Subject: Important Update: Exams Manager Portal Now Open

Date: Tuesday, 18 February 2025

This email has been circulated to: Head of School, Deans of Programmes, School Head Teaching and Learning, VPs for Teaching and Learning,, School Managers, School Administrators (students), College and School Office Directors, Graduate School Directors, Programme Managers, Programme and Operations Manager, College Administrator - Programmes and Students, Programme Office Administrator, Innovation Academy

CC: UCD Registry

Dear Colleagues,

This email contains important information for those involved in the submission of end-of-trimester exam papers within your College, School, or Unit. Please review the details below carefully.

Exams Manager Portal Now Open.

The Exams Manager portal is now available for uploading exam question papers. Key details:

- **Submission Deadline:** All in-person exam question papers requiring printing and delivery to an exam centre must be submitted through the Exams Manager portal by **Wednesday, 16 April 2025**.
- Exam papers not submitted through the portal won't be printed centrally and must be delivered to the exam centres by the School at least 48 hours before the exam.
- **Approval Process:** Ensure your exam papers complete both administrative and academic approval steps before the deadline. After these approvals, no additional checks on content or accuracy will be performed. You should thoroughly review your papers to avoid any issues and errors at exam centres. Errors cause significant distress to students and all measures should be taken to avoid this from occurring.

Access to the Portal

- **Automatic Access:** Heads of Schools, School Managers, and Module Coordinators listed in the Curriculum Management System (CMS) have automatic access to the portal.
- **Additional Access:** Schools can grant further access as needed through the portal.

Action Required:

- Ensure exam papers for the end-of-trimester in-person exams are uploaded by **Wednesday, 16 April 2025**.
- Share this information with relevant faculty and staff in your area.

Need Assistance?

If you have any questions, or would like to arrange a demonstration of the Exams Manager portal for your School, or a one-on-one support session via Zoom, contact us at **examlogistics@ucd.ie**.

Thank you for your attention and assistance.

Sincerely,
Karen McHugh
Director of Assessment, UCD Registry

GET IN TOUCH

examlogistics@ucd.ie   **www.ucd.ie/registry/assessment**