



ABDULRAHMAN AL-SUMAIT UNIVERSITY
FIRST SEMESTER FINAL EXAMINATIONS 2019/2020
SCHEDULE AND DEADLINES

DATE	ACTIVITY	RESPONSIBLE
20 th Dec. 2019	Course allocation	HoDs
22 ND Dec. 2019	First Session Examinations Timetable (First Draft)	Examination Office
27 th Dec. 2019	Deadline for Course allocation	HoDs
	Final Examinations Time table displayed.	Examination Office
28 th Dec. 2019	Students Training on how to use STAR	Examination Office
	Students registration of courses	Students
02 nd Jan. 2020	Submission of 1 st and 2 nd Round Examinations papers with marking scheme starts.	HoDs
09 TH Jan. 2020	Deadline for submitting final versions of Examination papers.	HoDs
	Deadline of Students registration course	Students
14 th Jan. 2020	Internal moderation of Examination papers starts	HoDs
20 th Jan. 2020	External moderation of Examination papers starts	HoDs
28 RD Jan. 2020	Submission of Examinations papers from HoDs to examinations Office.	Examination Committee
04 TH Feb. 2020	Photocopying examination papers starts.	Exams Committee
12 TH Feb. 2020	Deadline to upload course work	Internal Examiners.
14 TH Feb. 2020	General meeting between SUMAIT Management and Invigilators and Students	SUMAIT Management
19 TH Feb. 2020	Beginning of First Round Final Examinations.	Exams Office
	Internal marking begins.	Internal Examiners.
	Submission of marked Answer books begins.	Internal Examiners.
29 th March. 2020	End of 1 st Semester Final Examinations	Exams Office
10TH March 2020	Deadline for uploading and submitting Results.	HoDs
19 st March 2020	Cross checking of examinations results	Exams Committee
	Departmental meeting	Members of Dep.
24 th March 2020	Examinations Board Meeting	Board members.
	Announcement of First Round examinations results	Exams Office
31 TH March 2020	Senate Meeting	Senate members.
06 th April	Beginning of Second Round Examination	Exams Office
	Internal marking begins.	Internal Examiners.
16 th April 2020	Deadline for uploading and submitting Second Round Results.	Internal Examiners.
28 th April 2020	Examinations Board Meeting	Board members.
	Announcement of First Session examinations results	Exams Office

Ag. Head Examinations Office
Cc. Deans of Faculties
Cc. HoDs

DVC (ARC)

Mr. Ali Said Sunkar Prof. Msafiri Mshewa

Head, Examinations Office

Ag. Deputy Vice Chancellor (Academic)

CC: HoDs