


Important Update: Exams Manager Portal Now Open & Redesigned Resources

This email has been circulated to: Head of School, Deans of Programmes, School Head Teaching and Learning, VPs for Teaching and Learning, Graduate School Manager, 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,

We are pleased to announce several important updates to support you in preparing for the Autumn end-of-trimester exams.

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 that need printing and delivery to an exam centre must be submitted through the Exams Manager portal by **Wednesday, 20 November 2024**.
- Any exam papers not submitted through the portal will not be printed centrally and will need to be delivered to the exam centres by the School.
- **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. Please thoroughly review your papers to avoid any issues and errors at Exam Centres. Errors cause distress to students, and all measures should be taken to avoid this from occurring.

Action Required:

- Ensure Exam Papers for the end-of-trimester in-person exams are uploaded by **Wednesday, 20 November 2024**.
- Share this information with relevant faculty and staff in your area.

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.

Redesigned Guidebook and Checklist

We are excited to highlight that we have **redesigned our [guidebook](#) and [checklist](#)** to provide you with clearer, more user-friendly resources. These updated materials feature improved layouts, comprehensive instructions, and enhanced visuals to help you navigate the exam preparation process efficiently. Be sure to review these new resources available on the [Assessment website](#) to ensure a smooth experience.

Other tools include:

- [FAQs](#)
- [Jargon Buster](#)
- [Recorded Tutorial Videos](#)

Bilingual Cover Sheets

In our ongoing commitment to inclusivity, the cover sheets for exam papers now feature headings in both **Irish and English**. This enhancement was successfully piloted during the Summer exam session. When you download the cover sheet via Exams Manager, the Irish text will automatically appear alongside the English headings. The instructions under the headings remain in English, eliminating the need for additional translations.

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 cooperation.

Sincerely,
 Karen McHugh
 Director of Assessment, UCD Registry



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[UCD Registry Website](#)

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