The Nigerian Society of Engineers

NSE PROFESSIONAL EXAMINATION/INTERVIEW SEPTEMBER 2016 TIME-TABLE

S/No.	September 2016 Session – Normal Route	Start Date	End Date	Action Taken by
1.	Submission of Forms	7/07/2016	19/08/2016	Candidates
2.	CBT training for the Applicants across the branches – online	1st week of August as may be agreed with the CBT Technical firm		Info Tech Unit
3.	Processing of Forms by various Sections	19/07/2016	26/08/2016	Sectional Heads
4.	(a) Online trial mock for the CBT for all accredited candidates (b) Central Vetting of Application Forms by Central Admission with Sectional Sub-Committees	2nd week in August as may be agreed with CBT Firm 1/9/2016	 2/9/2016	Info Tech Unit & CBT Firm Central Admission Desk Officer
5.	Compilation of the Qualified List for Examination	5/9/2016	6/9/2016	Sectional Heads
6.	Submission of Preliminary qualified list to Central Admission Desk Officer	8/9/2016	9/9/2016	Sectional Heads
7.	(a) Contacting all Qualified Candidates for MCPE	25/8/2016	28/8/2016	MCPE Desk Officer
8.	(a) Three (3) Day Mandatory Continuing Professional Education (MCPE) Course for Prospective Corporate Members (1st Phase) (b) Three (3) Day Mandatory Continuing Professional Education (MCPE) Course for Prospective Corporate Members (2nd Phase)	31/8/2016 7/9/2016	2/9/2016 9/9/2016	MCPE Desk Officer
9.	Submission of Full List of Qualified Candidates to Examination Desk Officer	9/9/2016	12/9/2016	Central Admission Desk Officer
10.	Submission of Reports by Candidates to Chief Examiners **(3 Weeks from Date of Contact)**	8/9/2016	16/9/2016	Candidates
11.	Assessment of Technical Report by Chief Examiners	19/9/2016	21/9/2016	Chief Examiners
12.	**Part 1 Examinations:**- Oral Defense of Designs and Technical Report of Candidates **(Candidates are to come along with their Charged LAP TOPS)**	22/9/2016	24/9/2016	Examination Centres
13.	Submission of Part 1 Results Thru E-mail by Chief Examiners (Four Days after Part 1 Exam) to Examination Desk Officer	1/10/2016	4/10/2016	Chief Examiners
14.	Feedback from Examination Desk Officer for Part 1 Results to Central Admission Desk Officer & Sectional Heads	5/10/2016	5/10/2016	Examination Desk Officer
15.	Contacting Successful Part 1 Candidates for Part 2 Examination	6/10/2016	7/10/2016	Sectional Heads
16.	**Part 2 Examinations:**– Written Examinations at Centres (Computer, Objective, & National Essays)	8/10/2016	8/10/2016	Examination Centres
17.	Submission of Candidates Scripts and Assessment Forms to Headquarters by Examination Monitors immediately after the Examinations	8/10/2016	11/10/2016	Examination Monitors
18.	Central Marking by Selected Membership Services Committee & Selected Chief Examiners	13/10/2016	14/10/2016	Examination Desk Officer
19.	Collation of Results	17/10/2016	19/10/2016	Examination Desk Officer
20.	Submission of Results with Candidates' Assessment Forms to Central Admission Desk Officer	20/10/2016	20/10/2016	Examination Desk Officer

21.	Vetting of Results by Membership Services Committee	21/10/2016	21/10/2016	Central Admission Committee
22.	Compilation of Sectional Brief by Sectional Heads	24/10/2016	27/10/2016	Sectional Heads
23.	Submission of Sectional Brief to Membership Service Unit	28/10/2016	28/10/2016	Sectional Heads
24.	Preparation of Brief by Membership Services Unit	31/10/2016	31/10/2016	Membership Service Unit
25.	Vetting of Brief by Membership Services Committee	3/11/2016	3/11/2016	Membership Services Unit
26.	Production of Council Brief	4/11/2016	4/11/2016	Membership Services Unit
27.	Presentation of Brief to Council Meeting	Nov.10 2016 Council	Nov.10 2016 Council	Chairman Membership Services Committee
28.	Preparation of Election Letters by Sectional Heads	14/11/2016	18/11/2016	Sectional Heads
29.	Processing & Submission of verified Candidates' names for production of Certificates to Membership Services Unit	14/11/2016	25/11/2016	Sectional Heads
30.	Processing of the NSE Membership Numbers	14/11/2016	18/11/2016	Membership Services Unit
31.	Preparation and Production of Certificates	1/12/2016	15/12/2016	Membership Services Unit
	September Session (Category C1)			
1.	Submission of Forms for September Interview	4/7/2016	12/8/2016	Candidates
2.	Processing of Forms by Sectional Heads	11/7/2016	19/8/2016	Sectional Heads
3.	Vetting of Application Forms by Central Admission with Examination & Admission Sub-Committees	22/8/2016	24/8/2016	Central Admission Desk Officer
4.	Invitation Letters to Interview to all Candidates	29/8/2016	31/8/2016	Central Admission Desk Officer
5.	Submission of Full List of Qualified Candidates by Central Admission Desk Officer	8/9/2016	9/9/2016	Central Admission Desk Officer
6.	Contact All Qualified Candidates for CoPEEE	29/8/2016	31/8/2016	COPEEE Desk officer
7.	Submission of Reports by Candidates to Examination Desk Officer	1/9/2016	8/9/2016	Candidates
8.	Assessment of Reports by Interview Panel	9/9/2016	15/9/2016	Interview Panel
9.	A 2-Day Continuing Professional Education for Executive Engineers (CoPEEE) for C1 Candidates etc as follows: CoPEEE - at Lagos Centre " at Enugu Centre " at PH Centre " at Abuja Centre	22/9/2016 5/10/2016 5/10/2016 29/9/2016	23/9/2016 6/10/2016 6/10/2016 30/9/2016	COPEEE Desk Officer
10.	C1 Interviews at Centes (Abuja, Lagos, Port Harcourt & Enugu) " - at Lagos Centre - " Enugu Centre - " Port Harcourt - " Abuja Centre -	24/9/2016 7/10/2016 7/10/2016 31/9/2016	24/9/2016 7/10/2016 7/10/2016 31/9/2016	Examination Desk Officer
11.	Submission of Results by Examination Desk Officer to Central Admission Desk Officer	17/10/2016	20/10/2016	Examination Desk Officer
12.	Vetting of Results by Membership Services Committee	21/10/2016	21/10/2016	Central Admission Committee
13.	Collation of Sectional Brief by Sectional Heads	24/10/2016	28/10/2016	Sectional Heads
14.	Preparation of Brief by Membership Services Unit	31/10/2016	31/10/2016	Membership Service Unit
15.	Vetting of Brief by Membership Services Committee	3/11/2016	3/11/2016	Membership Services Unit
16.	Production of Council Brief	4/11/2016	4/11/2016	Membership Services Unit
17.	Presentation of Results to Council Meeting	Nov. 10 2016 Council	Nov.10 2016 Council	Chairman Membership Services Committee

Maureen Obi- Okeke
Central Admission Desk Officer

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Examination Desk Officer