



UCD REGISTRY

ClárIann UCD

Subject: Autumn Trimester Exam Question Papers

Date: Tuesday, 3 October 2023

This email has been circulated to: *Heads of School, School Managers, School Administrators (students), Innovation Academy*

CC: UCD Registry, School Heads of Teaching & Learning

Dear Colleague,

In preparation for autumn end trimester exams, the Exams Manager portal for uploading exam question papers is now open. All in-person exam question papers which require printing and delivery to an exam centre must be submitted to the [Exams Manager portal](#) by **Wednesday, 22 November 2023**. All review and approval procedures for exam question papers should take place before this deadline. Please note that completing the approval process consists of two separate approval steps (administrative and academic).

Heads of Schools, School Managers and Module Coordinators associated with the module in the Curriculum Management System (CMS) have automatic access to the portal. Schools can grant further access if required through the portal.

Ongoing support is available on the [Assessment website](#) through a guidebook, FAQ's, jargon buster, and recorded videos that outline step-by-step usage of the Exams Manager portal including a new video for your Subject Extern Examiners and/or Peer Reviewers. Here you can also access [Assessment key dates](#) for 2023/24 including dates for timetable publication.

Should you have any questions or would like to organise an Exams Manager portal demonstration for your School or a one-on-one support clinic via Zoom please contact examlogistics@ucd.ie

Sincerely,

Karen McHugh

Director of Assessment, UCD Registry

Sign off-examlogistics@ucd.ie