# UCD REGISTRY

# Clárlann UCD

*Spring Trimester, Online Scheduled Timed Examinations*

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

***CC:*** *Programme Office Directors, Programme Administrators, Graduate School Managers, Deans of Programmes, Graduate School Directors, VPs for Teaching and Learning*

Dear Colleagues

Further to the Registrar's email sent on 17 February, I wish to draw your attention to a number of important items below in relation to preparations for the 2020/21 Spring Trimester online scheduled timed examinations.

## Preparation of the timetable and publication timeline

I appreciate that plans regarding teaching and assessment will have been adjusted for a number of reasons this trimester. As you are aware, we have a limited number of days available in the academic calendar for Spring examinations (between 4-15 May), but we will endeavour to provide a timetable with optimal spread for all students. This is best achieved by having up to date and accurate data.

For this reason, please read through the items below, which outline the information that is required in order to produce the best schedule possible for you and the students.

• We will shortly be sharing a Google sheet with the timetabling contacts in each School. The sheet may be further shared with colleagues as required and can be made available by your timetabling contact in the School.

• The modules on the Google sheets are those that currently have an End of Trimester exam indicated in the Curriculum Management System (CMS). In the Google sheet, please confirm whether Assessment is required to schedule a timed online exam.

• Take-home exams or any other assessments (including submission windows for essays, projects etc) that are **not** timed to take place and be completed within an exam session block, should be identified for removal on the Google sheet.

- Where an exam is required for scheduling, please also indicate the type of online exam planned as this will assist with support planning purposes. A dropdown menu with options will be included in each sheet.

- The deadline to return your Google sheet information is **Monday 8 March**.

- The draft timetable will be circulated to colleagues on **Thursday 18 March**. Students will be advised that the final timetable will be published on the revised date of **Thursday 8 April**.

- It is anticipated that up to a maximum of 3 exam sessions per day may be required to facilitate all modules currently indicating that a Spring Exam is required.

**Examination period and revision week**

I would also like to draw your attention to the following guidance more generally regarding assessment timings and your preparations.

- Scheduling assessments during revision week should be avoided.

- While take-home exams, essays and projects etc. do not need to be scheduled, submission dates might fall within the teaching or exam periods. In all cases, please ensure that students are provided with adequate time and flexibility given that all the assessment demands on individual students may not be known.

- Continuous assessment should be delivered only in the teaching period as far as possible and the exam period used for end-trimester exams or other terminal assessments only if there is no end-trimester exam already in place for a given module.

**Further Information, resources and useful contacts**

- Resources on designing and supporting online assessments on the UCD T&L Teaching Continuity Measures webpage.

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

- Brightspace Support and Information on preparing for online assessments can be found via this webpage.

- Brightspace workshops continue to be provided throughout the trimester, you can view and register for workshops in the services portal.

- In the Curriculum Management System, changing an end-of-trimester exam to a take-home assessment during the end of trimester exam period does not require an approved exemption., but the change in exam format must be communicated to students locally by Module Coordinators. An approved exemption will be required for all other assessment strategy/timing changes. This must be requested via the Curriculum Management System and cannot be requested on the Google sheet. If you have any concerns in this regard, please contact curriculum@ucd.ie.

If we can help with any other queries or further information in relation to any of the details above, please direct your query to examlogistics@ucd.ie

Kind Regards,

Karen McHugh
Director of Assessment

# UCD Assessment