

## Update for Schools/SMECs Autumn 2024/25 Grade Approvals Process

1 message

grading.support@ucd.ie <grading.support@ucd.ie>  
To: john.oconnor1@ucd.ie

15 January 2025 at 11:01

15 January 2025



### UCD REGISTRY

## Update for Schools/SMECs Autumn 2024/25 Grade Approvals Process

To:: Heads of Schools, School Head of Teaching and Learning, School Managers, School Administrators - Students, Directors of School Offices, Innovation Academy

Dear Colleagues,

Re: **Update for Schools/SMECs Autumn 2024/25 Grade Approvals Process**

### Supports available

- Please review the [Information for Schools](#) section on our [Grade Approvals Process](#) webpage.
- Please see the [School Grading Summary Report - Module Information](#) video.
- Then the [School Grading Summary Report - Subject Information](#) video.
- And the [School Grading Summary - School Information Reports](#) video.
- The Grading Support team drop-in Zoom calls continue until Wednesday 22 January and the times and links are available through the [Grading Support drop-in zoom calls calendar](#).

### Deadlines

- We write to remind Schools that the SMEC period of this Grade Approvals Process begins today from **1pm Wednesday 15 January 2025**.
- The Grade Entry system will remain open to your Module Coordinators until **5pm Wednesday 22 January 2025** to accommodate entry of any amendments arising from School Modular Examination Committee recommendations.
- The mandatory School Grading Summary reports Sign Off deadline is **5pm Wednesday 22 January 2025**.

Please feel free to contact us at [grading.support@ucd.ie](mailto:grading.support@ucd.ie).

Kind regards,

The Grading Support Team



[grading.support@ucd.ie](mailto:grading.support@ucd.ie)



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23 December 2024



## UCD REGISTRY

### Autumn 2024/25 Grade Approvals Process update

To: Module Coordinators, Heads of School, School Heads for Teaching & Learning, School Managers, School Administrator- Students, Programme Deans, Vice Principals for Teaching and Learning, School & College Office Directors, Programme Managers, College Administrator - Programmes and Students, Innovation Academy

Dear Colleagues,

Re: **Autumn 2024/25 Grade Approvals Process update**

We write to highlight a few items for you regarding the Autumn 2024/25 Grade Approvals Process ahead of the Christmas break. We acknowledge that there is a lot of information contained in this email, therefore, please refer back to it throughout the GAP process.

#### Timelines:

- Please see the [Assessment Key Dates](#) and the attached pdf timeline.

#### Module Coordinators:

- Check your module(s) Assessment Strategy set up in advance of entering grades. This can be done either through the [Curriculum Management System](#) and is also available in your module(s) Grade Information page accessed through your [My Module Grades](#). Changes to Assessment Strategies are requested through [Module Exemption requests](#). Please also check if your modules are missing any essential grading information in [Missing Data from 2024/25](#) and also for modules [Missing Data from 2023/24](#) that you may still be grading (e.g. January and May starts).
- Review the [Grade Entry Guides and Videos](#).
- All grades should be entered via the Grade Entry system. Grades should be audited, reviewed, observations entered where required, and signed off by **12pm Wednesday**,

**15 January 2025** unless otherwise advised by your School.

- The Grade Entry system will remain open to you until **5pm Wednesday, 22 January 2025** to accommodate entry of any amendments that may be required arising from School Modular Examination Committee recommendations.
- Please see the attached pdf for some short Grade Entry Dos and Donts..
- If you require Brightspace support the Brightspace team in IT Service are available by clicking on [IT Services Support Hub](#).

#### **Schools:**

- Please review if your modules are missing essential grading information in [Missing Data from 2024/25](#) and in [Missing Module Data from 2023/24](#) that you may still be grading (e.g. January and May starts).
- The SMEC period runs from **Wednesday, 15 January to Wednesday, 22 January**.
- Use the “Modules with Outstanding Grades” and “Modules with Outstanding Sign Off” columns in your [School Grading Summary](#) to follow up with Module Coordinators to ensure all grades are entered and signed off. **The Exceptional Grade Change process cannot be used for grades that were left blank and grade entry for these may be delayed until a future Grade Approvals Process.**

#### **Colleges/Programmes:**

- Use the [Programme Audit Reports](#) to perform your pre-GAP auditing. In particular the [Stage Anomalies](#) and [Credit Anomalies](#) reports should be used to ensure your students’ module registrations are accurate. All registration issues should be resolved by **Wednesday, 22 January**.
- Programme Exam Board meetings take place on **Tuesday 28, and Wednesday, 29 January 2025** and all PEBs must be signed off by **5pm on Wednesday, 29 January** to allow results to be released to students on **Thursday, 30 January 2025**.

#### **Support available:**

- The Grading Support team will be running drop-in zoom calls every weekday from **Wednesday 8th January to Wednesday 22 January** . The times and links are available through the [Grading Support drop-in zoom calls calendar](#).
- The purpose of these drop-in sessions is to assist Module Coordinator’s with Grade Entry in Infohub, and to provide support to Schools and Programmes in advance of their exam boards.
- Please see the [GAP Schedules and Supports](#) webpage .
- The Grading Support team is available for one on one zoom calls before Christmas. Please email us at [grading.support@ucd.ie](mailto:grading.support@ucd.ie)

#### **Release of Results:**

- Results from the Autumn Trimester grading period will be made available to students on **Thursday, 30 January 2024**.

- Students will receive an email at some point on the day containing a secure personalised link which will bring them directly to their results page. The order in which the emails go out is random, but all students should have been emailed by **14.00 on Thursday, 30 January**. This is the only way in which they will be able to access their results on that day. This information is available to students on the [Current Students Exam Results webpage](#).

For further information including information sheets, guides and workflows please see the [Grade Approvals Process webpage](#). If you have queries in relation to this email, please contact [grading.support@ucd.ie](mailto:grading.support@ucd.ie).

Kind regards,

The Grading Support Team  
Grading Support | Tacaíocht le Gráid  
Assessment | Measúnú  
UCD Registry | Clárann UCD



[grading.support@ucd.ie](mailto:grading.support@ucd.ie)



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