

Announcement of Academic Assessment Timetable

Date: [Insert Date]

Dear [Students/Faculty Members],

We are pleased to announce the academic assessment timetable for the upcoming semester. Please find below the schedule for the assessments:

Course Code	Course Title	Date	Time	Duration
[Code 1]	[Course Title 1]	[Date 1]	[Time 1]	[Duration 1]
[Code 2]	[Course Title 2]	[Date 2]	[Time 2]	[Duration 2]

It is important for all students to prepare accordingly and ensure they are present during the assessment periods. Should you have any questions, please do not hesitate to reach out.

Best regards,

[Your Name]

[Your Position]

[Your Institution]