

## Section 3 Key dates

### 3.1 Scope

- 3.1.1 Validated partner organisations and franchise partner organisations are expected to adhere to the School Assessment Board timings published by the University to ensure that results and recommendations are presented at the Progress and Award Examination Panel in a timely manner.

### 3.2 Academic dates

- 3.2.1 For key dates for the academic year, examination periods and the semester/term calendar, please visit our [key academic dates page](#).
- 3.2.2 The School Assessment Panel and the School Assessment Board dates and times are finalised annually in consultation with each School by Registry in late autumn. Once finalised the Programme Administration and Support Service (PASS) must issue an online calendar invitation for each meeting to notify all academic staff and external examiners of the dates, times and locations.

### 3.3 Assessment dates

- 3.3.1 Information about the setting and publication of assessment dates is found in [section 11.5](#).

### 3.4 External examiner report dates

- 3.4.1 External examiners are required to submit their annual reports by no later than **1 August** annually for undergraduate reports and by **1 November** for postgraduate reports (see [section 49](#)).