

UCD ASSESSMENT

KEY DATES FOR STAFF

2018/19

Assessment
UCD Registry



Exam Timetabling 2018-19

Semester 1 Exam Session Mon 10 to Fri 21 Dec 2018		Semester 2 Exam Session Tue 07 to Sat 18 May 2019	
Thur 04 Oct	Draft timetable for end of Semester 1 exams circulated for review and comment	Thur 07 Mar	Draft timetable for end of Semester 1 exams circulated for review and comment
Fri 12 Oct	Deadline for responses on draft timetable	Fri 15 Mar	Deadline for responses on draft timetable
Mon 22 Oct	Final draft timetable circulated for information	Mon 25 Mar	Final draft timetable circulated for information
Thur 25 Oct	End of Semester 1 exam timetable published. No changes are possible to published timetable	Thur 28 Mar	End of Semester 1 exam timetable published. No changes are possible to published timetable

Exam Question Papers 2018-19

Semester 1		Semester 2	
Fri 09 Nov	Deadline for Schools to upload examination question papers to EPMS	Fri 05 Apr	Deadline for Schools to upload examination question papers to EPMS
Tues 27 Nov	Deadline for receipt of academic contact details and exam scripts delivery details	Tue 23 Apr	Deadline for receipt of academic contact details and exam scripts delivery details

Grade Approvals Process 2019

Semester 1		Semester 2		Summer Term	
Mon 14 Jan	Gradebook closes. PERC reports can be run from 12 noon	Mon 27 May	Gradebook closes. PERC reports can be run from 12 noon	Thur 19 Sep	Gradebook closes. PERC reports can be run from 12 noon
Fri 18 – Mon 21 Jan	Gradebook reopens for approved grade changes and committing grades to academic history.	Fri 31 May – Tue 04 Jun	Gradebook reopens for approved grade changes and committing grades to academic history.	Wed 25 – Thur 26 Sep	Gradebook reopens for approved grade changes and committing grades to academic history.
Wed 23 Jan	Provisional results available until Tues 29 Jan	Fri 07 Jun	Provisional results available until Tues 11 June	Mon 30 Sep	Provisional results available
Tue 29 Jan	PEB reports can be run from 2pm	Tue 11 June	PEB reports can be run from 2pm	Thur 03 Oct	PEB reports can be run from 2pm
Tue 5 – Thur 7 Feb	Programme Exam Board meetings	Mon 17 – Wed 19 Jun	Programme Exam Board meetings	Thur 10 – Mon 14 Oct	Programme Exam Board meetings
Thur 14 Feb	Final results available by 2pm	Thur 27 Jun	Final results available by 2pm	Mon 21 Oct	Final results available by 2pm

TIPS FOR THE EXAM SESSION!



1. Before the exam, don't forget to check the **Disability Support record on Infohub** for students who take the exam in the support centre. More info: <https://www.ucd.ie/all/supports/informationforstaff/supportingstudentswithadisability/>

2. You must show your **Staff UCARD** in order to access the exam centres.



3. Check that **the number of exam scripts** you receive matches the list provided by the Invigilation team in Assessment.

USEFUL LINKS

Assessment team contact list: <http://www.ucd.ie/registry/assessment/contacts.html>

UCD Assessment Code of Practice: <http://www.ucd.ie/registry/assessment/>

UCD Registry Key Dates: <http://www.ucd.ie/registry/keydates.html>



User's Guide to the General Regulations: <http://www.ucd.ie/governance/asug/>