30 July 2020

UCD REGISTRY

Consideration on Assessment – Autumn Trimester

To: Heads of Schools, Heads of Subject, Heads of Teaching and Learning, Vice Principals for Teaching and Learning. CC: School Managers, School Administrators

Dear Colleagues

Further to yesterday's email from ACCE, please see details below to assist with assessment strategy planning and decisions for the Autumn Trimester.

A reminder of the following key points:

- Assessment strategies can be changed in the Curriculum Management System up until 31st August.
- An online end-trimester examination schedule will be provided for students to ensure optimal spread and to avoid possible exam clashes. so for these reasons, only centrally scheduled 'live' online exams can take place during the end-trimester examination period.
- Examiners entitled to claim for exam-related payments are not affected by the timing of the assessment.

There are a number of modules that always prove extremely difficult to schedule due to registration and scheduling complexities. The removal of these particular modules will have a disproportionately high impact on the exam schedule and so provide for a better schedule for all students across the university, whether registered to those particular modules or not. These modules have been identified and highlighted for your information in the shared School specific Google sheet. The data present in the sheet is from the Autumn Trimester last year to reflect the modules that were included in the schedule in December 2019. If alternative assessment strategies for these modules could be identified, leading to their removal from the exam timetable, this would significantly improve the schedule for all students. Please amend the assessment strategies for modules that can be excluded from the schedule in the Curriculum Management System (CMS). The Assessment Type can remain as "Exam" but please amend the "Timing" as something other than 1 or 2 hour End of Trimester Exam.

A review of overall exam requests and numbers for the Autumn Trimester online examination schedule will take place immediately after the CMS closes at the end of August. Schools will be contacted at that stage if there are any concerns or issues regarding the schedule.
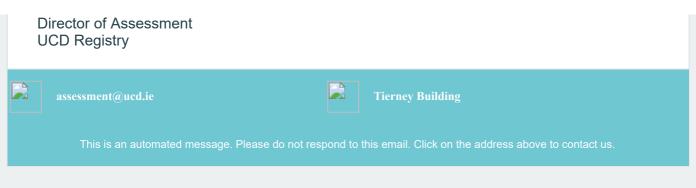
Further guidance and support from teams in IT Services and Registry will be issued in due course for online assessments taking place during the trimester and during the end-trimester examination period. Please see the UCD Teaching and Learning website for helpful resources and information relating to assessment and feedback.

Please forward this email to any relevant faculty and staff in your School.

Kind Regards,

Karen McHugh

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