UCD REGISTRY

Clárlann UCD

Summer End of Trimester Exam Arrangements

This email has been circulated to: *Heads of Schools,School Managers, School Administrators, School Heads Teaching and Learning*
CC: UCD Registry, College/ School Office Directors, Graduate School Managers, Deans of Programmes, Graduate School Directors, VPs for Teaching and Learning, Innovation Academy

Dear Colleague,

I wish to draw your attention to a number of important items below in relation to the 2021/22 Summer End of Trimester exams.

Queries in relation to this email can be directed to examlogistics@ucd.ie.

Kind Regards,

Karen McHugh
Director of Assessment
UCD Assessment

Exam Question Papers

I am pleased to inform you the Exams Manager portal for uploading exam question papers is now open. All in-person exam question papers which require printing and delivery to the Blackrock Exam Hall for Assessment scheduled exams between the Tuesday, 3 - Saturday, 6 of August must be submitted to the Exams Manager portal by **Wednesday, 13 July 2022**. All exam question papers review and approval procedures should take place before this deadline.

After this date, if your Exam Question Paper is not in Exams Manager, the School will be responsible for arranging delivery of the required number of Exam Question Papers to the exam centres 48 hours in advance of the allocated exam time.

Heads of Schools, School Managers and Module Coordinators associated with the module in the Curriculum Management System (CMS) automatically have access to the portal. Further access can be granted internally within Schools.

The contact details for the Module Coordinator or nominee can also be added into the Exams Manager system at the point of upload. These contact details are only used in the case of queries regarding the exam day or should questions arise from students on the exam day.

Ongoing support is available on the Assessment website through a guidebook, FAQ's, jargon buster, and recorded videos that outline step-by-step how to use the Exams Manager portal.

Summer Trimester Exam Timetable

The DRAFT Summer Trimester Timetable (for staff review only) which includes online, in-person or classroom exams will be available to view on the Registry staff intranet on **Tuesday, 5 July**.

Please review the draft timetable, paying particular attention to the following:

1. All end of trimester exams required by the School are scheduled in the draft timetable.
2. Any modules currently scheduled on the draft timetable that do not require an end of trimester exam are identified to be removed.

The scheduled start times for students will be available in the published timetable. Exam start times this trimester are 9.30am and 1.00pm.

We will advise students that there may be other non-scheduled exams (eg. locally arranged exams, practicals, open-book, take-away) and that the Module Coordinator will confirm dates and/or deadlines in these cases.

If you have selected to hold online or classroom exams they must finish within the allocated 3 hour block and not run into the next subsequent slot, to ensure there are no clashes for students. The default exam duration for online or classroom exams will show as up to 3 hours for each session, but students will be advised that the precise time permitted for the assessment will be advised by the Module Coordinator in each case. There is no requirement to use the full 3 hours, the slots are longer so to allow for any additional set-up and submission time that may be needed.

While online and classroom exams are to be arranged locally, please see the Assessment website for guidance.

Any changes to the DRAFT timetable must be returned through a single combined School response to Assessment by close of business on **Wednesday, 6 July** using the 'Scheduled Exams Timetable Exceptional Change Request Google Sheet', which will be circulated to the Head of School or nominee.

The final Summer Trimester Exam Timetable will be published to students by Assessment on **Friday, 8 July.**

Useful Resources and Contacts

Brightspace Support and Information on preparing for online assessments can be found via the IT Support hub and IT Services web page.

The full resource on Alternative Assessment is on the UCD T&L Teaching Continuity Measures web page.

Teaching and Assessment FAQ's are available on the UCD website.

All other queries in relation to this email can be directed to examlogistics@ucd.ie

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UCD Registry Website

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