



Kaisu Healy <kaisu.healy@ucd.ie>

Resit Exam Registration

16 messages

Assessment <examlogistics@ucd.ie>
To: kaisu.healy@ucd.ie

Thu, Sep 25, 2025 at 3:32 PM

25 September 2025



Clárann UCD | UCD Registry

Resit Exam Registration

This email has been circulated to: This email has been circulated to: Head of School, Deans of Programmes, School Head Teaching and Learning, VPs for Teaching and Learning, School Managers, School Administrators (students), College and School Office Directors, Graduate School Directors, Programme Managers, Programme and Operations Manager, College Administrator - Programmes and Students, Programme Office Administrator, Innovation Academy CC: UCD Registry

Dear Colleague,

This email contains important information for those involved in student registration within your College, School, or Unit. Please review the details below carefully.

Kind regards,

Karen McHugh
Director of Assessment
UCD Registry



Key Information

Examination Scheduling Deadline:

The final schedule for the Autumn 2025/26 end-of-trimester exams will be set on Friday, 24 October. This schedule will be based on the student registration data available by that date. The timetable will be published to students on Friday, 31 October.

Impact of Late Registration:

- Students who register for modules after 24 October will not have their exams included in the timetable.
- Their exams will not appear in their personalised timetables.

- Their details will not be included on the seating lists.
- Students taking exams at the RDS exam venue will be seated in the X-section.
- Alternative supports cannot be guaranteed.



What This Means for Students

If a student is registered late (i.e. after 24 October):

- Inform them their exam will not appear in their personalised timetable and they will not be included on the seating lists.
- Advise them to speak with an exam helper at their exam centre.
- The exam helper will direct them to their assigned seat or an alternative seat.
- Invigilators will collect the student's details and provide the necessary exam materials.
- All students, regardless of registration status, will be accommodated during the exams.



Action Required

- Ensure students are registered before 24 October to avoid any issues.
- Share this information with relevant faculty and staff in your area.

If you have any questions or need further clarification, contact us at examlogistics@ucd.ie Thank you for your attention and assistance.

This email was sent by [UCD Registry](#)

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