



UCD REGISTRY

Clárann UCD

Summer Trimester 2020/21 Online Exams

This email has been circulated to: Heads of Schools, Deans of Programmes, Graduate School Directors, VPs for Teaching and Learning, Innovation Academy

CC: School Administrators, College and School Office Directors, Programme Managers, School Managers

Dear Colleagues

I wish to draw your attention to a number of important items below in relation to the 2020/21 Summer Trimester Online Exams schedule.

Please forward this email to any relevant faculty and staff in your School.

Kind Regards,

Karen McHugh
Director of Assessment
UCD Registry

Summer Trimester Online Scheduled Timed Examinations Draft Timetable

The Online Assessments Draft Timetable is now available on the Assessment Website (**for staff review only**). All modules that are indicated to have a Summer 2020/21 End of Trimester Exam or a Summer Trimester Terminal Resit in the [Curriculum Management System \(CMS\)](#) have been timetabled by Assessment.

Each School has the opportunity to indicate modules which can be deleted from the timetable via Google sheets shared with our exam timetabling contacts. The deadline for these responses is **Wednesday 7 July**.

Please note only one draft will be circulated. The draft will be used to create the Finalised Timetable, which will be published to students by Assessment on **Friday 9 July**.

Module Coordinators will be responsible for confirming the exact start/end time and duration to their students. The exams must finish within the allocated block and not run into the next subsequent slot to ensure there are no clashes for students. There is no requirement to use the full block.

Exams scheduled by Assessment are for timed online exams only. Alternative assessments such as take home assignments with a submission deadline do not require a scheduled exam slot in the timetable..

Any queries in relation to preparation of the schedule can be directed to examlogistics@ucd.ie.

UCD Past Paper Archive

This is a gentle reminder that as all end of trimester examinations have been held online for a number of trimesters now, no papers have been submitted for printing and subsequently transferred to the UCD Past Paper Archive since Autumn 2019/20. In order to close this gap for students, where appropriate, we would invite you to email examlogistics@ucd.ie with any examination papers from Spring end-of-trimester 2019/20 onwards, which we will transfer to the UCD Past Paper Archive for your School.

Useful resources and Contacts

- Brightspace Support and Information on preparing for online assessments can be found via this [web page](#) 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 [UCD website](#).
- Up to date advice on Coronavirus / Covid 19 for UCD staff and students can be found at all times on [this page](#).

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



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UCD Registry Assessment

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