UCD REGISTRY

Clárlann UCD

Autumn Trimester Exams

This email has been circulated to: *All students*
CC: Student Advisers, Student Union

Dear :FORENAME,

Just ahead of the commencement of the examinations, some final reminders to assist you:

General reminder:

- Check your exam timetable to make sure you know where and when your exam is taking place.
- Familiarise yourself with UCD's Examination Regulations.
- Support is available to you if you are feeling distressed.
- If you can't undertake your exam, submit an Extenuating Circumstances application as soon as possible, but no later than 4 January. You can self-certify.

For Online Exams:

- Know in advance of your online exam who to contact, and how to contact them, if you are encountering any difficulties.
- Review information on getting ready, setting up, and taking your online exam.

For in-person Exams:

- Don't attend an in-person exam if you are feeling unwell or displaying Covid symptoms.
- Know where you are going and how to get there. All Exam Centres will open 30 minutes before your exam start time.
- Remember to bring a face mask, hand sanitizer, writing implements and your UCARD. Wear warm clothes.
- As we are continuously working to ensure your safety in the halls, **your seat number will no longer match** the number provided on your SISweb account. Exam Helpers will be in the hall to direct you and help you find your seat.
- Exam Helpers and Invigilators are there to help you, follow their advice and directions. Ask them for help if you need it.
- Have any items that you want to leave in the cloakroom ready to hand over to staff before you reach the cloakroom.

Further information and detailed FAQs can be found on the Assessment website.

We wish you every success in your examinations.

Kind Regards,

Karen McHugh
Director of Assessment
UCD Assessment

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