



**THE UNIVERSITY
OF THE
WEST INDIES**

MONA CAMPUS

CALENDAR
FOR EXAMINATIONS
2010/2011

**TEACHING
STAFF**



THE UNIVERSITY OF THE WEST INDIES
CALENDAR FOR EXAMINATIONS 2010/2011
TEACHING STAFF

DATE	EVENT	CAVE HILL	MONA	ST. AUGUSTINE	OPEN CAMPUS
AUGUST 2010					
August 3	Proficiency Test in English		■		
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	■		■	
August 17 – 20	MB BS Phases 1A, 1B & 1C Repeat Examinations			■	
	Campus Examiners' Meetings	■	■	■	■
August 19	Proficiency Test in English			■	
August 24	Campus Committee on Examinations Special meeting	■			
August 26	Repeat MBBS Phases 1A, 1B & 1C Examiners' Meeting			■	
August 29	SEMESTER I BEGINS (including Centre for Hotel & Tourism Management)	■	■	■	■
August 30 – September 4	REGISTRATION WEEK	■	■	■	■

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DATE	EVENT	CAVE HILL	MONA	ST. AUGUSTINE	OPEN CAMPUS
SEPTEMBER 2010					
September 3	MATRICULATION & WELCOME CEREMONY	■			
September 6	Principal's Address to Students			■	
September 6	TEACHING BEGINS (incl. Weekend Programme at Mona)	■	■	■	■
September 9	MATRICULATION & WELCOME CEREMONY – 4:00 P.M.		■		
September 16	MATRICULATION & WELCOME CEREMONY			■	
September 24	Publication of Draft Semester I Examinations Time Table (Including Centre for Hotel & Tourism Management)	■	■	■	■

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DATE	EVENT	CAVE HILL	MONA	ST. AUGUSTINE	OPEN CAMPUS
OCTOBER 2010					
October 4	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 14	Proficiency Test in English (SALCC, CFB, STVG)			■	
October 16	GRADUATION CEREMONY P.M (Grenada)				■
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 23	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.			■	
October 30	GRADUATION CEREMONIES A.M. and P.M.			■	

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DATE	EVENT	CAVE HILL	MONA	ST. AUGUSTINE	OPEN CAMPUS
NOVEMBER 2010					
November 2 – 4	Repeat DDS Phase II Final Examinations			■	
November 5	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 6	GRADUATION CEREMONIES A.M and P.M.		■		
November 8	Examination Schedule available Online by Registries	■	■	■	
November 8 –12	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 9 – 18	Repeat MBBS Phase II, Stage II (including Bahamas)	■	■	■	
November 11	Repeat DDS Phase II Final Examiners Meeting			■	
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		■		

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DATE	EVENT	CAVE HILL	MONA	ST. AUGUSTINE	OPEN CAMPUS
November 15	Deadline for students to notify the relevant Registry of discrepancies in registration	■			■
	Submission Deadline for Mid-Semester results				■
November 18	Briefing Session for Invigilators			■	■
November 19	Deadline for First Examiners to go to Registry to scrutinize the FINAL VERSION of question papers.				■
November 22	Briefing Session for Invigilators	■			
November 26	Proficiency Test in English				■
November 29 – December 2	Deadline for First Examiners to go to Registry to scrutinise the FINAL VERSION of question papers.		■	■	

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DATE		EVENT	CAVE HILL	MONA	ST. AUGUSTINE	OPEN CAMPUS
DECEMBER 2010						
December 3	Proficiency Test in English			■		
	TEACHING ENDS		■	■	■	■
December 4	TEACHING ENDS (Weekend Programme)			■		
December 6	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		■	■	■	■

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DATE	EVENT	CAVE HILL	MONA	ST. AUGUSTINE	OPEN CAMPUS
2011					
JANUARY 2011					
3 rd week in January 2011	Special Meetings of Campus Committees on Examinations, if necessary	■	■	■	■
January 7	Deadline for First Examiner/Primary Examiner to enter marks in gradebook, where applicable.	■	■	■	■
January 11 – 13	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 17 – 21	Campus Examiners' Meetings	■	■	■	■
January 23	SEMESTER II BEGINS	■	■	■	■
January 24	Deadline for publication of Semester I Results	■	■	■	■
January 24	TEACHING BEGINS	■	■	■	■
January 25	CHTM University Board of Examiners' Meeting (Deans and Registry, Mona)		■		
January 28	Deadline date for submission of Mid Semester Question Papers				■

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DATE	EVENT	CAVE HILL	MONA	ST. AUGUSTINE	OPEN CAMPUS
FEBRUARY 2011					
February 4	Proficiency Test in English		■		
February 10	Grade Book Opens for entry of Semester II marks	■	■	■	■
February 10	Proficiency Test in English			■	
February 13	Commemoration Service – 9.00A.M.		■		
February 21	Publication of Draft Semester II Examinations Time Table	■	■	■	■
February 24	Proficiency Test in English	■			

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DATE	EVENT	CAVE HILL	MONA	ST. AUGUSTINE	OPEN CAMPUS
MARCH 2011					
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 7 - 11	Mid-Semester Examinations Open Campus and CHTM		■		■
March 11	Proficiency Test in English		■	■	
March 18	Proficiency Test in English				■
March 25	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 – April 1	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))	■			
March 30	Online Examination Schedule Available by Registries: Mona, St. Augustiine and Open Campus		■	■	■

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DATE	EVENT	CAVE HILL	MONA	ST. AUGUSTINE	OPEN CAMPUS
APRIL 2011					
April 6	Deadline for students to notify Registry of discrepancies in registration information on Examination Cards/Examination Schedule	■	■	■	■
April 11	Briefing Session for Invigilators by SAR/AR (Examinations)	■	■		■
April 17	Valedictory Service		■		
April 18	Briefing Session for Invigilators by SAR/AR (Examinations)			■	
April 19	Deadline for First Examiners to scrutinise FINAL VERSION of question papers at the relevant Registry.	■	■	■	■
April 21	Proficiency Test in English		■		
	TEACHING ENDS		■		
April 22	TEACHING ENDS	■		■	■
	Proficiency Test in English		■		
April 23	TEACHING ENDS (Weekend Programme)		■		
April 25	SEMESTER II EXAMINATIONS BEGIN	■	■	■	■
April 25 – 29	Phase IB, Phase II (Part I) and Phase II Final Dentistry Examinations			■	

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DATE	EVENT	CAVE HILL	MONA	ST. AUGUSTINE	OPEN CAMPUS
MAY 2011					
May 9	Phase II/Stage II Examinations, Mona, St Augustine, Cave Hill and Bahamas	■	■	■	
May 13	SEMESTER II EXAMINATIONS ENDS	■	■	■	■
	SEMESTER II ENDS	■	■	■	■
	Phase IB, Phase II (Part I) and Phase II Final Dentistry Examiners' Meeting.			■	
May 16	SUMMER SCHOOL BEGINS (N.B All Summer school examination question papers must be lodged in the Registry by this date).			■	
May 26	Special meeting of Campus Committee on Examinations	■			
May 27	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	■	■	■	■
May 30	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 31	Faculties to hold meetings to discuss medical certificates and other special cases submitted through the Registries	■			

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DATE	EVENT	CAVE HILL	MONA	ST. AUGUSTINE	OPEN CAMPUS
JUNE 2011					
June 1 – 3	Faculties to hold meetings to discuss medical certificates and other special cases submitted through the Registries			■	
June 1	SUMMER SCHOOL BEGINS		■		
June 6 –10	Campus Examiners' Meetings	■	■		
June 8 –10	Campus Examiners' Meetings			■	■
June 10	Phase II/Stage II Board of Examiners Meeting at Cave Hill	■	■	■	
June 13	Grade Book opens for entry of Summer/Supplemental/Resit examinations marks	■	■	■	■
June 20 – 24	Examinations Registrars'/University Examiners' Meetings ALL Faculties except Faculties of Medical Sciences, Engineering and Law held at Mona	■	■	■	■
June 17	Proficiency Test in English		■		
June 27	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 – 31	Mid Semester Examination				■

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JULY 2011					
July 4	Publication of FINAL Supplemental/Summer School/Re-sit Examinations Time Table.	■	■	■	■
	Online Examination Schedule Available by Registries		■	■	■
July 4 – 8	Issuing of Examination Cards by the Registry: Cave Hill	■			
July 9	SUMMER SCHOOL ENDS	■		■	
July 15	SUMMER SCHOOL ENDS		■		■
	Proficiency Test in English				■
July 18 – 29	Summer School/Supplemental/Re-sit Examinations. (N.B. Supplementals for those Faculties whose regulations permit)	■	■	■	■

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AUGUST 2011					
August 3	Proficiency Test in English		■		
August 4	Proficiency Test in English				■
August 10	Submission Deadline for approved Marksheets for Summer and Supplemental Examinations	■	■	■	■
	GradeBook Closes for entry of Summer Examinations marks (where applicable)	■	■	■	
August 16 - 19	Campus Examiners' Meetings	■	■	■	■
August 18	Proficiency Test in English			■	
August 23	Special Meeting of Campus Committee on Examinations	■			
August 26	Publication of Pass Lists for Summer/Supplemental/Re-sit Session	■	■	■	■



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