To: *Subject Extern Examiniers*
cc. *UCD Head of School, Heads of Subject, School Office Managers, School Administrators*

Dear Colleague,

I hope that you are keeping well. Further to the email sent by the Registrar at the end of March, I want to update you with some information relating to arrangements at UCD. I am conscious that you will have been dealing with significant challenges in your own context and, similarly, you will appreciate that it has been a difficult period for staff in UCD. With that in mind, we have put some measures in place that we hope will make it easier for you to fulfil your role remotely and securely. We also want to assist staff in Schools by reducing the need to collate and prepare information for sharing with you, by providing direct access where this is suitable.
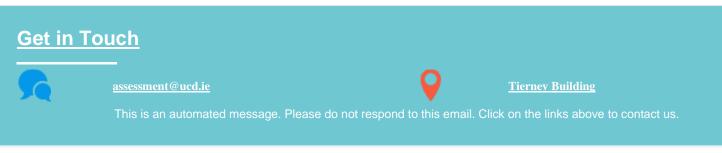
We are now able to provide you with a UCD account to facilitate limited and secure access to view information directly in UCD systems. This will include access to School summary grading data and, where agreed with your contact in the School, access to relevant module information in our virtual learning environment, Brightspace. Guidance documents are available here which will provide you with step by step information on how to set up your account, types of systems and levels of access that will be available to you, confidentiality and GDPR requirements, and contact details for support queries.

While we have endeavoured to put in place these special arrangements to assist you with your role, we understand that you may still face some issues or you might have already made other suitable agreements with the School for this trimester. It is well understood that there is no expectation that exam materials, grading information and data typically reviewed by you will necessarily be available this time around. Previously you may have been provided with material from the last and current trimesters together, but access to materials from the last trimester are not necessarily accessible to UCD staff. In such cases, your School contact will confirm what information will be shared to enable you to carry out your activities remotely, either now or at a later stage, if required, taking account of the limitations in this regard and also considering other usual arrangements such as meetings with staff and students.

Please contact us if we can assist with any queries at any stage by email at externexaminer@ucd.ie and also a reminder that there is a dedicated web page with further information on your role, the annual report and claims for payment. These resources are continually updated.

Kind regards,

Karen McHugh
Director of Assessment, UCD Registry

Get in Touch

assessment@ucd.ie   Tierney Building

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