

Exams Office Key Dates and Deadlines 2023-24

Please note: Dates and actions are subject to change.

Week	Action	Responsibility	Deadline
4	Deadline for changes to Autumn Term course enrolment (eNROL closes)	CRT	Monday 23 rd October 2023 – by 8:59am
4	Check the Exam Maintenance Screen in ESIS is set up correctly for the new academic year so that the online exam timetables can be put live when ready	Exams Office	Monday 23 rd October 2023
4	Use Students per Exam Period report to remind all students due to take exams this academic year to seek an assessment for individual exam arrangements by the deadline if required. [exclude Study Abroad students]	Exams Office	Tuesday 24 th October 2023
4	Data imported from ESIS to CMIS for the Study Abroad in-person exams	Exams Office	Wednesday 25 th October 2023
4	Following data check/cleanse, send out constraints spreadsheet to Departments requesting any specific scheduling requirements for Study Abroad in-person exams, including modules that need to be blocked/linked/ordered [deadline for responses Monday 30 October 2023, 5pm]	Exams Office	Wednesday 25 th October 2023
4	Check individual needs students have been imported correctly for Study Abroad exams and manually amend CMIS sub-groupings if required	Exams Office	Wednesday 25 th October 2023
4	Issue Print Authorisation forms (PAFs) and exam paper checklists to departments for Study Abroad in person exams [deadline for submission of exam papers to Box is Wednesday 15 th November 2023].	Exams Office	Thursday 26 th October 2023
5	Submit constraints spreadsheet detailing any specific scheduling requirements for Study Abroad in person exams.	Departmental Manager/Exams Officer	Monday 30 th October 2023
5	Deadline for students to apply for individual exam arrangements for January exams, including Study Abroad students.	Students	Tuesday 31 st October 2023
5	Data imported from ESIS to CMIS for Christmas Vacation (January) in-person and remote exams as well as Study Abroad remote exams.	Exams Office	Wednesday 1 st November 2023
5	Draft in-person Study Abroad exam timetable circulated to departments and Essex Abroad [deadline for feedback is Tuesday 7 th November 2023] Be clear that this is for in-person December exams only and that remote exams will be timetabled in line with the Christmas Vacation (January) timeline.	Exams Office	Wednesday 1 st November 2023

5	Send Doodle availability poll to Invigilators for the in-person Study Abroad exams [deadline for responses is Friday 10 th November 2023, 7am]	Exams Office	Wednesday 1 st November 2023
5	Following data check/cleanse, send out constraints spreadsheet to Departments requesting any specific scheduling requirements for Christmas Vacation (January) exams (including Study Abroad remote exams), including modules that need to be blocked/linked/ordered [deadline for responses Wednesday 8 th November 2023, 5pm]	Exams Office	Thursday 2 nd November 2023
5	Check individual needs students have been imported correctly for Christmas Vacation (January) exams (including Study Abroad students), using SharePoint report to extract info from SWIS's IEA database, and manually amend CMIS sub-groupings if required	Exams Office	Thursday 2 nd November 2023
5	Issue Print Authorisation forms (PAFs) and exam paper checklists to departments for Christmas Vacation (January) exams [deadline for submission of exam papers to Box is Thursday 23 rd November 2023].	Departmental Manager/Exams Officer	Thursday 2 nd November 2023
6	Deadline for departments to request changes to draft Study Abroad in-person exam timetable.	Departmental Manager/Exams Officer	Tuesday 7 th November 2023
6	Submit constraints spreadsheet detailing any specific scheduling requirements for Christmas Vacation (January) exams, including Study Abroad remote exams	Departmental Manager/Exams Officer	Wednesday 8 th November 2023, 5pm
6	Seat students and test online timetables for Study Abroad in-person exams	Exams Office	Wednesday 8 th November 2023
6	Publish timetable for in-person Study Abroad exams (i.e., Put exam timetable live in ESIS, run SharePoint email addresses report, generate mailshot address and send email) - students will need to be told that details of any remote exams will be added on Thu 23 Nov at 3pm.	Exams Office	Thursday 9 th November 2023, 3pm
6	Upload Excel version of Study Abroad in-person timetable to web and send link to departments and Essex Abroad.	Exams Office	Thursday 9 th November 2023
6	If Study Abroad in-person timetable includes MCQs (or other computer-based in-person invigilated exams), send a copy of the timetable to LTT, filtered to these exams.	Exams Office	Thursday 9 th November 2023
6	Send Study Abroad in-person timetable to Estates for works planning (noise around study spaces where students could be doing exams; works affecting power/wifi etc.)	Exams Office	Thursday 9 th November 2023
6	Send Study Abroad in-person timetable to SWIS for scribe/reader allocation. Filter timetable to 'SC' CMIS group and add the reg numbers of the students involved on each line (easiest to get these from SharePoint CMIS enrolments report).	Exams Office	Thursday 9 th November 2023
6	If Study Abroad in-person timetable includes the use of IT Labs, send a copy of the timetable to David Constable, filtered to those rooms.	Exams Office	Thursday 9 th November 2023

6	Send Study Abroad in-person timetable to SU for events planning/support campaigns (sorted in date/time order).	Exams Office	Thursday 9 th November 2023
6	If Study Abroad in-person timetable includes individual needs students in one-to-one rooms (CMIS group codes SC, SO, SOX), send a copy of the timetable to Wayne Laughlin, filtered to the one-to-one rooms, so he can arrange for computers to be temporarily installed in those rooms.	Exams Office	Thursday 9 th November 2023
6	Deadline for responses to Invigilator Doodle availability poll for Study Abroad in-person exams.	Invigilators	Friday 10 th November 2023, 7am
6	Send memos to Estates, AVS, Telephones and IT teams regarding rooms in use for in person Study Abroad exams and set up/set down schedule of exam rooms for Porters. Order clocks from Estates.	Exams Office	Friday 10 th November 2023
6	Send details to IT and Estates regarding office move to 6.101 for December and January exams	Exams Office	Friday 10 th November 2023
7	Draft exam timetable for Christmas Vacation (January) including remote Study Abroad exams circulated to Departments and LTT [deadline for feedback: Monday 20 th November 2023, 5pm]	Exams Office	Tuesday 14 th November 2023
7	Send Doodle availability poll to Invigilators for the in-person Christmas Vacation (January) exams [deadline for responses is Friday 24 th November 2023, 7am]	Exams Office	Tuesday 14 th November 2023
7	Deadline for submission of Study Abroad in-person exam papers and checklists to Box.	Departmental Manager/Exams Officer	Wednesday 15 th November 2023
7	Issue Invigilator timetables for in-person Study Abroad exams in December	Exams Office	Friday 17 th November 2023
8	Deadline for Departments to request changes to draft exam timetable for Christmas Vacation (January) including remote Study Abroad exams.	Departmental Manager/Exams Officer	Monday 20 th November 2023, 5pm
8	MM to produce report of any unregistered students in the Christmas Vacation (January) exams data. TB to check and remove these from CMIS before students are seated.	Melissa Macgregor and Tom Booroff	Monday 20 th November 2023
8	Seat students (still necessary for online exams) and test online timetables for Christmas Vacation (January) and Study Abroad exams	Exams Office	Wednesday 22 nd November 2023
8	Deadline for submission of Christmas Vacation (January) in-person exam papers and checklists to Box	Departmental Manager/Exams Officer	Thursday 23 rd November 2023

8	Publish timetable for Christmas Vacation (January) including remote Study Abroad exams to students (i.e. put exam timetable live in ESIS, run SharePoint email addresses report, generate mailshot address and send email)	Exams Office	Thursday 23 rd November 2023, 3pm
8	Upload Excel version of Christmas Vacation (January) timetable to web and send link to departments and Essex Abroad .	Exams Office	Thursday 23 rd November 2023
8	If Christmas Vacation (January) timetable includes MCQs (or other computer-based in-person invigilated exams), send a copy of the timetable to LTT, filtered to these exams.	Exams Office	Thursday 23 rd November 2023
8	Send Christmas Vacation (January) timetable to Estates for works planning (noise around study spaces where students could be doing exams; works affecting power/wifi etc.)	Exams Office	Thursday 23 rd November 2023
8	Send Christmas Vacation (January) timetable to SWIS for scribe/reader allocation. Filter timetable to 'SC' CMIS group and add the reg numbers of the students involved on each line (easiest to get these from SharePoint CMIS enrolments report).	Exams Office	Thursday 23 rd November 2023
8	If Christmas Vacation (January) timetable includes the use of IT Labs, send a copy of the timetable to David Constable, filtered to those rooms.	Exams Office	Thursday 23 rd November 2023
8	Send Christmas Vacation (January) timetable to SU for events planning/support campaigns (sorted in date/time order).	Exams Office	Thursday 23 rd November 2023
8	If Christmas Vacation (January) timetable includes individual needs students in one-to-one rooms (CMIS group codes SC, SO, SOX), send a copy of the timetable to Wayne Laughlin, filtered to the one-to-one rooms, so he can arrange for computers to be temporarily installed in those rooms.	Exams Office	Thursday 23 rd November 2023
8	Deadline for responses to Invigilator Doodle availability poll for Christmas Vacation (January) in-person exams.	Invigilators	Friday 24 th November 2023, 7am
8	Send memos to Estates, AVS, Telephones and IT teams regarding rooms in use for in person Study Abroad exams and set up/set down schedule of exam rooms for Porters. Order clocks from Estates.	Exams Office	Friday 24 th November 2023
8-9	Departments to upload exam papers to FASER and set up exam questions on Moodle/QMP for remote Christmas Vacation (January) and Study Abroad exams.	Departmental Manager/Exams Officer	From Friday 24 th November to Friday 1 st December 2023
10	Request departmental contact numbers of relevant staff to contact in case of exam paper queries during the running of the Study Abroad (December) and Christmas Vacation (January) exams	Exams Office	Wednesday 6 th December 2023
10	Issue Invigilator timetables for Christmas Vacation (January) exams.	Exams Office	Friday 8 th December 2023

11	Exams Office move to room 6.101 for the Study Abroad and Christmas Vacation (January) exam periods.	Exams Office	Thursday 14 th December 2023
12	Study Abroad in-person exams – in-person exams for Essex Abroad (incoming) Autumn term only students.		Monday 18th – Thursday 21st December 2023
14-15	<p>Christmas Vacation exams including: Exams for students who are trailing reassessment. CSEE first year autumn term module exams CSEE MSc courses that started in January 2023 –summer term modules only- resit exams EBS exams for BE431, BE477 and BE515 Economics PGT module exams Essex Pathways: International Diploma exams HSC year 1 exams Law year 1 and 2 French Law module exams LAW MSc courses that started in January 2023 – autumn term modules – first sit exams LAW MSc courses that started in January 2023 – spring term modules – resit exams Life Sciences Year 1 and 2 Autumn term module exams and MCQs Psychology year 2 and 3 Autumn term module exams SRES year 1 and 2 Autumn term module exams and MCQs</p> <p>AND Study Abroad remote exams – remote exams for Essex Abroad (incoming) Autumn term only students</p>		<p>Tuesday 2nd – Friday 12th January 2024 <u>(Including Saturday 6th January if scheduling demands)</u></p>
16	Email Progress, CRT and SIT to advise them that the cut off for ESIS changes is 5 th February 2024.	Exams Office	Monday 15 th January 2024

16	Use 'Students per Exam Period' report to remind all students due to take exams in the early and summer periods to seek an assessment for Individual Exam Arrangements by 31 st January 2024.	Exams Office	Monday 15 th January 2024
18	Deadline for changes to Spring Term course enrolment (eNROL closes)	CRT	Monday 29 th January 2024 8:59am
18	Deadline for students to apply for individual exam arrangements (for Early and Summer exams)	Students	Wednesday 31 st January 2024
19	Data imported from ESIS to CMIS for Early and Summer exams	Exams Office	Tuesday 6 th February 2024
19	Following data check/cleanse, send out constraints spreadsheet to Departments requesting any specific scheduling requirements for Early and Summer exams, including modules that need to be blocked/linked/ordered [deadline for responses Wednesday 14 th February 2024, 5pm]	Exams Office	Wednesday 7 th February 2024
19	Check individual needs students have been imported correctly for Early and Summer exams using SharePoint report to extract info from SWIS's IEA database and manually amend CMIS sub-groupings where required	Exams Office	Wednesday 7 th February 2024
19	Send SWIS a list of exams/students requiring scribes	Exams Office	Wednesday 7 th February 2024
19	Issue Print Authorisation forms (PAFs) and exam paper checklists to departments for Early and Summer in-person exams [deadline for submission of exam papers to Box is Monday 4 th March 2024].	Exams Office	Thursday 8 th February 2024
20	Submit constraints spreadsheet detailing any specific scheduling requirements for Early and Summer Exams	Departmental Manager/Exams Officer	Wednesday 14 th February 2024, 5pm
21	Draft Early exam timetable circulated to Departments [deadline for feedback is Tuesday 27 th February, 7am].	Exams Office	Monday 19 th February 2024
22	Send Doodle availability poll to Invigilators for in-person Early and Summer exams [deadline for responses Friday 15 th March, 7am]	Exams Office	Monday 26 th February 2024
22	Deadline for Departments to request changes to draft Early Exams timetable	Departmental Manager/Exams Officer	Tuesday 27 th February 2024, 7am
23	Draft Summer exam timetable circulated to Departments [deadline for feedback Monday 11 th March 2024, 7am]	Exams Office	Monday 4 th March 2024
23	Deadline for submission of Early and Summer in-person exam papers and checklists to Box	Departmental Manager/Exams Officer	Monday 4 th March 2024

24	Deadline for Departments to request changes to draft Summer exam timetable	Departmental Manager/Exams Officer	Monday 11 th March 2024, 7am
24	MM to produce report of any unregistered students in the exams data for Early and Summer exams. TB to check and remove these from CMIS before students are seated.	Melissa Macgregor and Tom Booroff	Monday 11 th March 2024
24	Seat students (still necessary for online exams) and test online timetables for Early and Summer exams	Exams Office	Wednesday 13 th March 2024
24	Publish timetable for Early and Summer exams to students (i.e. put exam timetable live in ESIS, run SharePoint email addresses report, generate mailshot address and send email)	Exams Office	Thursday 14 th March 2024, 3pm
24	Upload Excel version of Early and Summer exam timetable to web and send link to departments	Exams Office	Thursday 14 th March 2024
24	If Early and Summer timetable includes MCQs (or other computer-based in-person invigilated exams), send a copy of the timetable to LTT, filtered to these exams.	Exams Office	Thursday 14 th March 2024
24	Send Early and Summer timetable to Estates for works planning (noise around study spaces where students could be doing exams; works affecting power/wifi etc.)	Exams Office	Thursday 14 th March 2024
24	Send Early and Summer timetable to SWIS for scribe/reader allocation. Filter timetable to 'SC' CMIS group and add the reg numbers of the students involved on each line (easiest to get these from SharePoint CMIS enrolments report).	Exams Office	Thursday 14 th March 2024
24	If Early and Summer timetable includes the use of IT Labs, send a copy of the timetable to David Constable, filtered to those rooms.	Exams Office	Thursday 14 th March 2024
24	Send Early and Summer timetable to SU for events planning/support campaigns (sorted in date/time order).	Exams Office	Thursday 14 th March 2024
24	If Early and Summer timetable includes individual needs students in one-to-one rooms (CMIS group codes SC, SO, SOX), send a copy of the timetable to Wayne Laughlin, filtered to the one-to-one rooms, so he can arrange for computers to be temporarily installed in those rooms.	Exams Office	Thursday 14 th March 2024
24	Deadline for responses to Invigilator Doodle availability poll for Early and Summer in-person exams.	Invigilators	Friday 15 th March 2024, 7am
24	Send memos to Estates, AVS, Telephones and IT teams regarding rooms in use for in person Early and Summer exams and set up/set down schedule of exam rooms for Porters. Order clocks from Estates.	Exams Office	Friday 15 th March 2024
24	Send details to IT and Estates regarding the office move to LTB 4	Exams Office	Friday 15 th March 2024

24-25	Departments to upload exam papers to FASER and set up exam questions on Moodle/QMP for remote Early and Summer exams.	Departmental Manager/Exams Officer	From Friday 15 th March to Friday 22 nd March 2024
26	Request departmental contact numbers of relevant staff to contact in case of exam paper queries during the running of the Early and Summer exams	Exams Office	Thursday 28 th March 2024
26	Issue Invigilator timetables for the Early exams.	Exams Office	Thursday 28 th March 2024
26-29	New and refresher training sessions for Standard and Senior Invigilators.	Exams Office	Easter Vacation – exact dates TBC
28	Issue Invigilator timetables for the Summer exams.	Exams Office	Friday 12 th April 2024
29	Exams Office move to LTB 4 for the Early and Summer exams	Exams Office	Monday 15 th or Tuesday 16 th April 2024
30-32	Early exams (including Biological Sciences MCQ) – remote and in-person		Monday 22nd April – Friday 10th May 2024 (weekdays only) (Note 6th May is a Bank holiday)
33-36	Main Summer exams – remote and in-person		Monday 13th May – Friday 14th June 2024 (Including Saturday 18th May, Saturday 25th May, Saturday 1st June and Saturday 8th June 2024) (Note: 27th May is a Bank Holiday)
40	Spreadsheet of all JAN24, EARL24 AND SUM24/SOSUM24 exams to be sent to departments to use as a list of all possible resit exams that could take place and request any specific scheduling constraints, including modules that need to be blocked/linked/ordered. [Deadline for constraints to be returned is Monday 22 nd July 2024, 7am]	Exams Office	Monday 1 st July 2024
40	Re-run the PAFs for January 2024, Early 2024, Summer 2024 and SO Summer 2024, export to PDF and find-and-replace the exam periods with “Resit24”. Email to Departments with the checklist template, explaining that they should only update the PAFs they need. All papers, PAFs and checklists to be submitted via box for in person exams by 26th July and then remote exams can be uploaded to FASER/Moodle by department from 29 th July to 2 nd August.	Exams Office	Wednesday 3 rd July 2024

42	Submit constraints spreadsheet detailing any specific scheduling requirements for Resit exams.	Departmental Manager / Exams Officer	Monday 22 nd July 2024, 7am
42	Send Doodle availability poll to Invigilators for in-person Resit exams [deadline for responses Friday 26 th July, 7am]	Exams Office	Monday 15 th July 2024
42	Send details to IT and Estates regarding the office move to LTB 4	Exams Office	Monday 15 th July 2024
42	Deadline for students to pick modules for resits (DECI deadline)	Students	TBC, but expected to be Wednesday 17 th July 2024. (If confirmed, all dates below will also be confirmed)
42	Deadline for students to apply for their reassessment to be sat overseas.	Students	TBC, but expected to be Sunday 21 st July 2024
43	Data imported from ESIS to CMIS for resit exams	Exams Office	TBC, but expected to be Monday 22 nd July 2024
43	Manually add students taking exams to change course	Exams Office	TBC, but expected to be Monday 22 nd July 2024
43	Manually create exams where there is more than one MCQ per module	Exams Office	TBC, but expected to be Monday 22 nd July 2024
43	Manually add Law resits for Professional purposes	Exams Office	TBC, but expected to be Monday 22 nd July 2024
43	Manually add progress tests being taken abroad	Exams Office	TBC, but expected to be Monday 22 nd July 2024
43	Check deferrals imported correctly for resits 2024 and check those deferring to 2025 have been removed from the data	Exams Office	TBC, but expected to be Monday 22 nd July 2024
43	Check individual needs students have been imported correctly for Resit exams using SharePoint report to extract info from SWIS's IEA database and manually amend CMIS sub-groupings where required	Exams Office	TBC, but expected to be Monday 22 nd July 2024
43	Send "The Spreadsheet formerly known as the Constraints Spreadsheet" to departments, renamed as a "list of modules to be examined according to CMIS", inviting errors and omissions to be identified but not requesting further scheduling constraints.	Exams Office	TBC, but expected to be Tuesday 22 nd July 2024

43	Send out spreadsheet of student requests to sit their exams overseas to departments for approval.	Exams Office	TBC, but expected to be Tuesday 22nd July 2024
43	Send SWIS a list of exams/students requiring scribes	Exams Office	TBC, but expected to be Tuesday 22nd July 2024
43	Deadline for responses to Invigilator Doodle availability poll for Resit in-person exams.	Invigilators	Friday 26 th July 2024, 7am
43	Deadline for submission of Resit in-person exam papers and checklists to Box	Departmental Manager/Exams Officer	TBC, but expected to be Friday 26 th July 2024
44	Departments to upload exam papers to FASER and set up exam questions on Moodle/QMP for remote Resit exams.	Departmental Manager/Exams Officer	TBC, but expected to be From Monday 29 th July – Friday 2 nd August 2024
44	Double check overseas exam times on CMIS correspond with UK times.	Exams Office	TBC, but expected to be Monday 29 th July 2024
44	Manually add Essex Pathways resitters for IY1 & IFP / Year 0 January starts	Exams Office	Expected Early August – remind EP on Monday 29 th July 2024
44	Timetable circulated to Departments, with a note asking for any issues to be raised immediately	Exams Office	TBC, but expected to be Monday 29 th July 2024
44	Seat students (still necessary for online exams) and test online timetables for Resit exams	Exams Office	TBC, but expected to be Tuesday 30 th July 2024
44	Send email confirmations to students (via ESIS) to confirm whether their overseas exam applications have been successful. (ESIS status set to 'Accepted')	Exams Office	TBC, but expected to be Tuesday 30 th or Wednesday 31 st July (AM) 2024
44	Publish timetable for Resit exams to students (i.e. put exam timetable live in ESIS, run SharePoint email addresses report, generate mailshot address and send email)	Exams Office	TBC, but expected to be Wednesday 31 st July 2024
44	Upload Excel version of Resit exam timetable to web and send link to departments	Exams Office	TBC, but expected to be Wednesday 31 st July 2024
44	If Resit timetable includes MCQs (or other computer-based in-person invigilated exams), send a copy of the timetable to LTT, filtered to these exams.	Exams Office	TBC, but expected to be Wednesday 31 st July 2024
44	Send Resit timetable to Estates for works planning (noise around study spaces where students could be doing exams; works affecting power/wifi etc.)	Exams Office	TBC, but expected to be Wednesday 31 st July 2024

44	Send Resit timetable to SWIS for scribe/reader allocation. Filter timetable to 'SC' CMIS group and add the reg numbers of the students involved on each line (easiest to get these from SharePoint CMIS enrolments report).	Exams Office	TBC, but expected to be Wednesday 31 st July 2024
44	If Early and Summer timetable includes the use of IT Labs, send a copy of the timetable to David Constable, filtered to those rooms.	Exams Office	TBC, but expected to be Wednesday 31 st July 2024
44	Send Resit timetable to SU for events planning/support campaigns (sorted in date/time order).	Exams Office	TBC, but expected to be Wednesday 31 st July 2024
44	If Resit timetable includes individual needs students in one-to-one rooms (CMIS group codes SC, SO, SOX), send a copy of the timetable to Wayne Laughlin, filtered to the one-to-one rooms, so he can arrange for computers to be temporarily installed in those rooms.	Exams Office	TBC, but expected to be Wednesday 31 st July 2024
44	Request departmental contact numbers/email addresses etc. of relevant staff to contact in case of exam paper queries during the running of the Resit exams	Exams Office	TBC, but expected to be Thursday 1 st August 2024
44	Send memos to Estates, AVS, Telephones and IT teams regarding rooms in use for in person Early and Summer exams and set up/set down schedule of exam rooms for Porters. Order clocks from Estates.	Exams Office	TBC, but expected to be Thursday 1 st August 2024
45	Issue Invigilator timetables for the Resit exams.	Exams Office	TBC, but expected to be Friday 9 th August 2024
46	Exams Office move to LTB 4 for the Resit exams	Exams Office	Monday 12 th or Tuesday 13 th August 2024
47-50	<p>Resit Examinations</p> <p>Plus first sit exams for CSEE MSc courses that started in January 2024 (summer term modules).</p>		<p>TBC (dependent on reassessment volumes)</p> <p>But expected to be Monday 19th August – Friday 13th September 2024 (including Saturday 24th August, Saturday 31st August and Saturday 7th September)</p> <p>(Note 26th August is a Bank holiday)</p>

Note: Dates are subject to alteration as the needs of the Exams Office and Assessment Team requires. The latest information on exam dates can be found at <http://bit.ly/exam-dates>.