**Final Exam Paper Timeline**

There are two timelines given below, one if for Autumn only half units and the other is for Spring half units and full units. The aim is to even out the amount of checking and to allow issues to be addressed in good time before the papers are sent to the Externals for their comments chasing involved for Admin staff and the Chair.

Autumn Only Courses

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| --- | --- | --- |
| **Stage**  | **When** | **What**  |
| Submission of Exam papers  | End of week 3 in December (20th) | Autumn only Half Units |
| Pairing | Week 1 February | Pairing check of all exam papers |
| Scrutiny | Mid-February | Full Units & Spring only half units |
| Externals | Week 4 February | Papers sent to Externals for scrutiny |

Spring & Full Units

|  |  |  |
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| **Stage**  | **When** | **What**  |
| Submission of Exam papers | End of week 4 in January (28th) | Full Units |
| Submission of Exam papers | End of week 4 in January (28th) | Spring only half units |
| Pairing | Week 1 February | Pairing check of all exam papers |
| Scrutiny | Mid-February | Full Units & Spring only half units |
| Externals | Week 4 February | Papers sent to Externals for scrutiny |

The main scrutiny stage will include the paper author being asked to attend a 30 minute meeting on a Wednesday afternoon in mid-January or mid-February.

Resit Papers - UG & PG

Resit papers for all Year 1, Year 2 and MSc courses must be submitted with the main exam paper in December/January to ensure that all resit papers are subjected to the same level of checking and scrutiny as the main exam papers.. this will also ensure that Externals are bothered by last minute ad-hoc requests to approve papers during their summer break.

LaTex

J.P. wil be responsible for making slight corrections and inserting charts and diagrams into LaTex documents where the author requires assistance. Paper authors will still be required to make significant changes , including corrections to equations and formulas.