Clárlann UCD | UCD Registry

Spring Trimester Final Exam Arrangements 2025

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 Colleagues,

This email contains important information for those involved in end-of-trimester exams within your College, School, or Unit. Please review the details below carefully.

We encourage you to review the advice and FAQs available on the [Assessment website](#). These resources cover a range of key topics, including:

- **Academic presence:** Your presence in exam halls is highly encouraged, and you must remain contactable during your exam via the contact number provided during exam paper upload to address queries. If queries arise, failure to be contactable can cause significant distress for students.
- **RDS Car Parking:** Bring your UCD staff card with you, as it is required to access parking when visiting the RDS.
- **Exam Centre Change:** Note that the Newman Exam Centre office will be relocating to **room F104**.
- **Exam Script Collection/Delivery:** Note the distribution room's opening hours and alternative collection options; the room will permanently close at 3 pm on Saturday, 17 May.
- **Substitute Exam Papers:** Substitution papers cause disruptions for both staff and students each trimester and should be kept to a minimum. Follow the guidelines outlined on the Assessment website where this is required.
- **Disability Supports/Temporary Arrangements during Exams**.
- **Contingency Planning.**

Action Required:

- Review the [Assessment website](#).
- Share this information with relevant faculty and staff in your area.
- Ensure you have a UCD staff ID.

Need Assistance?
Further resources are available at;

- [Assessment Staff Website](#)
- [Current Student Website](#)
- [End of Spring Trimester Exam Timetable](#)

For your reference, the email below was sent to students on Tuesday, 29 April.

If you have any questions contact us at [examlogistics@ucd.ie.](mailto:examlogistics@ucd.ie)

Thank you for your attention and assistance.
Kind regards,

Karen McHugh
Director of Assessment
UCD Registry

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Important Exam Information and Support for your Upcoming Exams

This email has been circulated to: All Students CC: Student Advisers

Dear Student,

As the exams approach, here are some important reminders to help you prepare:

Key Information:

- **Check your exam timetable:** Confirm where and when your exams are taking place.
- **In-person venues:** Exams will be held at the RDS Simmonscourt, the Newman Building, Hannah Sheehy-Skeffington Building and the Blackrock Exam Centre. (For Newman Building and Hannah Sheehy-Skeffington Building exams, report to room F104 in the Newman Building for your room allocation).
- [**UCD Examination Regulations:**](#) Familiarise yourself with the regulations. Check the tips on the Assessment website for guidance on how to avoid accidentally breaching them. For example, the use of mobile phones, smartwatches, and other electronic data-transferring devices is strictly prohibited in the exam hall. They must be fully powered off ahead of the exam; switching to airplane mode is not sufficient. Possession or use of these devices during an exam constitutes a serious violation and may result in disciplinary action.
- **Past Exam Papers:** Available through [SISWeb](#) for your review.
- **Notification of Postponements:** In case of any postponement (e.g., due to weather, power outages), you will be informed via your UCD Connect email.
- **Support Available:** If you're feeling overwhelmed or need someone to talk to, [support](#) is available, reach out to your [Student Advisor](#) or a [UCD Chaplain](#).

We wish you the very best in your exams!
Kind regards,

Karen McHugh
Director of Assessment
UCD Registry

In-Person Exams

Read the **'Student Exam Essentials: Approved Items and Preparation Tips'** section on the [Student Assessment website](#) to learn about what to expect at the exam venue, including approved items and helpful preparation tips.

- **Know Your Route:** Be sure to familiarise yourself with directions to your exam venue.
- **Arrive on time:** Late arrival may result in additional paperwork, delays, and possible denial of entry to the venue.
- **Invigilators:** You must follow all instructions given by invigilators during the exam.
- **Exam Helpers:** Look for helpers in orange t-shirts at the venues if you need assistance.
- **UCARD: Don't forget your UCARD.** Missing UCARDs may result in identity checks and a possible €50 fine. In December 2024, 485 warnings were issued, with 66 cases referred to SECCA (Student Engagement, Conduct, Complaints and Appeals).
- **Bring essentials:** Don't forget writing implements, any required medications, and any permitted exam materials.
- **Electronic devices:** The use of electronic devices (including smartwatches) is prohibited unless specifically approved through Access and Lifelong Learning. Know how to turn off your electronic device such as your smartwatch and remember to place it face-up on your desk.
- **Seat number:** Check your seat number on SISWeb before the exam. If you don't have a seat number, ask an Exam Helper upon arrival. Ensure you sit in the correct seat assigned to you, failure to do so will result in additional checks.

- **Cloakroom:** Prepare any items you want to leave in the cloakroom before reaching it. There is no fee, and bags are not allowed in the exam hall.
- **Health precautions:** If you have infectious illness symptoms, do not attend. Consult the Extenuating Circumstances process.

Read more

Online Exams

- **Information:** Know in advance who to contact and how to contact them if you encounter issues during the exam.
- **Preparation:** Review the guidelines on setting up and taking your online exam. Have your device ready to go.
- **Browser/device setup:** Instructions are available on the UCD IT Services website.

Read more

Disability and Temporary Exam Support

- **Application deadline:** Temporary exam support applications opened on **Monday, 07 April** and will close on **Wednesday, 30 April**. After that, only injuries with medical documentation will be considered.
- **New injuries**: If you acquire an injury during revision week or the exam period, consider applying for Extenuating Circumstances.
- **Disability support:** Information on accessing disability and temporary support is available on the Access & Lifelong Learning website. The deadline for final adjustments to disability support is Wednesday, 30 April.

Read more

Final Results

Your results will be available on **20 June 2025**, via SISWeb. For more details, visit the Student Exam Results web page.