23	Deadline for publication of Semester I Results	■	■	■	■
January 23	TEACHING BEGINS	■	■	■	■
January 25	CHTM University Board of Examiners' Meeting (Deans and Registry, Mona)		■		
January 27	Deadline date for submission of Mid Semester Question Papers				■

THE UNIVERSITY OF THE WEST INDIES
 CALENDAR FOR EXAMINATIONS 2011/2012
TEACHING STAFF

DATE	EVENT	CAVE HILL	MONA	ST. AUGUSTINE	OPEN CAMPUS
FEBRUARY 2012					
February 1	Special Meetings of Campus Committees on Examinations, if necessary		■		
February 3	English Language Proficiency Test		■		
February 10	Grade Book Opens for entry of Semester II marks	■	■	■	■
February 10	English Language Proficiency Test			■	
February 19	Commemoration Service – 9.00 a.m.		■		
February 20	Publication of Draft Semester II Examinations Time Table	■	■	■	■
February 22	English Language Proficiency Test	■			

THE UNIVERSITY OF THE WEST INDIES
 CALENDAR FOR EXAMINATIONS 2011/2012
TEACHING STAFF

DATE	EVENT	CAVE HILL	MONA	ST. AUGUSTINE	OPEN CAMPUS
MARCH 2012					
March 1	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, Pure & Applied and CHTM)	■	■	■	■
March 5 – 9	Mid–Semester Examinations Open Campus and CHTM		■		■
March 9	English Language Proficiency Test		■		
March 11	English Language Proficiency Test			■	
March 13	English Language Proficiency Test				■
March 23	Publication of FINAL Semester II Examinations Time Table.	■	■	■	■
	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 28	Online Examination Schedule Available by Registries		■	■	■
March 26 – April 6	Issuing of Examination Cards by the Registry: Cave Hill. Students collecting after the deadline date are required to pay the penalty late fee. (Reg. 85 (iv))	■			

THE UNIVERSITY OF THE WEST INDIES
CALENDAR FOR EXAMINATIONS 2011/2012
TEACHING STAFF

DATE	EVENT	CAVE HILL	MONA	ST. AUGUSTINE	OPEN CAMPUS
APRIL 2012					
April 5	Deadline for students to notify Registry of discrepancies in registration information on Examination Cards/Examination Schedule	■	■	■	■
April 10	Deadline for First Examiners to scrutinise FINAL VERSION of question papers at the relevant Registry.	■			
April 11	Briefing Session for Invigilators by SAR/AR (Examinations)	■	■		■
April 17	Valedictory Service		■		
April 17	Briefing Session for Invigilators by SAR (Examinations)			■	
April 17	Deadline for First Examiners to scrutinise FINAL VERSION of question papers at the relevant Registry.		■	■	■
April 20	TEACHING ENDS	■	■	■	■
April 21	TEACHING ENDS (Weekend Programme)		■		
April 23 – 27	SEMESTER BREAK				
April 25 – 29	Phase IB, Phase II (Part I) and Phase II Final Dentistry Examinations			■	
April 30	SEMESTER II EXAMINATIONS BEGIN	■	■	■	■
April 30	English Language Proficiency Test		■		

THE UNIVERSITY OF THE WEST INDIES
 CALENDAR FOR EXAMINATIONS 2011/2012
TEACHING STAFF

DATE	EVENT	CAVE HILL	MONA	ST. AUGUSTINE	OPEN CAMPUS
MAY 2012					
May 14	SUMMER SCHOOL BEGINS (N.B All Summer school examination question papers must be lodged in the Registry by this date).			■	
May 18	SEMESTER II EXAMINATIONS ENDS	■	■	■	■
May 18	SEMESTER ENDS				
May 23	Phase 1A & 1B Examiners' Meeting	■	■	■	■
May 28	SUMMER SCHOOL BEGINS (N.B All Summer school examination question papers must be lodged in the Registry by this date) for final and mid semester.				■
May 30	Special meeting of Campus Committee on Examinations	■			
May 30 – June 1	Faculties to hold meetings to discuss medical certificates and other special cases submitted through the Registries			■	
May 31	Faculties to hold meetings to discuss medical certificates and other special cases submitted through the Registries	■			

THE UNIVERSITY OF THE WEST INDIES
CALENDAR FOR EXAMINATIONS 2011/2012
TEACHING STAFF

DATE	EVENT	CAVE HILL	MONA	ST. AUGUSTINE	OPEN CAMPUS
JUNE 2012					
June 1	Submission Deadline for approved mark sheets for Semester II examinations to the Registry, Faculty Offices and Relevant Departments	■	■	■	■
	Deadline for First Examiner/Primary Examiner to enter marks into Grade Book	■	■	■	■
June 1	SUMMER SCHOOL BEGINS		■		
June 4 – 8	Campus Examiners' Meetings			■	■
June 6 – 12	Campus Examiners' Meetings	■	■		
June 10	Phase II/Stage II Board of Examiners Meeting at Cave Hill	■	■	■	
June 11	Grade Book opens for entry of Summer/Supplemental/Re-sit Examinations marks	■	■	■	■
June 18 – 22	Examinations Registrars'/University Examiners' Meetings ALL Faculties except Faculties of Medical Sciences, Engineering and Law held at St Kitts/Nevis	■	■	■	■
June 25	Deadline for Publication of Pass Lists for Semester II Examinations.	■	■	■	■
	Publication of DRAFT Supplemental/Summer School/Re-sit Examinations Time Table	■	■	■	■
	Deadline date for submission of Question Papers for Summer		■	■	
June 27 – 30	Mid Semester Examination				■
June 28	Special meeting of Campus Committee on Examinations		■		

THE UNIVERSITY OF THE WEST INDIES
 CALENDAR FOR EXAMINATIONS 2011/2012
TEACHING STAFF

DATE	EVENT	CAVE HILL	MONA	ST. AUGUSTINE	OPEN CAMPUS
JULY 2012					
July 4 – 11	Issuing of Examination Cards by the Registry: Cave Hill	■			
July 4	Publication of FINAL Supplemental/Summer School/Re-sit Examinations Time Table.	■	■	■	■
	Online Examination Schedule Available by Registries		■	■	■
July 6	English Language Proficiency Test		■		
July 7	SUMMER SCHOOL ENDS	■		■	
July 13	SUMMER SCHOOL ENDS				■
July 15	SUMMER SCHOOL ENDS		■		
July 16 – 27	Summer School/Supplemental/Re-sit Examinations. (N.B. Supplementals for those Faculties whose regulations permit)	■	■	■	■

THE UNIVERSITY OF THE WEST INDIES
 CALENDAR FOR EXAMINATIONS 2011/2012
TEACHING STAFF

DATE	EVENT	CAVE HILL	MONA	ST. AUGUSTINE	OPEN CAMPUS
AUGUST 2012					
August 8	English Language Proficiency Test		■		■
August 10	Submission Deadline for approved Marksheets for Summer and Supplemental Examinations	■	■	■	■
	GradeBook Closes for entry of Summer Examinations marks (where applicable)	■	■	■	
August 15	Special Meeting of Campus Committee on Examinations		■		
August 16 – 21	Campus Examiners' Meetings	■	■	■	■
August 18	English Language Proficiency Test			■	
August 23	Special Meeting of Campus Committee on Examinations	■			
August 24	Publication of Pass Lists for Summer/Supplemental/Re-sit Session	■	■	■	■

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CALENDAR FOR EXAMINATIONS 2011/2012
TEACHING STAFF

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CALENDAR FOR EXAMINATIONS 2011/2012
TEACHING STAFF

NOTES