

IMPORTANT DATES & SUBMISSION OF MARKS
SEMESTER I, 2016/2017
(edited on 26/12)

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**1. IMPORTANT DATES FOR UHB/ULAB/ULAM/FOREIGN LANGUAGE COURSES
(edited on 26/12)**

No	ACTIVITY	ACTION(S) BY	IMPORTANT DATES	REMARK
1	FINAL EXAMINATIONS PERIOD	ALL STAFF	26/12-12/1 (JB) 27/12-13/1 (KL) (3 weeks)	
2	KEY IN COURSE WORK MARKS IN AIMSWEB	ALL INSTRUCTORS	26-27/12	
3	FINAL EXAMINATIONS for ULAB/UHB Courses	ALL STAFF	28/12 (Wed)	
4	EMAILING OF ANSWER KEYS TO LAJB & LAKL INSTRUCTORS	ULAB1122 & 2122 COORDINATORS	Immediately after the exam	
5	FINALISE COURSE GRADES: a. Mark Test Scripts b. Key in marks in OBE/Prepare OBE Marksheet c. Prepare OBE Course Analysis Review (CAR) d. Key in marks in AIMSWEB e. Prepare Failure/Problem Overview Form f. Prepare P3 Form i. only if there are failures ie Grade D and below ii. cite the dates and the reference numbers for <i>Barred from Taking the Final Exam</i> or <i>Zero Mark for Coursework for Courses with No Final Exam</i> letters if you have failed students due to attendance g. Prepare P4 Form i. only if there are problems ii. for Date Contacted/ <i>Tarikh Dihubungi</i> , please name the person contacted and describe the issues and sequence of events, if any	ALL ULAB/ULAM/FOREIGN LANGUAGE INSTRUCTORS	29/12-7/1 (10 DAYS)	
6	DISPLAY GRADES (ONLINE) <i>SENARAI TAMPAL</i>	ALL INSTRUCTORS	26/12-15/1 (JB) 27/12-16/1 (KL)	
7	SUBMISSION OF APPEAL ON EXAM MARKS	STUDENTS → INSTRUCTORS	26/12-16/1 (JB) 27/12-17/1 (KL)	

Note:

1. It was decided on 19 Jan 2015 that LAKL UG Programme Coordinator would have to submit (via email) the marks and related documents for ULAB/ULAM/Foreign Language courses to the respective Course Coordinators by the deadline given to LAJB Language Instructors. Therefore, it is important that all LAKL Language Instructors submit their documents to the LAKL UG Programme Coordinator by the deadline.
2. It was decided in the JKA meeting on 28 June 2016 that LAKL UG Programme Coordinator would have to prepare the P2 Form for ULAB/ULAM/Foreign Language courses and email the softcopy to the respective Course Coordinators in LAJB. The respective Course Coordinators will have to combine the data from LAKL P2 Form with their own P2 Form data for the JKA presentation.

8	<p>SUBMISSION OF MARKS & RELEVANT DOCUMENTS:</p> <p>a. Attendance Sheets – compulsory, hardcopy</p> <p>b. AIMS printout – compulsory, hardcopy</p> <p>c. AIMS analysis – compulsory, hardcopy</p> <p>d. OBE Marksheet (step 9) – compulsory, hardcopy</p> <p>i. 1 copy to be submitted to PAUG</p> <p>ii. 1 copy to be submitted to the course committee</p> <p>e. OBE Course Analysis Review (CAR-step 10) – compulsory, hardcopy</p> <p>i. 1 copy to be submitted to PAUG</p> <p>ii. 1 copy to be submitted to the course committee</p> <p>f. Failure/Problem Overview Form – compulsory, hardcopy, softcopy is only required if there are reported failures/problems</p> <p>g. P3 Form – only compulsory if there are failures, hardcopy + softcopy</p> <p>h. P4 Form – only compulsory if there are problems, hardcopy + softcopy</p>	ALL INSTRUCTORS → COURSE COORDINATORS	<p>8/1 (SUNDAY)</p> <ul style="list-style-type: none"> LAJB @ Digital Language Lab A from 11 am till 1 pm 	<ul style="list-style-type: none"> LAKL UG Instructors will have to submit all documents to LAKL UG Programme Coordinator by 8/1/2016* LAKL UG Programme Coordinator will have to scan and email the documents to LAJB Course Coordinators by 9/1/2017* Any changes to marks in AIMS and OBE after this date must be done with the knowledge and approval of the Course Coordinator & PAUG and by 15/1/2017
9	<p>PREPARATION OF REPORTS FOR JKA MEETING:</p> <p>a. P2 Form ie Distribution of grades according to faculties, using data from AIMS. Please ask En Redhuwan to print the statistics</p> <p>b. P3 Form -- Overall Failures from all faculties in one form</p> <p>c. P4 Form – Overall Problems from all faculties in one form</p>	COURSE COMMITTEES (ULAB/ULAM/ FOREIGN LANGUAGE)	9/1-11/1 (3 days)	<ul style="list-style-type: none"> LAKL UG Programme Coordinator will have to prepare the P2 Form for ULAB/ULAM/ Foreign Language Courses in LAKL and email the softcopy to the respective Course Coordinator in JB by 9/1/2017* The reports will not include changes to grade based on appeals made after the JKA meeting
10	MEETING BETWEEN COURSE COORDINATORS AND TD TO FINALISE REPORTS	COURSE COORDINATORS, PAUG, KJ, TD, & TP	<p>12/1</p> <p>Note: Pn Munirah will have to confirm the date</p>	<ul style="list-style-type: none"> Tentative Course Coordinators will bring the softcopy and 5 hardcopies of P2, P3, & P4 to the meeting on 12/1 Course Coordinators will submit the softcopy of the amended documents to Pn Munirah asap after the meeting

3. It was decided in the JKA meeting on 20 April 2016 that LA would no longer prepare the CRR. All faculties will be advised to retrieve information regarding their students and programmes from OBE.

11	JKA MEETING TO ENDORSE RESULTS. LAKL WILL SEND A REPRESENTATIVE	COURSE COORDINATORS & JKA MEMBERS	Between 16-19/1 Note: Pn Munirah will have to confirm the date	<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
12	FINAL DATE FOR SUBMITTING REVISED EXAM MARKS AFTER APPEAL TO AMD	INSTRUCTORS → COURSE COORDINATORS → TP/PAUG		
13	JKTS MEETING ON EXAMINATION RESULTS FOR UG	ALL INSTRUCTORS	2-4/2	• Tentative
14	ANNOUNCEMENT OF EXAM RESULTS BY FACULTIES	OTHER FACULTIES	8/2 (JB) 9/2 (KL)	
15	SPECIAL EXAM PERIOD (IF ANY)	DEAN, TD, TP, PAUG, TESTING COMMITTEE, COURSE COORDINATOR, & En Redhuwan	12-23/2 (JB) 13-24/2 (KL)	
16	SPECIAL EXAM RESULT SLIPS ISSUED	TD & TP	9/3	
17	PRE-REGISTRATION PERIOD FOR 2016/2017-2	PAUG, CC, TP, TD	4-15/12 (JB) 5-16/12 (KL)	
18	REGISTRATION PERIOD FOR 2016/2017-2	PAUG, CC, TP, TD	8-9/2	
19	LECTURES: FIRST HALF	ALL INSTRUCTORS	13/2-30/3 (JB) 13/2-31/3 (KL) 20(7 WEEKS)	
20	LECTURES: SECOND HALF	ALL INSTRUCTORS	9/4-25/5 (JB) 10/4-25/5 (KL) (7 WEEKS)	

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

DATE	STAFF	REASONS	REMARKS
28/12 (WED)	ALL LANGUAGE ACADEMY STAFF (EXCEPT THOSE NOT ON DUTY)	FINAL EXAMINATIONS FOR ULAB/UHB COURSES	
9-11/1 (MON-WED)	COURSE COMMITTEES	PREPARATION OF P2, P3, & P4 FORMS	
12/1 (THUR)	COURSE COORDINATORS, PAUG, KJ, TD, & TP	MEETING BETWEEN COURSE COORDINATORS AND TD TO FINALISE REPORTS	TENTATIVE

16-19/1 (MON-THUR)	COURSE COORDINATORS & JKA MEMBERS	JKA MEETING TO ENDORSE RESULTS	TENTATIVE
2-4/2 (THUR-SAT)	ALL ULAB/ULAM/FOREIGN LANGUAGE INSTRUCTORS	JKTS MEETING ON EXAMINATION RESULTS FOR UG	TENTATIVE. BE ON STANDBY. MOBILE PHONE ON.

Thank You

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