



UCD REGISTRY

Cláríann UCD

**Date: Monday, 2 December 2024**

**Subject: Autumn Trimester Final Exam Arrangements 2024**

*This email has been circulated to: Head of School, Deans of Programmes, School Head Teaching and Learning, VPs for Teaching and Learning, School Managers, School Administrators (students), College and School Office Directors, Graduate School Directors, Programme Managers, Programme and Operations Manager, College Administrator - Programmes and Students, Programme Office Administrator, Innovation Academy CC: UCD Registry*

Dear Colleagues,

In final preparation for the Autumn end-of-trimester exams, we encourage you to review the advice and FAQs available on the [Assessment website](#). These resources cover a range of key topics, including:

- **Academic presence:** at exam halls is strongly encouraged. You should also be available via the contact number provided during exam paper upload to address any queries.
- **Exam Script Collection/Delivery:** note the distribution room's opening hours and alternative collection options; the room will permanently close at 8pm on Saturday, 21 December.
- **Substitute Exam Papers:** These papers create disruptions for students every trimester. Where necessary, we kindly ask that you deliver the appropriate number of papers to the exam venues, following the guidelines outlined.
- **Disability Supports/Temporary Arrangements during Exams.**
- **Contingency Planning.**

For your reference, the email below was sent to students on Wednesday, 27 November.

### Action Required:

- Review the [Assessment website](#).
- Share this information with relevant faculty and staff in your area.

### Need Assistance?

Further resources are available at;

- [Assessment Staff Website](#)
- [Current Student Website](#)

- [End of Autumn Trimester Exam Timetable](#)

If you have any questions contact us at [examlogistics@ucd.ie](mailto:examlogistics@ucd.ie)

Thank you for your attention and cooperation.

Sincerely,  
Karen McHugh  
Director of Assessment, UCD Registry



UCD REGISTRY

Cláríann UCD

**Subject: Autumn End of Trimester Exams 2024/2024**

**Date: Wednesday, 27 November 2024**

This email has been circulated to: *All Students*

*CC. Student Advisers*

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**Subject:** Important Exam Information and Support for Your Upcoming Exams

Dear :FORENAME,

As exams approach, here are some important reminders to help you prepare:

### General Reminders

- **Check your exam timetable:** Confirm where and when your exams are taking place.
- **In-person venues:** Exams will be held at the RDS Shelbourne Hall, the Newman Building, Hannah Sheehy-Skeffington Building and the Blackrock Exam Centre. (For Newman Building and Hannah Sheehy-Skeffington Building exams, report to room A105, Newman Building for your room allocation).
- **[UCD Examination Regulations](#):** It is essential that you familiarise yourself with these regulations. For example; the accidental use of mobile phones, smartwatches, and other electronic devices which transfer data is strictly prohibited in the exam hall. Ensure you know how to completely power off these devices ahead of the exam, as switching to aeroplane mode is not sufficient. Possession or use of these devices during an exam constitutes a serious violation and may result in disciplinary action.
- **Exam Papers:** This year, we are pleased to announce that the front of your exam paper will feature both Irish and English.

- **Past Exam Papers:** Available through [SISWeb](#) for your review.
- **Notification of Postponements:** In case of any postponement (e.g., due to adverse weather), you will be informed via your UCD Connect email.
- **Support Available:** If you're feeling overwhelmed or need someone to talk to, [support](#) is available, reach out to your [Student Advisor](#) or a [UCD Chaplain](#).

**For [In-Person Exams](#)** Read the ‘**Student Exam Essentials: Approved Items and Preparation Tips**’ on the [Student Assessment website](#) to learn about what to expect at the exam venue, including approved items and helpful preparation tips.

- **Know Your Route:** Be sure to familiarise yourself with directions to your exam venue.
- **Exam Helpers:** Look for helpers in orange t-shirts at the venues and follow their guidance.
- **UCARD:** Don't forget your UCARD. Missing UCARDS may result in identity checks, with 372 warnings issued during the May 2024 exams.
- **Bring essentials:** Don't forget writing implements, any required medications, and any permitted exam materials.
- **Electronic devices:** The use of electronic devices (including smartwatches) is prohibited unless specifically approved through UCD Access and Lifelong Learning. Know how to turn off your electronic device such as your smartwatch and remember to place it face-up under your desk.
- **Seat number:** Check your seat number on SISWeb before the exam. If you don't have a seat number, ask an Exam Helper upon arrival.
- **Cloakroom:** Prepare any items you want to leave in the cloakroom before reaching it. There is no fee, and bags are not allowed in the exam hall.
- **Health precautions:** If you have [infectious illness symptoms](#), do not attend. Consult the [Extenuating Circumstances process](#).

## For [Online Exams](#)

- **Contact Information:** Know in advance who to contact and how to contact them if you encounter issues during the exam.
- **Preparation:** Review the guidelines on setting up and taking your online exam. Have your device ready to go.
- **Browser/device setup:** Instructions are available on the UCD IT Services website.

## Disability and Temporary Exam Support

- **Application deadline:** [Temporary exam support applications](#) close on Wednesday, **04 December**. After that, only injuries with medical documentation will be considered.
- **New injuries:** If you acquire an injury during revision week or the exam period, consider applying for [Extenuating Circumstances](#).
- **Disability support:** Information on accessing disability and temporary support is available on the [Access & Lifelong Learning website](#). The deadline for final adjustments to disability support for December exams is Wednesday, **04 December**.

## Final Results

Your Autumn Trimester 2024/25 results will be available on Thursday, 30 January 2025, via SISWeb. For more details, visit the [Student Exam Results web page](#).

We wish you the very best in your exams!

Sincerely,  
Karen McHugh  
Director of Assessment, UCD Registry



[examlogistics@ucd.ie](mailto:examlogistics@ucd.ie)



[Tierney Building](#)

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