



## UCD REGISTRY

### Clárann UCD

#### ***Spring Trimester 2023, Exam Timetable Available***

***This email has been circulated to: All Students***

***CC: Student Advisers***

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](#), the start time and duration is displayed on your individualised timetable.
- Blackrock Exam Centre - (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 **A105**, Newman Office / Reception. Students registered for disability / temporary support must attend the Newman Examination Centre to avail of the support as these supports will not be available in any other centre. The RDS and Blackrock exam centres will not have seats allocated to those scheduled to sit in the Newman Exam Centre.

If exams have to be postponed for an exceptional reason such as for a power outage or adverse weather conditions, there is a contingency plan in place and you will be notified to your UCD connect email address.

## Assessments not scheduled

There may be some assessments due to take place during the Autumn 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.

## Disability Support and Temporary Exam Supports

Information on accessing [disability](#) and [temporary support](#) may be found on the Access and Lifelong Learning website.

The temporary support application process opens on **Tuesday, 11 April** and will close on **Thursday, 04 May**. Only emergency requests will be considered after this date when accompanied by appropriate medical documentation. Students who acquire an injury during the revision week or exam period should also consider applying for Extenuating Circumstances.

Students with disabilities who have not yet confirmed exam supports with Access & Lifelong Learning should contact them immediately by emailing [disability@ucd.ie](mailto:disability@ucd.ie)

## Useful resources and contacts

- Past Exam Question Papers are available through [SISWeb](#)
- [Advice on sitting exams](#) and [transport information](#)
- [Examination Regulations](#) on what is permitted in the Exam Halls
- [Information](#) on how to complete an MCQ
- [Mental Health Support](#)
- UCD Student Advisers [website](#) and [UCD Student Advisers](#)
- [UCD Extenuating Circumstances Policy](#) and [website](#)
- [Advice](#) on minimising the risk from Covid-19 and other contagious illnesses

Kind Regards,

Karen McHugh  
Director of Assessment  
UCD Assessment



Student Connector



UCD Registry Website

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