UCD REGISTRY

Cl�rlann UCD

Spring Trimester, Online Scheduled Timed Examinations Draft Timetable

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

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

Dear Colleagues

Further to our email sent on 1 March, thank you for your assistance in providing information that has now been incorporated into a draft online scheduled timed examinations timetable. I would be grateful for your attention to the details below.

Kind Regards,

Karen McHugh
Director of Assessment
UCD Assessment

Spring Trimester Online Scheduled Timed Examinations Draft Timetable

The DRAFT Spring Trimester Online Scheduled Examinations Timetable (**for staff review only**) is now available to view on the Assessment website through the staff intranet.

Please note, there are up to three slots scheduled for each day:

• 3 hour blocks are available at each session with 1 hour breaks between exams to provide additional time and flexibility.

• start times for students will be available in the published timetable, at either 9am, 1pm or 5pm each day. The exams 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 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.

- a reminder that only **timed exams**, that is those that will start and finish within the scheduled block, should be included in the timetable.

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

- 1. All online timed end of trimester exams required by the School are scheduled in the draft timetable.

- 2. Any modules currently scheduled on the draft timetable that do not require an online timed end of trimester exam to be scheduled should be removed.

Any changes required must be returned to Assessment by close of business on **Thursday, 25 March.** Using the Online Scheduled Examinations 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 Online Scheduled Examinations Timetable will be published to students by Assessment on **Thursday, 8 April.**

Examination papers

There is no requirement to provide online exam papers in advance of the exam taking place. We will communicate further on examination papers shortly.

Resources and contacts

- Brightspace Support and Information on preparing for online assessments can be found via this webpage

- Brightspace workshops continue to be provided throughout the trimester, you can view and register for workshops here

- The full resource on Alternative Assessment is on the UCD T&L Teaching Continuity Measures webpage

- Teaching and Assessment FAQ's are available on the UCD website

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