

**UCD REGISTRY****Clarlann UCD**

UCD Past Examination Paper Archive

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

CC: College/ School Office Directors,, Deans of Programmes, Graduate School Directors, VPs for Teaching and Learning, Innovation Academy

Dear Colleagues

You may be aware that Assessment is implementing a new Exam Paper Management system for securely creating, approving, printing and archiving/publishing end-of-trimester exam papers. The Exams Manager system has replaced the former Exam Paper Management System (EPMS), which had to be retired as it was built in Adobe Flash.

Going forward, Exams Manager will be UCD's approved system for this purpose and you will be able to access the system via the [UCD Connect homepage](#) . The UCD Past Paper Archive was also moved to a new platform, the access to which is available via SISweb and Infohub.

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, creating a large gap for students who wish to view past exam papers. We are aware that students heavily use the archive in preparation for their examinations, with approximately 139,650 unique visits ahead of the Autumn 2020 examinations.

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.

In order for Assessment to transfer the papers correctly over to the archive, please ensure that:

- the document has the standard examination paper cover sheet, namely it includes the Trimester, Academic Year, Module Name, Module Code and instructions given to students. Please find a sample attached.

- the document is in a pdf format.
- the document is not password protected.

We would appreciate it if you could pass this information on to all relevant faculty and staff in your School. All other queries in relation to this email can be directed to Assessment at examlogistics@ucd.ie

Kind Regards,

Karen McHugh
Director of Assessment
UCD Assessment



examlogistics@ucd.ie



UCD Registry Assessment

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