



UCD REGISTRY

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Subject: Resit Exam Registration

Date: Thursday, 26 September 2024

This email has been circulated to: *School Managers, School Administrators (students),
College and School Office Directors, Programme Managers, Innovation Academy*

CC: UCD Registry

Dear Colleagues,

This email contains important information for those involved in student registration within your College, School, or Unit. Please read the details below carefully.

Key Information:

- **Examination Scheduling Deadline:**
The final schedule for the Autumn 2024/25 end-of-trimester exams will be set on **Friday, 25 October**. This schedule will be based on the student registration data available by that date.
- **Impact of Late Registration:**
 - Students who register for modules **after 25 October** will not have their exams included in the timetable.
 - Their exams will **not** appear in their personalised timetables.
 - Their details will **not** be included on the seating lists.
 - Students taking exams at the RDS exam venue will be seated in the **X-section**.
 - Alternative supports cannot be guaranteed.

What This Means for Students:

- If a student is registered late (i.e. after 25 October):
 - Advise them their exam will not appear in their personalised timetable and they will not be included on the seating lists.
 - Advise them to speak with an exam helper at their exam centre.

- The exam helper will direct them to their assigned seat or an alternative seat.
- Invigilators will collect the student's details and provide the necessary exam materials.
- All students, regardless of registration status, will be accommodated during the exams.

Action Required:

- **Ensure students are registered before 25 October** to avoid any issues.
- Share this information with relevant faculty and staff in your area.

If you have any questions or need further clarification, contact us at **examlogistics@ucd.ie**.

Thank you for your attention and cooperation.

Kind regards,

Karen McHugh
Director of Assessment
UCD Registry

GET IN TOUCH



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www.ucd.ie/registry/assessment