



## Assessment, UCD Registry

*This email has been sent to: Deans/Chairs of Programme Board, Directors of College/School Programme Managers, and Programme Administrators.*

Dear colleagues,

Ahead of the PEBs taking place, we would like to draw your attention to the following information, which you may find useful.

### Minutes/Actions from PEBs

On foot of a number of queries Assessment has received in relation to this, please note the following guidance: Formal PEB minutes are no longer required by Assessment. Through the final sign off function in InfoHub, the Chair of the PEB (or their nominee) will be confirming to Assessment that the grades, degree GPAs, and award classifications (where applicable) for each programme have been reviewed and validated. With regard to actions that would have previously come through minutes to Assessment, please note the following guidance:

Action	Returns route	Timeframe of completion
Grade Changes (including IX remediations)	<a href="#">Initiated by module coordinator through Infohub Exceptional Grade Change System</a>	Actioned within 5 working days of being received in the workflow by Assessment
Late/Retrospective award of IX grades	Excel spreadsheet returned to Assessment	Actioned within 5 working days of being returned to Assessment
Programme Exits	<a href="#">Returned through Delegated Authority Student Decisions Infohub system</a>	Actioned within 5 - 10 working days of being received in the workflow by Assessment
Recognition of Prior Learning (RPL - Specific/General Requests)	<a href="#">Returned through Delegated Authority Student Decisions Infohub system</a>	Actioned within 5 - 10 working days of being received in the workflow by Assessment
Student module registration (changes/drop deleting modules or resits)	Actioned by College/Programme Offices	n/a
Degree Blocking Award	Assessment Template to be used. Return to <a href="mailto:grading.support@ucd.ie">grading.support@ucd.ie</a> (file should be encrypted) or through your existing shared folder on M: Drive. Template to be returned to Assessment no later than 12 pm on Thursday, 28 January.	Actioned by Assessment prior to release of results on Friday 29 January 2020.

Stage Reassignment of modules in academic history	Returned to Assessment via the Programme Exam Board function in Infohub	Actioned within 5 working days of being received in the workflow by Assessment
Removal of Grades from Academic History	Requested through ECOG. Removal to be noted in the comment section of the online form.	Actioned within 5 working days of being received in the workflow by Assessment

Should you have any queries with regard to the above table, please contact [grading.support@ucd.ie](mailto:grading.support@ucd.ie)

### **Process for Late/Retrospective Extenuating Circumstances**

With regard to late/retrospective Extenuating Circumstances, as these can't be processed through the Extenuating Circumstances system, please use the attached template to return this information to Assessment for processing. The sheet can be returned via encrypted email to [grading.support@ucd.ie](mailto:grading.support@ucd.ie) or through your existing shared folder on M: Drive. These changes will be processed by Assessment as soon as possible, but not before grades are released to students.

### **Assessment Support at PEBs**

Given the new GAP timelines and the number of PEBs taking place at the same time, it is no longer possible for Assessment staff members to attend PEBs in person. However, Assessment staff members will be available to provide you with support via the following channels:

- ECAC and PEB queries (pre-Board): From today until Tuesday, 26 January, your queries can be directed to Karen ([kmchugh@ucd.ie](mailto:kmchugh@ucd.ie)) or Bianca ([bianca.shaw@ucd.ie](mailto:bianca.shaw@ucd.ie)).
- PEB queries (27 and 28 January) : Live drop-in clinic - [GAP Drop-in Clinics Zoom Link](#)

### **Identified Issues**

As anticipated, a number of issues have recently arisen with the new Grade Entry System on its first bulk usage. All issues bar one have now been resolved. In order to provide SMECs with full details of these issues and the steps taken to resolve the issues and associated timelines, an email was sent to the following groups on Friday, 15 January: Heads of School, School Heads of Teaching & Learning, School Managers and School Administrators. Please see attached copy of that email for your information.

We appreciate it is an extremely busy time at the moment, but hopefully this will be helpful information should any queries arise during further upcoming meetings.

Please do contact us if we can assist with anything over the next few days or if any other matters come to your attention. We will hope to gather more general feedback at a later stage on the overall process.

We would appreciate it if you could pass this information on to all relevant staff in your area.

Yours sincerely

Karen McHugh