

08 December 2021

**UCD REGISTRY****Clárann UCD**

Temporary Changes to Extenuating Circumstances policy and process for Autumn Trimester

This email has been circulated to: Module Coordinators, Heads of School, School Heads of Teaching & Learning, Programme Deans/Chairs of Governing Boards, VPs for Teaching & Learning

CC: College and School Office Directors, Programme Managers, Programme Administrators, School Managers, School administrators

Dear Colleague,

As you may be aware from recent updates, Academic Council agreed to provide a formal process and guidance to students on what steps to take in the event they are unable to take assessments due to COVID-19 related circumstances. This is intended to encourage students to attend their in-person examinations when it is safe to do so and ensure students are provided with a suitable alternative that will not unduly delay their progress if unable to take an online or in-person exam.

Further detailed information on the process changes are outlined in this [workflow](#) and in the [FAQs on the Assessment Staff pages](#). Additional guidance can also be sought from your College/School office on any specific local arrangements / requirements that may apply.

Kind Regards,

Karen McHugh
Director of Assessment
UCD Assessment

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