Autumn Trimester, Examinations Draft Timetable

1 message

Assessment <examlogistics@ucd.ie>   13 October 2023 at 15:10
To: anna.john@ucd.ie

13 October 2023

UCD REGISTRY

Clárlann 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: 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 2023/24 Autumn End of Trimester exams.

Kind Regards,

Karen McHugh
Director of Assessment
UCD Assessment

Draft Timetable available for checking

The DRAFT Autumn Trimester Timetable (**for staff review only**) is now available to view on the Registry staff intranet.

Please review the draft timetable, paying particular attention to check the following:

1. All end of trimester exams (either online, in-person or classroom) required by the School are scheduled in the draft timetable. Please note for students with outstanding IXs: where an exam is required for completion of the outstanding assessment, please check to ensure this exam is timetabled.
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, 20 October** using the Google sheet previously circulated to the Head of School or nominee as a single combined School response.

Please do not communicate this draft timetable to students. The final Autumn Trimester Exam Timetable will be published to students by Assessment on **Friday, 03 November**.

Further details

The Timetable includes online, in-person or classroom exams that will run over three slots each day within the exam session of **9 - 21 December**. The scheduled start times for students will be **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.

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.

Guidance is available on the Assessment website for classroom exams and below for online exams that are to be arranged locally.

Exam Question Papers

A reminder that the deadline for Exam Question Paper submission using Exams Manager is **Wednesday, 22 November**. After this date 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. Non-delivery of outstanding examination papers 48 hours in advance may lead to the examination being cancelled.

Useful resources and contacts

Brightspace Support and Information on preparing for online assessments can be found via the IT Support hub .

Guidance on key UCD Assessment types is available on the UCD T&L Teaching web page, as well as general guidance on Assessment and Feedback here.

All other queries in relation to this email can be directed to examlogistics@ucd.ie

examlogistics@ucd.ie

UCD Registry Website

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