# UCD REGISTRY

## Update for Schools/SMECs Autumn 2024/25 Grade Approvals Process

To:: Heads of Schools, School Head of Teaching and Learning, School Managers, School Administrators - Students, Directors of School Offices, Innovation Academy

Dear Colleagues,

Re: **Update for Schools/SMECs Autumn 2024/25 Grade Approvals Process**

**Supports available**

- Please review the Information for Schools section on our Grade Approvals Process webpage.
- Please see the School Grading Summary Report - Module Information video.
- Then the School Grading Summary Report - Subject Information video.
- And the School Grading Summary - School Information Reports video.

- The Grading Support team drop-in Zoom calls continue until Wednesday 22 January and the times and links are available through the Grading Support drop-in zoom calls calendar.

**Deadlines**

- We write to remind Schools that the SMEC period of this Grade Approvals Process begins today from **1pm Wednesday 15 January 2025**.
- The Grade Entry system will remain open to your Module Coordinators until **5pm Wednesday 22 January 2025** to accommodate entry of any amendments arising from School Modular Examination Committee recommendations.
- The mandatory School Grading Summary reports Sign Off deadline is **5pm Wednesday 22 January 2025**.

Please feel free to contact us at grading.support@ucd.ie.

Kind regards,

The Grading Support Team

Grading Support | Tacaíocht le Gráid
Assessment | Measúnú
UCD Registry | Clárlann UCD

23 December 2024

# UCD REGISTRY

## Autumn 2024/25 Grade Approvals Process update

To: Module Coordinators, Heads of School, School Heads for Teaching & Learning, School Managers, School Administrator- Students, Programme Deans, Vice Principals for Teaching and Learning, School & College Office Directors, Programme Managers, College Administrator - Programmes and Students, Innovation Academy

Dear Colleagues,

Re: **Autumn 2024/25 Grade Approvals Process update**

We write to highlight a few items for you regarding the Autumn 2024/25 Grade Approvals Process ahead of the Christmas break. We acknowledge that there is a lot of information contained in this email, therefore, please refer back to it throughout the GAP process.

**Timelines:**

- Please see the **Assessment Key Dates** and the attached pdf timeline.

**Module Coordinators:**

- Check your module(s) Assessment Strategy set up in advance of entering grades. This can be done either through the Curriculum Management System and is also available in your module(s) Grade Information page accessed through your My Module Grades. Changes to Assessment Strategies are requested through Module Exemption requests. Please also check if your modules are missing any essential grading information in Missing Data from 2024/25 and also for modules Missing Data from 2023/24 that you may still be grading (e.g. January and May starts).

- Review the Grade Entry Guides and Videos.

- All grades should be entered via the Grade Entry system. Grades should be audited, reviewed, observations entered where required, and signed off by **12pm Wednesday,**

**15 January 2025** unless otherwise advised by your School.

- The Grade Entry system will remain open to you until **5pm Wednesday, 22 January 2025** to accommodate entry of any amendments that may be required arising from
School Modular Examination Committee recommendations.

- Please see the attached pdf for some short Grade Entry Dos and Donts..

- If you require Brightspace support the Brightspace team in IT Service are available by clicking on IT Services Support Hub.

**Schools:**

- Please review if your modules are missing essential grading information in Missing Data from 2024/25 and in Missing Module Data from 2023/24 that you may still be grading (e.g. January and May starts).

- The SMEC period runs from **Wednesday, 15 January to Wednesday, 22 January.**

- Use the "Modules with Outstanding Grades" and "Modules with Outstanding Sign Off" columns in your School Grading Summary to follow up with Module Coordinators to ensure all grades are entered and signed off. **The Exceptional Grade Change process cannot be used for grades that were left blank and grade entry for these may be delayed until a future Grade Approvals Process.**

**Colleges/Programmes:**

- Use the Programme Audit Reports to perform your pre-GAP auditing. In particular the Stage Anomalies and Credit Anomalies reports should be used to ensure your students' module registrations are accurate. All registration issues should be resolved by **Wednesday, 22 January.**

- Programme Exam Board meetings take place on **Tuesday 28, and Wednesday, 29 January 2025** and all PEBs must be signed off by **5pm on Wednesday, 29 January** to allow results to be released to students on **Thursday, 30 January 2025.**

**Support available:**

- The Grading Support team will be running drop-in zoom calls every weekday from **Wednesday 8th January to Wednesday 22 January** . The times and links are available through the Grading Support drop-in zoom calls calendar.

- The purpose of these drop-in sessions is to assist Module Coordinator's with Grade Entry in Infohub, and to provide support to Schools and Programmes in advance of their exam boards.

- Please see the GAP Schedules and Supports webpage .

- The Grading Support team is available for one on one zoom calls before Christmas. Please email us at grading.support@ucd.ie

**Release of Results:**

- Results from the Autumn Trimester grading period will be made available to students on **Thursday, 30 January 2024.**

- Students will receive an email at some point on the day containing a secure personalised link which will bring them directly to their results page. The order in which the emails go out is random, but all students should have been emailed by **14.00 on Thursday, 30 January**. This is the only way in which they will be able to access their results on that day. This information is available to students on the Current Students Exam Results webpage.

For further information including information sheets, guides and workflows please see the Grade Approvals Process webpage. If you have queries in relation to this email, please contact grading.support@ucd.ie.

Kind regards,

The Grading Support Team
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