

UCD ASSESSMENT

KEY DATES FOR STAFF

2017/18

Assessment
UCD Registry



Examination Timetabling 2017-18

Semester 1		Semester 2	
Thur 5 Oct	Draft timetable for end of Semester 1 exams circulated for review and comment	Thur 8 Mar	Draft timetable for end of Semester 1 exams circulated for review and comment
Thur 12 Oct	Deadline for responses on draft timetable	Thur 15 Mar	Deadline for responses on draft timetable
Fri 20 Oct	Final draft timetable circulated for information	Fri 23 Mar	Final draft timetable circulated for information
Thur 26 Oct	End of Semester 1 exam timetable published. No changes are possible to published timetable	Fri 30 Mar	End of Semester 1 exam timetable published. No changes are possible to published timetable

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Examination Question Papers 2017-18

Semester 1		Semester 2	
Fri 10 Nov	Deadline for Schools to upload examination question papers to EPMS	Fri 06 Apr	Deadline for Schools to upload examination question papers to EPMS
Mon 27 Nov	Deadline for receipt of academic contact details and scripts delivery details	Mon 23 Apr	Deadline for receipt of academic contact details and scripts delivery details

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/documents/UCD_ACOP_2017-18.pdf

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

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



Grade Approvals Process 2018

Semester 1		Semester 2		Summer Term	
Mon 15 Jan	Gradebook closes. PERC reports can be run from 12.00 noon	Mon 28 May	Gradebook closes. PERC reports can be run from 12.00 noon	Mon 24 Sep	Gradebook closes. PERC reports can be run from 12.00 noon
Fri 19 – Mon 22 Jan	Gradebook reopens for approved grade changes and committing grades to academic history.	Fri 1 – Tue 5 Jun	Gradebook reopens for approved grade changes and committing grades to academic history.	Fri 28 Sep – Mon 1 Oct	Gradebook reopens for approved grade changes and committing grades to academic history.
Wed 24 Jan	Provisional results available	Fri 8 Jun	Provisional results available	Wed 3 Oct	Provisional results available
Tue 30 Jan	PEB reports can be run from 2.00pm	Tue 12 June	PEB reports can be run from 2.00pm	Mon 8 Oct	PEB reports can be run from 2.00pm
Tue 6 – Thur 8 Feb	Programme Exam Board meetings	Mon 18 – Wed 20 Jun	Programme Exam Board meetings	Mon 15 – Wed 17 Oct	Programme Exam Board meetings
Thur 15 Feb	Final results available by 2pm	Thur 28 Jun	Final results available by 2pm	Wed 24 Oct	Final results available by 2pm