



SEPT - DEC 2017 ZETECH UNIVERSITY DIPLOMA SEMESTER SCHEDULE

PERIOD	DATES	ACTIVITY
WEEK 1	28th August 2017 – 1st Sept, 2017	Opening Day 28th August 2017 Commencement of lectures. New students Orientation TRC 28th and 29th August.
WEEK 2	4th Sept, 2017 – 8th Sept, 2017	Classes/ Calling for draft exam. Processing of provisional pass lists and consolidation. Faculty Moderation of marks
WEEK 3	11th Sept, 2017 – 15th Sept, 2017	Classes/ Setting of Draft Exams/ University Education Board Meeting

WEEK 4	18th Sept, 2017 – 22nd Sept, 2017	Assignment 1/ Submission of draft examinations to the HOD Unit Registration.
WEEK 5	25th Sept, 2017 - 29th Sept, 2017	Internal Moderation of Draft Examinations Classes / Close of intake/ Submission of moderated draft papers to Exam office by HOD.
WEEK 6	2nd Oct, 2017 – 6th Oct, 2017	CAT I /External Moderation of Drafts/ Release of previous semester exams/ Printing of results.
WEEK 7	9th Oct, 2017 – 13th Oct, 2017	Classes/ Issuance of results.
WEEK 8	16th Oct, 2017 – 20th Oct, 2017	Assignment II/ external Moderation of draft exams.
WEEK 9	23rd Oct, 2017 – 27th Oct, 2017	Classes Receiving of external moderation reports
WEEK 10	30th Oct 2017- 3rd Nov 2017	Classes/ Proof reading of exams Release of Examination Timetable.
WEEK 11	6th Nov 2017- 10th Nov 2017	CAT2.
WEEK 12	13th Nov 2017- 17th Nov 2017	Classes / Printing of exams/ Packaging.
WEEK 13	20th Nov 2017- 24th Nov 2017	Final Examination
WEEK 14	27TH Nov 2017- 1ST Dec 2017	Final Examination

Activity	Responsibility	Signature	
Prepared by:	Assistant Registrar		10/04/2017
Approved by:	Registrar Academics		10/04/2017