



UCD REGISTRY

Clárann UCD

***Spring End of Trimester Exam Arrangements 2022***

***This email has been circulated to: Heads of Schools, School Heads of Teaching and Learning, School Managers and School Administrators***  
***CC: Innovation Academy***

Dear Colleague,

In final preparation for the Spring Trimester exam session, please see advice and FAQs available on the [Staff Assessment website](#) covering a range of topics including:

- Updated advice on Extenuating Circumstances
- Disability Supports/Temporary Arrangements at Exam Time
- Academic Attendance at Exam Centres
- Exam Script Collection/Delivery
- Substitute Exam Papers

Please also find quick links which you may find useful:

[Assessment Staff Website](#)

[Current Student Website](#)

[End of Trimester Spring Timetable](#)

For your information, the email below was circulated to students today.

Kind Regards,

Karen McHugh  
Director of Assessment  
UCD Assessment



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## Spring End of Trimester Exams 2022

***This email has been circulated to: All Students***

*CC: Student Advisers*

Dear :Forename,

Just ahead of the commencement of the examinations, some final reminders to assist you:

### **General reminder:**

- Check your [exam timetable](#) to make sure you know [where](#) and when your exam is taking place.
- Familiarise yourself with UCD's [Examination Regulations](#).
- [Support](#) is available to you if you are feeling distressed.
- Past Exam Question Papers are available through [SISWeb](#).

### **For Online Exams:**

- In advance of your exams, know who to contact and how to contact them in case you encounter difficulties.
- Review [information](#) on getting ready, setting up, and taking your online exam.

### **For In-Person Exams:**

- Do not attend an in-person exam if you are displaying [COVID-19 symptoms](#). See the [HSE website](#) on self-isolation, and information on the [extenuating circumstances process](#).
- Know where you are going and how to get to your exam. Check the [Student Assessment website](#) for directions to the Exam Centres. All Exam Centres will open 30 minutes before your exam start time.
- Remember to bring writing implements and your UCARD.
- To ensure your safety in the exam hall, please check your seat number on your SISWeb account prior to the exam for quicker access. If you do not have a seat number, ask an Exam Helper on arrival who will direct you to a seat.
- Exam Helpers and Invigilators are there to help you, follow their advice and directions. Ask them for help if you need it.
- Have any items that you want to leave in the cloakroom ready to hand over to staff before you reach the cloakroom.

Further information and detailed FAQs can be found on the [Student Assessment website](#).

Final results for Spring Trimester 2021/22 will be released on **Friday, 17 June 2022** through your Student SISWeb. For more information, please see the [Student Exam results web page](#).

Finally, UCD would like to hear about your experience of the exams. Tell us about it by completing our survey, and be in with a chance to win an Apple Watch. The survey will open on **Wednesday, 4 May 2022** via the Student Assessment [website](#).

We wish you every success in your examinations.

Kind Regards,

Karen McHugh  
Director of Assessment  
UCD Assessment



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[UCD Registry Website](#)

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