



SUNSHINE PRIVATE COLLEGE

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7 May 2026

Dear Students

Subject: End of lessons, examination preparations, and continuous assessment marks

This letter serves to inform you of the following:

1. The teaching and learning period for the current semester will officially come to an end on Friday, 22 May 2026. Students are therefore encouraged to use the remaining time productively by attending all classes, completing outstanding assignments, and preparing adequately for the forthcoming examinations.
2. The end-of-semester examinations will commence on Monday, 01 June 2026. You are therefore advised to carefully verify your examination timetables to ensure that you are registered for the correct modules and report to the appropriate venues and times for each examination. Any discrepancies noted on the timetable should immediately be reported to the Examination Office (Mr Terry 0813231724 or Ms Jennifer 0814412567) for correction before the examinations begin.
3. You are reminded to confirm that your Continuous Assessment (CA) marks have been correctly captured and uploaded on both Moodle and the SIMS systems. This is important to ensure that all academic records are accurate and complete before examinations commence. If you notice missing or incorrect marks, urgently consult your lecturers for assistance.

Please note that only students who meet the institutional requirements regarding Continuous Assessment will be permitted to sit for examinations.

The Office of the Dean of Studies wishes you success in your final preparations and upcoming examinations.

Yours faithfully,

DEAN OF STUDIES

