

Exams Office Key Dates and Deadlines 2021-22

Please note: Dates and actions are subject to change in line with changing COVID guidance.

Week	Action	Responsibility	Deadline
4	Deadline for changes to Autumn Term course enrolment (eNROL closes)	CRT	Monday 25 th October 2021 – by 8:59am
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. [Don't forget any Study Abroad students]	Exams Office	Tuesday 26 th October 2021
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	Tuesday 26 th October 2021
4	Deadline for students to apply for individual exam arrangements (for January exams, including Study Abroad students)	Students	Sunday 31 st October 2021
5	Data imported from ESIS to CMIS for Christmas Vacation (January) exams, including Study Abroad students	Exams Office	Wednesday 3 rd November 2021
5	Send out constraints spreadsheet to Departments requesting any specific scheduling requirements for Christmas Vacation (January) exams (incorporating Study Abroad), including modules that need to be blocked/linked/ordered [deadline for responses Wednesday 10 th November 2021, 5pm]	Exams Office	Thursday 4 th November 2021
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 4 th November 2021
6	Submit constraints spreadsheet detailing any specific scheduling requirements for Christmas Vacation (January) exams, incorporating Study Abroad exams	Departmental Manager/Exams Officer	Wednesday 10 th November 2021, 5pm
7	Draft exam timetable for Christmas Vacation (January) incorporating Study Abroad circulated to Departments and LTT [deadline for feedback Monday 22 nd November 2021, 5pm]	Exams Office	Tuesday 16 th November 2021
8	Deadline for Departments to request changes to draft exam timetable for Christmas Vacation (January) incorporating Study Abroad	Departmental Manager/Exams Officer	Monday 22 nd November 2021, 5pm
8	Seat students (still necessary for online exams) and test online timetables for Christmas Vacation (January) and Study Abroad exams	Exams Office	Thursday 25 th November 2021

8	Publish timetable for Christmas Vacation/Study Abroad (January) exams to students (i.e. put exam timetable live in ESIS)	Exams Office	Thursday 25 th November 2021, 3pm
8	Send timetable to LTT to create exam shells on FASER, Moodle and QMP.	Exams Office	Thursday 25 th November 2021, 5pm
8	Send timetable to SU for events planning/support campaigns (sorted in date/time order).	Exams Office	Thursday 25 th November 2021, 5pm
8	Send timetable to Estates for works planning (noise around study spaces where students could be doing exams; works affecting power/wifi etc.)	Exams Office	Thursday 25 th November 2021, 5pm
8	Send timetable to SWIS for scribe/reader allocation (even when exams are online) – they will check with students whether remote scribing required or whether assistive technology is sufficient. 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 25 th November 2021, 5pm
8	Upload Excel version of timetable to web and send link to Departments	Exams Office	Thursday 25 th November 2021, 5pm
8-9	LTT to set up exam shells on FASER and Moodle ready for departments to upload online exam papers.	LTT	Friday 26 th November – Friday 3 rd December 2021* *If this is completed sooner, notify departments so they can start uploading papers sooner
10	Departments to upload their exam papers to FASER, set up exam questions on Moodle/QMP for the Christmas Vacation (January) exams incorporating Study Abroad.	Departmental Manager/Exams Officer	Monday 6 th December – Friday 10 th December 2021
11-15	Checking of online exam papers on FASER/Moodle.	Exams Office	From Monday 13 th December 2021 until complete
10	Request departmental contact numbers/email addresses etc. of relevant staff to contact in case of exam paper queries during the running of the Christmas Vacation (January) and Study Abroad exams	Exams Office	Wednesday 8 th December 2021

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 2021 –summer term modules only- resit exams EBS exam in BE487 only 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 2021 – autumn term modules – first sit exams LAW MSc courses that started in January 2021 – 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</p> <p>Study Abroad exams – all exams for Essex Abroad (incoming) Autumn term only students</p>		<p style="text-align: center;">Tuesday 4th – Friday 14th January 2022 (Including Saturday 8th January if scheduling demands)</p>
16	Email Progress, CRT and SIT to advise them that the cut off for ESIS changes is 7 th February 2022.	Exams Office	Monday 17 th January 2022
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 2022.	Exams Office	Monday 17 th January 2022
18	Deadline for changes to Spring Term course enrolment (eNROL closes)	CRT	Monday 31 st January 2022 8:59am
18	Deadline for students to apply for individual exam arrangements (for Early and Summer exams)	Students	Friday 31 st January 2022
19	Data imported from ESIS to CMIS for Early and Summer exams	Exams Office	Tuesday 8 th February 2022
19	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 is Tuesday 15 th February 2022, 5pm]	Exams Office	Wednesday 9 th February 2022

19	Check individual needs students have been imported correctly for Early and Summer exams and manually amend CMIS sub-groupings where required	Exams Office	Wednesday 9 th February 2022
19	Send SWIS a list of exams requiring scribes – if necessary for online exams.	Exams Office	Wednesday 9 th February 2022
20	Submit constraints spreadsheet detailing any specific scheduling requirements for Early and Summer Exams	Departmental Manager/Exams Officer	Tuesday 15 th February 2022, 5pm
20	Circulate draft exam timetable for Early Exams to Departments and LTT [deadline for feedback is Friday 25 th February 2022, 5pm]	Exams Office	Friday 18 th February 2022, 5pm
21	Deadline for Departments to request changes to draft Early Exams timetable	Departmental Manager/Exams Officer	Friday 25 th February 2022, 5pm
21	Draft Summer exam timetable circulated to Departments [deadline for feedback Monday 7 th March 2022, 7am]	Exams Office	Friday 25 th February 2022
23	Deadline for Departments to request changes to draft Summer exam timetable	Departmental Manager/Exams Officer	Monday 7 th March 2022, 7am
24	Seat students/test online timetables for Early and Summer exams	Exams Office	Wednesday 16 th March 2022
24	Publish timetable for Early and Summer exams (include upload to web / open online timetables / versions for SU, LTT and Disability and Wellbeing teams).	Exams Office	Thursday 17 th March 2022, 3pm
24-25	LTT to set up exam shells on FASER and Moodle ready for departments to upload online exam papers.	LTT	Friday 18 th March 2022 – Friday 25 th March 2022 *If this is completed sooner, notify departments so they can start uploading papers sooner
26-28	Departments to upload their exam papers to FASER and Moodle for the Early and Summer exams.	Departmental manager/ Exams Officer	Monday 28 th March 2022 – Thursday 14 th April 2022 (N.B. Friday 15 th April is Good Friday)
26	Request departmental contact numbers/email addresses etc. of relevant staff to contact in case of exam paper queries during the running of the early and summer exams	Exams Office	Wednesday 30 th March 2022

29-31	Checking of online exam papers on FASER/Moodle	Exams Office	From Tuesday 19 th April 2022 until complete (approx.. 3 weeks) (N.B. Monday 18 th April is Easter Monday) This work overlaps with the early exam period
30-32	Early exams (including Biological Sciences MCQ)		Monday 25th April – Friday 13th May 2022 (weekdays only) (Note 2nd May is a Bank holiday)
33-36	Main Summer exams		Monday 16th May – Friday 10th June 2022 (including Saturday 21st May, Saturday 28th May and Saturday 4th June 2022) (Note: 2nd and 3rd June are Bank Holiday's for the Queen's Platinum Jubilee)
40	Spreadsheet of all JAN22, EARL22 AND SUM22/SOSUM22 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 18 th July 2022, 7am]	Exams Office	Monday 4 th July 2022
42	Constraints deadline (7am). / Collate responses and implement constraints on CMIS	Departmental Manager / Exams Office	Monday 18 th July 2022, 7am
42	Deadline for students to pick module options for resits	Students	TBC, but expected to be Friday 22nd July 2022. (If confirmed, all dates below will also be confirmed)
43	Data imported from ESIS to CMIS for September resit exams	Exams Office	TBC, but expected to be Monday 25th July 2022
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 26th July 2022

43	Check individual needs students have been imported correctly for September resit exams and manually amend CMIS sub-groupings if required	Exams Office	TBC, but expected to be Tuesday 26 th July 2022
43	Send SWIS a list of exams requiring scribes – if necessary for online exams.	Exams Office	TBC, but expected to be Tuesday 26 th July 2022
44	<p>PROPOSED AMENDMENT TO PROCESS – NOT CONFIRMED</p> <p>Departments to upload papers for FASER-based exams to an Exams Office central Box folder (not directly to FASER) for checking by Exams Office (for resit period only). Proposed that Exams Office do the upload of the checked papers to FASER for resit period only. This change in process is subject to LTT being able to grant the Exams Office the appropriate permissions and provide training.</p> <p>The change is required as the current process does not provide enough time for exam papers to be checked after uploading to FASER. This problem only exists for the resit period.</p>	Departmental Manager/ Exams Officer	<p>PROPOSED</p> <p>TBC, but expected to be Monday 1st August 2022 if this amendment to process is confirmed</p> <p>This date has been deliberately chosen to be a few days after the “constraints” document has been issued, as that serves as a prompt to departments about which papers the Exams Office are expecting.</p> <p>Note to Exams Office colleagues: please let me know about any concerns. TB</p>
44-46	<p>PROPOSED AMENDMENT TO PROCESS – NOT CONFIRMED</p> <p>Exams Office to check papers for FASER exams uploaded to Box and then upload checked papers to FASER.</p>	Exams Office	<p>PROPOSED</p> <p>TBC, but expected to be Monday 1st August 2022 – Friday 19th August 2022</p> <p>Note to Exams Office colleagues: please let me know about any concerns. TB</p>
44	Seat students/test online timetables for September resit exams	Exams Office	TBC, but expected to be Tuesday 2 nd August 2022
44	Publish student timetable for September resit exams (include upload to web / open online timetables / versions for SU, LTT and Disability and Wellbeing teams).	Exams Office	TBC, but expected to be Wednesday 3 rd August 2022, 3pm

44	Final timetable circulated to Departments, Estates, SWIS, IT teams	Exams Office	TBC, but expected to be Wednesday 3 rd August 2022, 5pm
44	Request departmental contact numbers/email addresses etc. of relevant staff to contact in case of exam paper queries during the running of the Christmas Vacation (January) and Study Abroad exams	Exams Office	TBC, but expected to be Wednesday 3 rd August 2022 (requested when final timetable circulated to Departments)
44-45	LTT to set up exam shells on FASER and Moodle ready for departments to upload online exam papers.	LTT	TBC, but expected to be Thursday 4 th August 2022 – Wednesday 10 th August 2022 *If this is completed sooner, notify departments so they can start uploading papers sooner
45	<p>IF THE ABOVE AMENDMENT TO PROCESS IS CONFIRMED:</p> <p>Departments to set up exam questions on Moodle for the September Resit exams</p> <p>IF THE ABOVE AMENDMENT TO PROCESS IS NOT CONFIRMED:</p> <p>Departments to upload their exam papers to FASER and set up exam questions on Moodle for the September Resit exams</p>	Departmental Manager/ Exams Officer	TBC, but expected to be from Thursday 11 th August 2022 – Wednesday 17 th August 2022
45-50	<p>IF THE ABOVE AMENDMENT TO PROCESS IS CONFIRMED:</p> <p>Exams Office checks exam questions on Moodle</p> <p>IF THE ABOVE AMENDMENT TO PROCESS IS NOT CONFIRMED:</p> <p>Exams Office checks exam papers on FASER and exam questions on Moodle</p>	Exams Office	<p>TBC, but expected to be from Thursday 11th August 2022 until complete.</p> <p>This is not achievable for the Exams Office, so an alternative process amendment will be sought if the proposed one is rejected</p>
47	Generate resit invoices and email students	Exams Office	TBC, but expected to be from Monday 22 nd August 2022

47-50	Resit Examinations		<p>TBC (dependent on reassessment volumes)</p> <p>Worst case scenario: Monday 22nd August 2022 – Friday 16th September 2022 (including Saturdays if scheduling demands)</p> <p>Most likely scenario: Friday 26th August 2022 (day after coursework resubmission deadline) – Wednesday 14th September 2022 (including Saturdays if scheduling demands)</p>
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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>.