Spring trimester 2024/2025 Grade Approvals Process
1 message

grading.support@ucd.ie <grading.support@ucd.ie>   23 May 2025 at 14:40
To: john.oconnor1@ucd.ie

23 May 2025

Clárlann UCD | UCD Registry

Spring trimester 2024/2025 Grade Approvals Process

This email has been circulated to: Module Coordinators, Heads of School, School Heads for Teaching & Learning, School Managers, School Administrator - Students, Programme Deans, Vice Principals for Teaching and Learning, Directors of College Offices, Director of School Offices, School & College Office Directors,Programme and Operations Managers, Programme Managers, College Administrators - Programmes and Students, Innovation Academy

A Chairde,

We write to advise colleagues of the deadlines and supports for the upcoming Spring trimester Grade Approvals Process.

Timelines:

As outlined in the **Assessment Key Dates** the following are the main deadlines for this Grade Approvals Process:

- **12pm, Tuesday 3rd June** - Grade Entry Deadline and Grade Sign Off in Infohub.
- **Tuesday 3rd June to Tuesday 10 June** - School Module Exam Committees (SMECs) take place.
- **5pm, Tuesday 10 June** - Grade Entry closes for the trimester. Module Coordinators will have committed the grades of their modules to academic history. Schools will have Signed Off on their School Grading Summary reporting in Infohub.
- **Wednesday 18 June to Thursday 19 June** - Programmes Exam Board meetings (PEBs) take place.
- **5pm, Thursday 19 June** - PEBs will have signed off on their PEB reporting in Infohub.
- **Friday 20 June** - Results are released to students.

Supports and Guidance:

We direct all colleagues to the **Grade Approvals Process (GAP)** webpage. This page has clear sections outlining:

- Information for Module Coordinators.
- Information for Schools.
- Information for Programme Exam Boards.

We also direct all colleagues to the **Guides, Videos and FAQs** webpage for helpful videos and guides.

Our **drop-in zoom clinics** will be offered each working day for two weeks **between 28 May - 10 June**. The details of those sessions are available in this google calendar.

Release of Results:

Results from the Spring trimester grading period will be made available to students on **Friday 20 June 2025.**

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 **2pm on Friday, 20 June**. 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.

Please contact us at grading.support@ucd.ie for further assistance.

Kind regards,

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

Grade Entry reminders_ Dos and Donts.pdf
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