



UCD REGISTRY

Clárann UCD

Spring Trimester, Examinations Draft Timetable

This email has been circulated to: Heads of Schools, School Managers, School Administrators, School Heads Teaching and Learning

CC: UCD Registry, College/ School Office Directors, Graduate School Managers, Deans of Programmes, Graduate School Directors, VPs for Teaching and Learning, Innovation Academy

Dear Colleague,

I wish to draw your attention to a number of important items below in relation to the 2021/22 Spring End of Trimester exams.

Kind Regards,

Karen McHugh
Director of Assessment
UCD Assessment

Spring Trimester Exam Draft Timetable

The DRAFT Spring Trimester Timetable (**for staff review only**) is now available to view on the [Registry staff intranet](#).

Please review the draft timetable, paying particular attention to the following:

1. All end of trimester exams (either online, in-person or classroom) required by the School are scheduled in the draft timetable.
2. Any modules currently scheduled on the draft timetable that do not require an end of trimester exam are identified to be removed.

Any changes required must be returned to Assessment by close of business on **Wednesday, 9 March** using the 'Scheduled Exams Timetable Exceptional Change Request Google Sheet', previously circulated to the Head of School or nominee. A single combined School response should be submitted.

Please do not communicate this draft timetable to students. The final Spring Trimester Exam Timetable will be published to students by Assessment on **Friday, 25 March**.

Exams included in DRAFT Spring Trimester Timetable

The DRAFT Spring Trimester Timetable includes online, in-person or classroom exams that will run over three slots each day within the exam session of **03-14 May**.

The scheduled start times for students will be available in the published timetable, at either **9.30am, 1.00pm or 4.30pm**.

We will advise students that there may be other non-scheduled exams (eg. practicals, open-book, take-away) and that the Module Coordinator will confirm dates and/or deadlines in these cases.

If you have selected to hold online or classroom exams they must finish within the allocated 3 hour block and not run into the next subsequent slot, to ensure there are no clashes for students.

The default exam duration for online or classroom exams will show as up to 3 hours for each session, but students will be advised that the precise time permitted for the assessment will be advised by the Module Coordinator in each case. There is no requirement to use the full 3 hours, the slots are longer so to allow for any additional set-up and submission time that may be needed.

While online and classroom exams are to be arranged locally, please see the [Assessment website](#) for guidance.

Exam Question papers

The deadline for Exam Question Paper submission using 'Exams Manager' is **Wednesday, 06 April**. After this date, if your Exam Question Paper is not in 'Exams Manager' the School will be responsible for arranging delivery of the required number of Exam Question Papers to the exam centres 48 hours in advance of the allocated exam time.

Useful resources and contacts

Brightspace Support and Information on preparing for online assessments can be found via the [IT Support hub](#) and IT Services [web page](#).

The full resource on Alternative Assessment is on the UCD T&L Teaching Continuity Measures [web page](#).

Teaching and Assessment FAQ's are available on the [UCD website](#).

All other queries in relation to this email can be directed to examlogistics@ucd.ie



examlogistics@ucd.ie



[UCD Registry Website](#)

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