



UCD REGISTRY

Autumn Trimester Exam Arrangements

Dear :FORENAME,

I would like to draw your attention to some important information about the upcoming Autumn Trimester exam session.

I wish you every success in your exams.

Kind regards,

Karen McHugh
Director of Assessment
UCD Registry



Exam Timetable

The Autumn Trimester Exam Timetable, along with your seat number for each exam, is available on your [SISWeb](#), where your programme configuration permits. If you have a query relating to a module that doesn't appear on SISWeb, please check the [General Official Timetable](#). If the module is not on the General Timetable, contact the School directly. **Check your timetable carefully for each exam. Pay particular attention to the time, date and location.**

Please note, if there are any disruptions to the exam session, such as severe weather, you will be contacted via your UCD email account with further information.



Exam Arrangements and Supports

In advance of the exams, you may find the following useful:

- [Past Exam Question Papers](#): which are available through SISWeb.
- Download a list of important [Exam Dates for 2019-20](#)
- [Exam Arrangements](#): including transport options and directions to the exam centres.
- [Temporary Exam Support](#): for students requiring exam supports due to recent injury or illness.
- [Extenuating Circumstances](#): If you are prevented from attending an exam due to unforeseen circumstances, please refer to the Extenuating Circumstances Policy and contact your Module Coordinator/School.



Exam Regulations

Know your [Exam Regulations](#), in particular the following:

- You must be in **possession of your UCD Student Card (UCARD)** in the exam centre. Failure to produce your UCARD may result in a fine being applied to your account.
- If you are found attempting to use your **mobile phone or any other electronic device** in the Exam Hall – which includes having the device turned on in the Exam Hall – it constitutes a major breach of the UCD Examination Regulations and is liable to disciplinary procedures and serious penalties.
- **No unauthorised materials** (e.g. books, notes, etc.) are allowed in the exam centres. If you are found in possession of unauthorised materials, you may be subject to disciplinary action.

- **Exam Materials cannot be removed**, all exam materials, including your Exam Question Paper, Exam Script/Answer Booklet and any exam notes must be handed up to an invigilator and signed off by you to confirm that they were submitted for assessment.



Grading Information and Examination Results

The Assessment web pages on [Grading Information](#) have been updated to reflect changes arising from UCD's new [Academic Regulations](#). This includes information on what your grades mean and how to calculate your module and components grades. Further information on remediation options and how to calculate your degree award GPA will be made available shortly.

Dates for when your Examination Results will be available can be found on the [Assessment Key Dates](#) web page.



Stay Connected

There are a number of ways you can keep up with what's happening in UCD:

- Check your [UCD Connect email](#) regularly
- Read the [UCD student update email](#)
- Check out the [UCD Current Students website](#)
- Follow us on [Facebook](#) or [Twitter](#)
- Keep an eye on the [key dates page](#) and [UCD events calendar](#)
- Check out the UCD [social media directory](#) for other UCD social media sites that are worth following

Get in Touch



Student Desk Connector



Tierney Building



@ucdstudentdesk



ucdregistry

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