

**IMPORTANT DATES & SUBMISSION OF MARKS
SEMESTER II, 2015/2016**

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1. IMPORTANT DATES FOR UHB/ULAB/ULAM/FOREIGN LANGUAGE COURSES

No	ACTIVITY	ACTION(S) BY	IMPORTANT DATES	REMARK
1	Final Examinations Period	ALL STAFF	5/6-25/6 (3 weeks)	
2	AWAL RAMADHAN	ALL INSTRUCTORS	6/6	Public Holiday
3	FINAL EXAMINATIONS for ULAB/UHB Courses	ALL STAFF	8/6	
4	Emailing of Answer Keys to LAJB & LAKL instructors	ULAB1122 & 2122 COORDINATORS	Immediately after the exam	
5	Standardised marking for ULAB3122	ULAB3122 COORDINATOR & INSTRUCTORS	9/6	<ul style="list-style-type: none"> • Could also take place on other day. • Sample marked scripts will be shared with LAKL Programme Coordinator
6	Marking Test Scripts, Keying in marks in AIMS, Keying in marks in OBE, Preparing <i>Borang Pelajar Gagal/Bermasalah</i> etc.	ALL INSTRUCTORS	9/6-18/6 (10 DAYS)	
7	Display Grades (online) <i>Senarai Tampil</i>	ALL INSTRUCTORS	5 JUNE-28 JUNE	
8	Submission of Appeal on Exam Marks	STUDENTS → INSTRUCTORS	5 JUNE-30 JUNE	
9	SUBMISSION OF MARKS & RELEVANT DOCUMENTS	ALL INSTRUCTORS → COURSE COORDINATORS	19 JUNE (SUNDAY)	<ul style="list-style-type: none"> • LAKL Programme Coordinator will email all documents to LAJB Course Coordinators by the deadline • Any changes to marks in AIMS and OBE after this date must be done with the knowledge and approval of the Course Coordinator
10	Preparation of P2 & Overall <i>Borang Pelajar Gagal/Bermasalah</i> (The report will not include changes based on appeals made).	COURSE COMMITTEES	20/6- 22/6 (3 days)	
11	Meeting Between Course Coordinators and TD to Finalise Reports	COURSE COORDINATORS, PAUG, KJ, TD, & TP	23/6	<ul style="list-style-type: none"> • Tentative • Course Coordinators will bring the softcopy and 5 hardcopies of P2, P3, & P4 to the meeting on 14 Jan • Course Coordinators will submit the softcopy of the amended documents to Pn Munirah asap
12	JKA Meeting to Endorse Results. LAKL will send a representative	COURSE COORDINATORS & JKA MEMBERS	27/6-30/6	<ul style="list-style-type: none"> • Tentative • Pn Munirah will print and prepare enough bound copies for the JKA meeting using the softcopies submitted • Course Coordinators will submit the

				softcopy of the amended documents to Pn Munirah (Cc to PAUG) within two days after the JKA meeting. Pn Munirah will make preparations for the JKTS meeting
13	Submission of revised exam marks after appeal	INSTRUCTORS → COURSE COORDINATORS	WEEK 21	
14	HARI RAYA AIDILFITRI	ALL INSTRUCTORS	7-8/7	Public Holidays
15	JKTS Meeting on Examination Results for UG	ALL INSTRUCTORS	26-28/7	Tentative
16	Announcement of exam results by faculty	OTHER FACULTIES	30/7	
17	Special Exam Period (if any)	Dean, TD, TP, PAUG, Testing Committee, Course Coordinator, & En Redhuwan	31/7 – 12/8	
18	JKTS Meeting on Special Exam Results	TD, TP, PAUG. Head of Vetting, Course Coordinators & En Redhuwan		
19	Reveal Special Exam Results	TD & TP		
20	Registration for new semester	PAUG, CC, TP, TD	31 AUGUST – 2 SEPT	

2. IMPORTANT DATES: NO LEAVE (EXCEPT FOR EMERGENCY. T&C APPLY):

DATE	STAFF	REASONS	REMARKS
8/6 (WED)	ALL STAFF	FINAL EXAMINATIONS for ULAB/UHB Courses	
9/6 (THUR)	ULAB3122 INSTRUCTORS	Standardised marking for ULAB3122	This could also take place on other day since there are only two instructors teaching in LAJB. The sample scripts marked will be shared by Pn Linda (Acting Coordinator) with LAKL
20/6 (MON) - 22/6 (WED)	COURSE COMMITTEES	Preparation of OVERALL TALLY SHEETS, <i>Borang Pelajar Gagah/Bermasalah</i>	Tentative
23/6 (THUR)	COURSE COORDINATORS	Meeting Between Course Coordinators and TD to Finalise Reports	Tentative
27/6 (MON) -30/6 (THUR)	COURSE COORDINATORS & JKA MEMBERS	JKA Meeting to Endorse Results	Tentative
27/7 (WED)-28/7 (THUR)	ALL ULAB/ULAM/FOREIGN LANGUAGE INSTRUCTORS	JKTS Meeting on Examination Results for UG	Tentative. Be on standby. Mobile phone on.

**3. SUBMISSION OF MARKS & RELATED DOCUMENTS FOR ALL UG COURSES ON
19 JUNE 2016**

No.	Document	Hardcopy	Softcopy
1.	Attendance Sheets	COMPULSORY	NO
2.	AIMS printout	COMPULSORY	NO
3.	AIMS analysis	COMPULSORY	NO
4.	OBE printouts (2 copies each): a. Step 9 of OBE b. Step 10 of OBE	COMPULSORY • 1 copy for the course committee • 1 copy for PAUG	NO
5.	Failure/Problem Overview Form	COMPULSORY	Only if there are failures/ problems
6.	P3 Form	NO Except if there are failures	Only if there are failures
7.	P4 Form	NO Except if there are problems/TD/TS	Only if there are problems/TD/TS

Note:

1. As decided on 19 Jan 2015, **LAKL Programme Coordinator** will also submit the marks and related documents for ULAB1122, ULAB2122, and foreign language courses to the respective course coordinators **by the deadline given to LAJB instructors**
2. P3 – Cite the **dates and the reference numbers** for *Barred from Taking the Final Exam or Zero Mark for Coursework for Courses with No Final Exam* letters if you have failed students due to attendance.
3. P4 – For **Date Contacted/ Tarikh Dihubungi**, name the person contacted and describe the issues and sequence of events, if any.
4. CRR – As decided in the JKA meeting on 20 April 2016, **LA will no longer prepare the CRR**. All faculties will be advised to retrieve information regarding their students and programmes from OBE.

Thank You

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31 May 2016