



New Grade Approvals Process (GAP)

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

Dear Colleagues

As we reach the last few weeks of the Autumn Trimester, attention is now turning to the Assessment period and the new Grade Approvals Process (GAP). We have been developing new reporting and resources to support the changes which reinforce the primary role of the module coordinator and schools in assuring grades, removes unnecessary duplication and iteration from the process, and results in one final grade release to students in as timely a manner as possible. The Grade Approvals Process Implementation Oversight Group has been meeting frequently to guide and support roll-out of the new processes. This group will continue to meet over the coming months to act as a responsive body to support and monitor the process.

The UCD Assessment Code of Practice outlines the role of the School Modular Examination Committee as:

- Reviewing and assuring the grades for the modules coordinated by that School
- Ensuring checks are in place to identify missing final or component grades, errors in final or component grades or registration issues utilising reports provided
- Ensuring formal completion and sign-off requirements are met and any agreed changes are made prior to the end of the SMEC process and within University timelines

In planning your school grading review, we would draw your attention to the following:

- School review and SMEC (School Module Exam Committee) meetings are recommended to take place early in the scheduled period and may take place more than once over the period up until the School review process is complete by 5pm on 21 January 2021
- Subject Extern Examiners can be provided with access to grading reports. It is recommended that full review and engagement with the Subject Extern Examiner is managed outside of the peak results processing periods
- Further information sessions, guidance on use of reports and delivery of School responsibilities in the process are included in the [resources](#) available to you

A separate email with information for Module Coordinators has been sent earlier today and includes links to helpful resources and information. Further information sessions will be held in mid-December, details will follow in due course.

As a reminder and because there is no longer a provisional release of grades, it will not be possible to change grades at Programme Exam Boards. Any changes of grade required after the SMEC is complete will now need to be processed through the Exceptional Change of Grade process.

We hope that the information and resources are useful, but any further queries relating to the GAP can be directed to assessment@ucd.ie.

Kind regards,

Karen McHugh
Director of Assessment
UCD Registry



assessment@ucd.ie



Tierney Building

This is an automated message. Please do not respond to this email. Click on the address above to contact us.

This email was sent by UCD Registry