UCD REGISTRY

Cl⬦rlann UCD

Academic Council Committee on Examinations (ACCE) Update

This email has been circulated to: *Heads of Schools, Heads of Subject, School Heads of Teaching and Learning, Vice Principals for Teaching and Learning*

CC. *School Managers, School Administrators, University Deans, College Principals, College Administrator*

Dear Colleagues

We would like to draw your attention to some of the improvements made in relation to the Academic Council Committee on Examinations (ACCE);

1) A review of the below policies has been undertaken and the following have been updated;

(i) Late submission of coursework policy.

(ii) Policy on Theses in Graduate Research Programmes and associated Guidelines.

(iii) Assessment Code of Practice (ACOP) Updated

2) A new ACCE webpage has been launched.

3) A Subject Extern Examiner Survey will be issued to obtain feedback.

4) ACCE Sub-Committee has been established.

Further information on all the above is detailed below.

Please forward this email to any relevant faculty and staff in your School.

If you have any questions please do not hesitate to contact acce@ucd.ie.

Kind Regards,

Karen McHugh
Director of Assessment

1) Policies reviewed and amended;

(i) Late submission of coursework policy. The policy sets out the steps to be taken where a student knows in advance that he/she will not be able to meet a submission deadline. The policy principles ensure that applications may be dealt with in a fair and equitable manner, across the University. This policy was reviewed to ensure it aligned with the university�s Academic Regulations.

(ii) Policy on Theses in Graduate Research Programmes and Associated Guidelines. The purpose of the policy is to clearly identify the responsibilities of each party within the University with respect to the preparation, submission, processing, examination, and dissemination of graduate research degree theses. The policy was reviewed to ensure it aligned with the university�s Academic Regulations, and to ensure procedures reflected the university�s eThesis examination system and the university�s Research Repository (RRU).

Further guidelines aimed at students are also now available to supplement the above policy.

(iii) Assessment Code of Practice Updated (ACOP)

The Assessment Code of Practice has been updated to bring it in line with the university's Academic Regulations. Amendments have also been made with regard to the section on archiving of assessments and record management to ensure compliance with GDPR.

2. New ACCE webpage

Assessment has updated the existing ACCE webpage, among the changes to be found are a gathering together of all policies and guidelines related to ACCE, along with an added new FAQ section.

3. Subject Extern Examiner Survey

The ACCE will shortly undertake a survey of UCD�s more than 260 Subject Extern Examiners to gather information on their experience of undertaking this role in UCD. This will be done in order to determine their level of satisfaction and the degree of support they receive from UCD. The aim is to identify areas for enhancement and improvement, and to highlight positive aspects of their experience thus far. The outcomes of this survey will be communicated when available.

4. ACCE Sub-Committee established

In order to fulfil Academic regulation 1.1 in a timely manner, the ACCE established a Sub-Committee, whose membership assumed responsibility on behalf of ACCE, to adjudicate where such disagreements arise between Programme Examination Boards and Schools. Please see the new Sub-Committee's Terms of Reference.

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