

**NATURAL SCIENCES TRIPOS EXAM ADMIN CALENDAR 2019-20**

<b>Approximate Date</b>	<b>Event</b>
October/November	Students Register for Examinations, confirmed by Directors of Studies and checked by Student Registry
November	Nominations for Examiners to reach Education Quality & 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
<b>Tuesday 21st January 2020 at 2pm</b>	<b>NST Part IA Interim Senior Examiners meeting, CG18 Student Services Centre</b>
<b>Tuesday 28th January 2020 at 10am</b>	<b>NST Parts IB, II and III Interim Senior Examiners meeting, AG03C Student Services Centre</b>
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 Chairs 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: <a href="http://www.admin.cam.ac.uk/offices/students/class/index.html">http://www.admin.cam.ac.uk/offices/students/class/index.html</a>
April (late)	Email from Student Registry with information on Grade Rosters. More information at: <a href="http://www.admin.cam.ac.uk/offices/students/class/index.html">http://www.admin.cam.ac.uk/offices/students/class/index.html</a>
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: <a href="http://www.admin.cam.ac.uk/students/studentregistry/exams/timetable/">http://www.admin.cam.ac.uk/students/studentregistry/exams/timetable/</a>
April/May	Final versions of examination papers delivered to Reprographics ( <b>late April for camera-ready copies, early April for proof</b> ), or by at least 2 weeks ahead of the examination for papers produced in Departments). Further information at: <a href="http://www.admin.cam.ac.uk/students/studentregistry/staff/exams/examiners/index.html">http://www.admin.cam.ac.uk/students/studentregistry/staff/exams/examiners/index.html</a>
June	Before the Final Meetings, Senior Examiners to provide a report on the subject process to the NST Secretary and Chair.
<b>Monday 15th June 2020 at 10am</b>	<b>Deadline for Part IB Examination results to reach NST Administrator, Student Services Centre</b>
<b>Wednesday 17th June 2020 at 10am</b>	<b>NST Part IB Final Senior Examiners' meeting, CG18, Student Services Centre</b>
<b>Friday 19th June 2020 at 10am</b>	<b>Physical Sciences Final Meeting, CG18, Student Services Centre</b>
<b>Monday 22nd June 2020 at 10am</b>	<b>Deadline for Part IA Examination results to reach NST Administrator, Student Services Centre</b>
<b>Thursday 25th June 2020 at 2pm</b>	<b>Biological Departments Part II Allocation Meeting, Meeting Room A, Student Services Centre</b>
<b>Wednesday 24th June 2020 at 11am</b>	<b>NST Part IA Final Senior Examiners' meeting, CG18 Student Services Centre</b>
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 the college markbooks and also send copies of their subject report to enable preparation of the Chair's report.
June/July	Part IA and Part IB College Markbooks sent to Colleges and Departments