UCD REGISTRY

Clárlann UCD

Follow on - Launch of new university system to manage exam papers

This email has been circulated to: School Managers, School Administrators (students)

Dear Colleagues,

Further to our email sent on Wednesday, 13 October, I am writing to provide you with further information on '*Exams Manager*' UCD's new Exam Paper Management System (EPMS).

Key Changes of Exams Manager for School Managers/School Administrators:

- Exam paper cover created within the system.
- In creating an exam paper cover, the new system will capture, if colour printing is required, what materials are needed along with the instructions for both invigilators and students.
- Capturing the Examiner responsible for the paper contact details and delivery address, as normally this would have been an additional task captured through a google sheet.
- Past Paper Archive can hold any scheduled exams by Assessment, whether online or in-person, if they appear on the timetable they will appear for your School.
- Your Subject Extern Examiner can now view a paper within the system, no need to worry about sending papers through email.
- Once the final stage is approved, the exam paper will be sent directly to UCD's printers where it will be printed, boxed and shipped to the exam centres.

All exam papers that are required to be printed and available in the exam centres for an in-person exam must be in the system by **Wednesday, 17 November**.

Exams Manager access to upload, view and approve the end of trimester exam papers can be managed by Schools through the use of specific roles, detailed in the guidebook. Initially, roles have been assigned by Assessment based on standard School structures, with exam paper approval assigned to the Head of School and School Manager (as Staff Role Administrators). Approval can be locally assigned within your School to suit differing structures and roles. Assessment are hosting Masterclasses that will explain in detail these roles along with providing a live demo of the system. The Masterclasses will take place via Zoom on **Thursday, 28 October at 10am** and **Friday, 29 October at 3pm**. The demos will be recorded and will last approximately 35 minutes.

Should you wish to attend a masterclass or receive the recording post-masterclass please complete our Exams Manager Masterclass Booking Form.

Assessment will only communicate directly with Head of Schools, School Managers and School Administrators with regard to implementation in order not to confuse or complicate any plans at School level in terms of approach this trimester.

Should you have any questions or require additional information please contact examlogistics@ucd.ie

Kind Regards,

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UCD Registry Website