



Kaisu Healy <kaisu.healy@ucd.ie>

Summer Trimester Exam Question Papers Submission

16 messages

Assessment <examlogistics@ucd.ie>
To: kaisu.healy@ucd.ie

Wed, Jun 25, 2025 at 8:44 AM



UCD Registry

25 June 2025



Clárlann UCD | UCD Registry

Summer Trimester Exam Question Papers Submission

This email has been circulated to: Heads of Schools, Deans of Programmes, School Head Teaching and Learning, VPs for Teaching and Learning, Graduate School Managers, School Managers, School Administrators (students), College and School Office Directors, Graduate School Directors, Programme Managers, Programme and Operations Managers, College Administrator - Programmes and Students, Programme Office Administrators, Innovation Academy CC: UCD Registry

Dear Colleague,

The Exams Manager portal is now open for uploading exam question papers for the Summer End of Trimester exam session.

If your module includes an in-person exam and you require papers to be printed and delivered to an exam centre, you must upload your finalised question paper to the portal by Tuesday, 8 July 2025. Please ensure all review and approval steps are completed before this deadline.

Access to the portal is automatically granted to Heads of School, School Managers, and Module Coordinators listed in the Curriculum Management System (CMS). If needed, School Managers and Heads of School can assign additional staff to support specific modules within the portal.

Kind regards,
Karen McHugh
Director of Assessment
UCD Registry



Help with the portal

To help you use the portal, we offer a range of resources on the [Assessment website](#), including: a step-by-step guidebook, set of FAQs a helpful jargon buster, short videos, including one specifically for Subject Extern Examiners and Peer Reviewers.

We also encourage you to review the [Assessment key dates](#) for 2024/25, including timetable publication timelines.

If you have any questions or would like to request a demonstration of the Exams Manager portal for your School, or schedule a one-to-one Zoom support session, please email us at examlogistics@ucd.ie.

[Read more](#)

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