

NATURAL SCIENCES TRIPOS EXAM ADMIN CALENDAR 2018-19

Approximate Date	Event
October/November	Students Register for Examinations, confirmed by Directors of Studies and checked by Student Registry
November	Nominations for Examiners to reach Educational & Student Policy by division of Michaelmas Term
December/January	Guidance on production of examination papers (including stationery requirements) together with a specimen template sent out by Student Registry
Tuesday 22nd January 2019 at 11.30am	NST Part IA Interim Senior Examiners meeting, Stephenson Seminar Room, Hopkins Building, Dept of Biochemistry
Monday 28th January 2019 at 10am	NST Parts IB, II and III Interim Senior Examiners meeting, Lecture Room 10, Mill Lane Lecture Rooms
Mid-February	Draft examination timetables sent to Chairmen and Senior Examiners by Student Registry
February	Students complete Exam Verification online via CamSIS.
March/April	Lists of candidates can now be downloaded from CamSIS by faculties and departments. NST Secretary to download and send out to Senior Examiners.
First week in April	Final timetables published
April	Examination Warnings for candidates with a Specific Learning Difficulty sent out by Student Registry to Chairmen and Senior Examiners for distribution to Practical Examiners including Examiners of shared papers where appropriate
April	Information on examination process circulated by Student Registry. Information requested on the name(s) of Examiners in attendance at the start of the exam, details of script delivery and stationery requirements
April	Deadline for nominating Assessors is four weeks before the beginning of the examination. Information on payment for Examiners and Assessors should have been circulated previously.
April (mid)	Email from Student Registry with information on class lists and request (deadline usually end of April) for date by which Class List will be delivered to Student Registry (IA, IB Chairs, Part II & III Seniors). More information at: http://www.admin.cam.ac.uk/offices/students/class/index.html
April (late)	Email from Student Registry with information on Grade Rosters. More information at: http://www.admin.cam.ac.uk/offices/students/class/index.html
April, beginning of Easter Term	Students receive a copy of their Entry Confirmation Form (their personal examination timetable plus their Examination Candidate Number) and have access to their timetable via CamSIS. Timetable is published online at: http://www.admin.cam.ac.uk/students/studentregistry/exams/timetable/
April/May	Final versions of examination papers delivered to Reprographics (late April for camera-ready copies, early April for proof), or by at least 2 weeks ahead of the examination for papers produced in Departments). Further information at: http://www.admin.cam.ac.uk/students/studentregistry/staff/exams/examiners/index.html
June	Before the Final Meetings, Senior Examiners to provide a report on the subject process to the NST Secretary and Chair.
Monday 17h June 2019 at 10am	Deadline for Part IB Examination results to reach NST Administrator, 17 Mill Lane
Wednesday 19th June 2019 at 10am	NST Part IB Final Senior Examiners' meeting, Seminar Room G, 17 Mill Lane
Friday 21st June 2019 at 10am	Physical Sciences Final Meeting, Seminar Room B, 17 Mill Lane
Monday 24th June 2019 at 10am	Deadline for Part IA Examination results to reach NST Administrator, 17 Mill Lane
Thursday 27th June 2019 at 3pm	Biological Departments Part II Allocation Meeting, Meeting Room A, 17 Mill Lane
Friday 28th June 2019 at 10am	NST Part IA Final Senior Examiners' meeting, Stephenson Seminar Room, Hopkins Building, Dept of Biochemistry
June/July	Submission of Grade Rosters to Student Registry
June/July	Senior Examiners for Parts II & III send copies of final subject markbook to NST Administrator for incorporation into Markbooks to be sent to Colleges, and also send copies of their subject report to enable preparation of the Chairman's report.
June	Part IA and Part IB College Markbooks sent to Colleges and Departments