UCD REGISTRY

Clárlann UCD

Spring Trimester 2022, Exam Timetable Available

This email has been circulated to: *All Students*

Dear :FORENAME,

The final confirmed Spring Trimester Exam Timetable is now available on the UCD Current Students website. An individualised Exam Timetable will be available shortly on your UCD Connect Account on SISWeb.

Exam Venues
There are five types of venues that will appear on the timetable:

- RDS - (In-person) your exam takes place in the RDS, Simmonscourt, the start time and duration is displayed on your individualised timetable.
- Blackrock - (In-person) your exam takes place in the Blackrock Exam Centre, the start time and duration is displayed on your individualised timetable.
- Online - your exam takes place online. Your exam has been allocated a time slot however, the specific details of the exam will be provided by your Module Coordinator, i.e. start time, exam duration, finish time and any additional time allowed to download/upload/submit the exam.
- Classroom - (may be in-person or online) your exam takes place in a classroom setting. The specific details of the exam will be provided by your Module Coordinator, i.e. location, start time and exam duration.
- Newman Centre - (In-person) students registered with disability / temporary support will sit their exams in the Newman Examination Centre in the Newman building on the Belfield campus. On your individualised exam timetable, the venue will be listed as **A106**, Newman Office / Reception.

Assessments not scheduled

There may be some assessments due to take place during the Spring exam period that are not scheduled. If you have a query relating to a module that does not appear on the Exam Timetable and you have not been informed by your Module Coordinator that it is a take home assessment, classroom held exam or you see an exam clash in your timetable you should contact your School as a matter of urgency.

General guidance and COVID-19

For in-person exams, we will continue to be guided by Public Health recommendations, therefore additional measures will be in place to maximise your safety and the safety of the staff supporting the exams. It is important that all requirements are met and advice is

followed in order to ensure entry in the exam halls and to avoid any disruption to your exams

Updated information will be available along with general guidance on preparing and taking exams and FAQs on the Exam pages of the Current Students website. Ensure to check this website regularly and a reminder of all the important messages will be sent to you ahead of the exams.

Useful resources and contacts

- Information on accessing disability / temporary support may be found on the Access and Lifelong Learning website. The temporary support application process opens on **Monday, 04 April** and will close on **Wednesday, 27 April**. If students wish to discuss their examination supports, they should contact disability@ucd.ie
- Up to date advice on COVID-19 can be found on the UCD website
- Past Exam Question Papers are available through SISWeb
- UCD Student Advisers
- UCD Extenuating Circumstances Policy and website.

Kind Regards,

Karen McHugh
Director of Assessment
UCD Assessment

assessment@ucd.ie

UCD Registry Website

This is an automated message. Please do not respond to this email. Click on the address above to contact us.

This email was sent by UCD Registry