



UCD REGISTRY

Clárann UCD

Launch of New University System to Manage Exam Papers

This email has been circulated to: Heads of School, School Managers, School Administrators (students) CC: UCD Registry, School Heads of Teaching & Learning

Dear Colleagues,

As we continue preparations for a return to a number of scheduled exams, we are now poised to fully launch 'Exams Manager', which will replace UCD's legacy Exam Paper Management System (EPMS). Due to the impact of the pandemic, I appreciate it will have been some time now since this was discussed with you and there also may have been a changeover in personnel in the meantime. The details below are provided to explain the need for the change in system, help support you in using the system and for further assistance where required. Given the impact of the pandemic on planned implementation, rather than requiring full roll-out, we propose supporting you in the preferred approach. Therefore you can decide how far you would prefer to implement the system within your School during this trimester, so as to facilitate colleagues across the School to fully engage now or perhaps at a later stage.

What does the new Exams Manager system do??

The new system 'Exams Manager' will deliver an end-to-end secure system for the university's end of trimester scheduled examination papers. It will ensure that all UCD examination papers are electronically captured, tracked and processed before, during and after any given examination session. The system will support the submission, approval, tracking and printing processes, and the publication of examination papers in the university's past paper archive.

Why was a system upgrade required?

UCD's legacy exam paper system EPMS was implemented in 2009 using Adobe Flex technology. This technology is no longer supported by browsers and was deemed a security risk, therefore the procurement of a replacement solution was initiated by the University in 2019. The tender concluded with the awarding of a contract to Databee, an Australian software company whose product 'Exams Manager' is used in 25 universities across Australia, New Zealand and Canada.

What benefits does the new system 'Exams Manager' provide?

- An end-to-end easy to use secure system to manage production of examination papers where applicable, developed in line with GDPR standards to reduce risk
- A lean route for reviewing, approving, tracking, and publishing of examination papers, leading to greater oversight of quality and standards

- An amalgamation of a number of processes where all required information is captured once at the start of the process, resulting in reduced workload for stakeholders
- Standardisation of exam paper format and instructions for students and invigilator, which will lead to greater consistency in look and feel, clearer instructions for students, and an enhanced student experience in the exams
- Improved reporting for stakeholders

When is the system being upgraded?

Exams Manager is currently 'live' and will be the system used going forward for all scheduled end of trimester exams. The deadline for uploading exam papers for the Autumn trimester is **Wednesday, 17 November**.

Who will have access to the new system?

Heads of Schools, School Managers and Module Coordinators associated with the module in the Curriculum Management System will automatically have access to the new facility. Further access can be granted internally within Schools. Assessment will only communicate directly with Head of Schools, School Managers and School Administrators with regard to implementation and will be guided by you on your preferred approach.

What training is available?

Masterclasses with a live demo & Q&A session via Zoom will be hosted by Assessment, UCD Registry on **Thursday, 28 October at 10am** and **Friday, 29 October at 3pm**. The demos will be recorded and will last approximately 35 minutes.

Should you wish to attend this masterclass or receive the recording post-masterclass please complete our [Exams Manager Masterclass Booking Form](#).

In addition, ongoing support will be available through FAQ's, a jargon buster, a guidebook and recorded videos that outline step by step how to use the system. Assessment will also host Drop in Zoom Clinics via Zoom in November.

See the [Assessment website](#) for details. It is important that you engage and familiarise yourself with the new Exam Manager system in advance of Autumn Trimester 2021/22 exam paper submission.

We will follow up directly with more information with School Managers and School Administrators. Should you have any questions or require additional information please contact examlogistics@ucd.ie.

Sincerely,

Karen McHugh
Director of Assessment
UCD Assessment



assessment@ucd.ie



[UCD Registry Website](#)

This is an automated message. Please do not respond to this email. Click on the address above to contact us.

This email was sent by UCD Registry