



UCD REGISTRY

Clárann UCD

Subject: Summer End of Trimester Exams 2022/2023

Date: 10 July 2023

This email has been circulated to: *All Students*

CC. Student Advisers

Dear :FORENAME,

Ahead of the commencement of examinations, here are some final reminders to assist you should you be sitting an end of trimester Summer exam:

General reminders:

- The examination timetable has now been published, please review the [exam timetable](#) to make sure you know [where](#) and when your exam is taking place.
- Personalised timetables will be available in SISweb over the coming days
- There are two exam sessions taking place in the month of August, these run from **1 - 8 August** for undergraduates and **19 - 26 August** for graduate taught exams. Please note that some graduate taught examinations will take place in the earlier session.
- There are two in-person exam venues; the Blackrock Exam Centre and rooms in the Smurfit Building for Disability Support (AEADS) examinations.
- Familiarise yourself with UCD's [Examination Regulations](#), in particular those relating to mobile phones, smart watches and other electronic devices.
- [Support](#) is available to you if you are feeling distressed.
- Past Exam Question Papers are available through [SISWeb](#).

Assessments not scheduled

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

Online Exams:

- Know in advance of your online exam who to contact, and how to contact them, if you encounter any difficulties.
- Review [information](#) on getting ready, setting up, and taking your online exam.
- Prepare your browser/device. Details on how to do this are available on the [UCD IT Services website](#)

In-Person Exams:

- Know where you are going and how to get to your exam. Check the Student Assessment [website](#) for directions to the Exam Centres.
- Remember to bring writing implements, any required medications and your UCARD. The use or attempted use of any electronic device that holds, receives or transmits data including but not necessarily limited to mobile phones and smart watches (unless the use of this device is specifically confirmed by UCD Access and Lifelong Learning through a Needs Assessment prior to the exams) is strictly prohibited during an examination or in the examination hall and is a serious breach of discipline.
- Prior to the exam, check your seat number provided on your SISWeb account for quick access to the exam hall. If you do not have a seat number, ask an invigilator on arrival who will direct you to a seat. For students with exam supports, check your room number on your SISWeb account. Students with supports will also receive an email confirming exam arrangements.
- Invigilators are there to help you - follow their advice and directions. Ask them for help if you need it.
- There is a cloakroom available for any items that you wish to leave before entering the exam hall. There is no charge for the cloakroom. Bags are not allowed in the exam hall and must be left in the cloakroom
- Do not attend an in-person exam if you are displaying [COVID-19 symptoms](#) or other infectious illness symptoms. See the [HSE website](#) on self-isolation and information on the [extenuating circumstances](#) process.

Further information and detailed FAQs can be found on the Student Assessment [website](#).

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

Disability Support and Temporary Exam Supports

The temporary exam support application process will open on 11 July. Applications for the Summer Trimester Undergraduate Exams will **close on 28 July at 5pm**. Applications for the Summer Trimester Graduate Taught Exams will **close on 17 August at 5pm**. Only students

who acquire an injury after their respective deadline 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.

Information on accessing [disability support](#) and [temporary exam supports](#) is available on the Access & Lifelong Learning website.

We wish you every success in your examinations.

Sincerely,

Karen McHugh

Director of Assessment, UCD Registry

Sign off-route through the Student Desk Connector