



UCD REGISTRY

Clárann UCD

UCD Subject Extern Examiners 2020/21

This email has been circulated to: Subject Extern Examiners

CC: UCD Head of School, Heads of Subject, School Office Managers, School Administrators

Dear Colleagues

I would like to welcome any new Subject Extern Examiners who have joined us during this academic year and also to extend my thanks to those of you who are continuing your work with us during these more challenging times. I hope that you are keeping well and I am conscious that you will likely have been dealing with challenges in your own context too.

We introduced a number of measures a few months ago that we hope will make it easier for you to fulfil your role remotely and securely. Some of these measures have been further refined subsequently and you can now request a UCD account to facilitate limited and secure access to view information directly in UCD systems. This account will provide access to School summary grading data and, where agreed with your contact in the School, access to relevant module information in our virtual learning environment, Brightspace. The ['Guide to accessing UCD Systems for Subject Externs'](#) gives further details on how to request a UCD connect account and also how to access Brightspace. Further information on confidentiality and GDPR requirements are available on the [Assessment website](#). This is also a reminder that no individual is identified (either student or staff) in your annual report. Any specific concerns should be raised with the Head of School.

We understand that you might have made other suitable agreements with the School for this academic year. Your School contact will confirm what information will be shared to enable you to carry out your activities remotely, either now or at a later stage, if required, taking account of the limitations in this regard.

Assessment, on behalf of the Academic Council Committee on Examinations (ACCE), will shortly undertake a survey of UCD's Subject Extern Examiners to gather information on your experience of undertaking this role in UCD. This will be done in order to determine your level of satisfaction and the degree of support you receive from UCD. The aim is to identify areas for enhancement and improvement, and to highlight positive aspects of your experience thus far. You will receive an email in the coming weeks containing this survey, we would appreciate it if you could take the time to complete it.

Please contact us if we can assist with any queries at any stage by email (externexaminer@ucd.ie) and also a reminder that there is a dedicated [webpage](#) with further information on your role, contact details for support queries, the annual report and claims for payment. These resources are continually updated.

Kind Regards,

Karen McHugh
Director of Assessment
UCD Registry



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Tierney Building

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