**UCD REGISTRY**

**Clárlann UCD**

*Autumn Trimester, Online Scheduled Timed Examinations Draft Timetable*

*This email has been circulated to: Heads of Schools,School Managers, School Administrators, School Heads Teaching and Learning*

*CC: College/ School Office Directors, Graduate School Managers, Deans of Programmes, Graduate School Directors, VPs for Teaching and Learning*

Dear Colleagues

I wish to draw your attention to a number of important items below in relation to the 2020/21 Autumn Trimester online exams.

**Autumn Trimester Online Scheduled Timed Examinations Draft Timetable (will be linked to new timetable when published)**

The DRAFT Autumn Trimester Online Scheduled Examinations Timetable (for staff review only) is now available to view on the Assessment Website through the staff intranet.

Please note, there are two slots scheduled for each day:

- 4 hour blocks are available at each session to provide additional time and flexibility

- only timed exams should be included in the timetable, these are exams that will start and finish within the allocated four hour block. Take home exams with a submission deadline, for example of 24 hours, should not be included in the timetable

- start times for students will be available in the published timetable, either 9am or 2pm on each day

- the default exam duration will show as 4 hours for each session, but students will be advised that the precise time permitted for the assessment will be advised by the Module Coordinator in each case. There is no requirement to use the full 4 hours, the slots are longer so to allow for any additional set-up and submission time that may be needed. Your exam must start and finish within the 4 hour time slot to ensure there are no clashes for students.

**Please review the draft timetable, paying particular attention to:**

1. all online scheduled end of trimester exams required by the School are scheduled in the draft timetable.

2. any modules currently scheduled on the draft timetable that do not require an online timed end of trimester exam to be scheduled should be removed. Please note any modules with no students registered will not be automatically removed.

Please note that the timetable has been prepared to ensure optimal exam schedule spread for students, so amendments can only be accommodated if they fall into the above categories. If any changes are required, they can be returned as a single School response from the Head of School or nominee by close of business on **Friday 30 October** using the Online Scheduled Examinations Timetable Exceptional Change Request Google Sheet. In addition to the standard responses regarding the draft timetable, we would also ask if you can please indicate the type of assessment planned for each module, as this will assist with support planning purposes. A dropdown menu with options is included in each sheet. This Sheet will be shared with those who have indicated they are responsible for requesting changes on Friday, 23 October. Please do not communicate this draft timetable to any students. The final Autumn Trimester Online Scheduled Examinations Timetable will be published to students by Assessment on **Thursday, 12 November.**

**Examination paper repository**

There is no requirement to provide online exam papers in advance of the exam taking place. No exam papers should be submitted to the Exam Paper Management System (EPMS) at this time. Assessment will be in contact with you again to advise how exam papers for the past paper repository will be collated.

**Resources and contacts**

· Brightspace Support and Information on preparing for online assessments can be found via this webpage. Brightspace workshops continue to be provided throughout the trimester, you can view and register for workshops here.

· The full resource on Alternative Assessment is on the UCD T&L Teaching Continuity Measures webpage.

· Teaching and Assessment FAQ's are available on the UCD Website.

All other queries in relation to this email can be directed to UCD Assessment at examlogistics@ucd.ie

Kind Regards,

Karen McHugh
Director of Assessment
UCD Registry