



## UCD REGISTRY

### Clárann UCD

#### *Autumn Trimester, examinations draft timetable*

*This email has been circulated to: Heads of Schools, School Managers, School Administrators, School Heads Teaching and Learning*

*CC: UCD Registry, College/ School Office Directors, Graduate School Managers, Deans of Programmes, Graduate School Directors, VPs for Teaching and Learning, Innovation Academy*

Dear Colleague,

I wish to draw your attention to a number of important items below in relation to the 2021/22 Autumn end of Trimester exams.

Kind Regards,

Karen McHugh  
Director of Assessment  
UCD Assessment

### Autumn Trimester Exam Draft Timetable

The DRAFT Autumn Trimester Timetable (for staff review only) is now available to view on the [Assessment website](#) through the staff intranet. Please review the draft timetable, paying particular attention to the following:

1. All end of trimester exams (either online, in-person or classroom) required by the School are scheduled in the draft timetable.
2. Any modules currently scheduled on the draft timetable that do not require an end of trimester exam are identified to be removed.

Any changes required must be returned to Assessment by close of business on **Friday, 22 October** using the 'Scheduled Exams Timetable Exceptional Change Request Google Sheet', previously circulated to the Head of School or nominee. A single combined School response should be submitted.

Please do not communicate this draft timetable to students. The final Autumn Trimester Exam Timetable will be published to students by Assessment on **Friday, 5 November**.

### Exams included in DRAFT Autumn Trimester Timetable

The DRAFT Autumn Trimester Timetable includes online, in-person or classroom exams that will run over three slots each day within the exam session of **10-22 December**.

The scheduled start times for students will be available in the published timetable, at either **9.30am, 1.00pm or 4.30pm**.

We will advise students that there may be other non-scheduled exams (eg. practicals, open-book, take-away) and that the Module Coordinator will confirm dates and/or deadlines in these cases.

If you have selected to hold online or classroom exams they must finish within the allocated 3 hour block and not run into the next subsequent slot, to ensure there are no clashes for students.

The default exam duration for online or classroom exams will show as up to 3 hours for each session, but students will be advised that the precise time permitted for the assessment will be advised by the Module Coordinator in each case. There is no requirement to use the full 3 hours, the slots are longer so to allow for any additional set-up and submission time that may be needed.

While online and classroom exams are to be arranged locally, please see the [Assessment website](#) for advice on guidance.

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## Exam Question papers

The deadline for Exam Question Paper submission using 'Exams Manager' is **Wednesday, 17 November**. After this date, if your Exam Question Paper is not in 'Exams Manager' the School will be responsible for arranging delivery of the required number of Exam Question Papers to the exam centres 48 hours in advance of the allocated exam time.

### Useful resources and contacts

For locally arranged examinations (i.e. exams not taking place in one of the university's Exam Centre e.g. RDS, Blackrock or Newman), please read the guidance, informed by SIRC, on how to safely manage exams [Locally Arranged Exams](#).

Brightspace Support and Information on preparing for online assessments can be found via this [web page](#).

The full resource on Alternative Assessment is on the UCD T&L Teaching Continuity Measures [web page](#).

Teaching and Assessment FAQ's are available on the [UCD website](#).

All other queries in relation to this email can be directed to [examlogistics@ucd.ie](mailto:examlogistics@ucd.ie)



[examlogistics@ucd.ie](mailto:examlogistics@ucd.ie)



[UCD Registry Website](#)

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