



### ***New Grade Approvals Process (GAP)***

***This email has been circulated to: Module Coordinators***

Dear Colleagues

As we reach the last few weeks of the Autumn Trimester, attention is now turning to the Assessment period and the new Grade Approvals Process (GAP). We have been developing new reporting and resources to support the changes which reinforce the primary role of the module coordinator and schools in assuring grades, removes unnecessary duplication and iteration from the process, and results in one final grade release to students in as timely a manner as possible. The Grade Approvals Process Implementation Oversight Group has been meeting frequently to guide and support roll-out of the new processes. This group will continue to meet over the coming months to act as a responsive body to support and monitor the process.

Under the new GAP process, the role of the Module Coordinator is, via the sign-off and observation functions in the Module Coordinator reports, to confirm the validity and accuracy of grades, outline actions taken and provide sufficient narrative to ensure that their input will be considered throughout the Grade Approval Process. The Module Coordinator sign-off must be recorded prior to the School Modular Examination Committee (SMEC) meeting(s) each trimester.

In order to support you we have produced a number of short resources:

- Short 2-page Guidelines for Module Coordinators and Schools
- An infographic outlining your responsibilities with links to key supports and information
- [Training videos](#) on how to use the new grade entry system and reports

The role of the SMEC has also changed and further details on, and supports for, this have been sent to your Head of School, School Head of Teaching & Learning and School Manager. Within the new GAP, the SMEC has enhanced responsibility to ensure the accuracy of grades reported. There will no longer be a provisional grades release to students; grades will only be released once and any subsequent grade changes will need to be requested through the Exceptional Change of Grade process.

Further information sessions will be held in mid-December, details will follow in due course. In addition, guidance on use of reports and delivery of stakeholder responsibilities in the process are available on the [Assessment website](#). We hope that the information and resources are useful, but if you have any further queries relating to the GAP, please contact us at [assessment@ucd.ie](mailto:assessment@ucd.ie).

Kind regards,

Karen McHugh  
Director of Assessment  
UCD Registry



assessment@ucd.ie



Tierney Building

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