To: Module Coordinators, Heads of School, School Heads for Teaching & Learning, School Managers, School Administrator,- Students, Programme Deans, Vice Principals for Teaching and Learning, School & College Office Directors, Programme Managers, Innovation Academy

Dear Colleagues,

Re: **Spring Trimester 2022/23 Grade Approvals Process**

We write to highlight a few items for you regarding the Spring 2022/23 Grade Approvals Process. We acknowledge that there is a lot of information contained in this email, therefore, please refer back to it throughout the GAP process.

**Timelines:**

- Please see the **Spring 2022/23 Grade Approvals Process grade journey and timelines**

**Module Coordinators:**

- Check your module(s) Assessment Strategy set up in advance of entering grades. This can be done either through the Curriculum Management System or by viewing the top of the Grade Information page of your modules in My Module Grades. Changes to Assessment Strategies are requested through Module Exemption requests.

- Review the Grade Entry Guides and Videos.

- All grades should be entered via the Grade Entry system. Grades should be audited, reviewed, observations entered where required, and signed off by **12pm Tuesday 6 June 2023** unless otherwise advised by your School.

- The Grade Entry system will remain open to you until **5pm Tuesday 13 June 2023** to accommodate entry of any amendments that may be required arising from School Modular Examination Committee recommendations.

- If you require support running online assessments or Brightspace support the Brightspace team in IT Service are available by clicking on IT Services Support Hub.

- Please see the attached poster for some simple reminders and guidance.

**Schools:**

- The SMEC period runs from **Tuesday 6 June to Tuesday 13 June 2023**.

- Use the "Modules with Outstanding Grades" and "Modules with Outstanding Sign Off" columns in your School Grading Summary to follow up with Module Coordinators to ensure all grades are entered and signed off. The Exceptional Grade Change process cannot be used for grades that were left blank and grade entry for these may be delayed until a future Grade Approvals Process.

- It has been noted by the Academic Council Committee on Examinations that there has been a decrease in the number of Schools officially signing off on their SMEC reports in

Infohub and we remind Schools that School Grading reporting sign off is required as part of the Grade Approvals Process and should be completed by **5pm Tuesday 13 June 2023.**

- We would be grateful if Schools could display the attached Grade Entry poster within their School offices during this grade entry period.

**Colleges/Programmes:**

- Use the Programme Audit Reports to perform your pre-GAP auditing. In particular the Stage Anomalies and Credit Anomalies reports should be used to ensure your students' module registrations are accurate. All registration issues should be resolved by **Tuesday, 13 June 2023.**

- Programme Exam Board meetings take place on **Wednesday 21, and Thursday 22 June 2023** and all PEBs must be signed off by **5pm on Thursday 22 June** to allow results to be released to students on **Friday, 23 June 2023.**

- See the standard guide to Route of Actions from Programme Exam Boards and note there will be a pause in Assessment processing of these requests from **Wednesday 14 June to Tuesday 20 June** to allow us to perform our grade and GPA processes and audits.

**Support available:**

- The Grading Support team will be running drop-in zoom calls beginning Wednesday 24 May 2023 and running every weekday from **Monday 29 May to Tuesday 13 June** (excl the June Bank holiday). The times and links are available through the Grading Support drop-in zoom calls calendar.

- The purpose of these drop-in sessions is to assist Module Coordinator's with Grade Entry in Infohub, and to provide support to Schools and Programmes in advance of their exam boards.

- The Grading Support team is available for one on one zoom calls prior to that period. Please email us at grading.support@ucd.ie.

**Release of Results:**

- Results from the Spring Trimester grading period will be made available to students on **Friday 23 June 2023.**

- Students will receive an email at some point on the day containing a secure personalised link which will bring them directly to their results page. The order in which the emails go out is random, but all students should have been emailed by **2pm on Friday 23 June**. This is the only way in which they will be able to access their results on that day. This information is available to students on the Current Students Exam Results webpage.

For further information including information sheets, guides and workflows please see the Grade Approvals Process webpage. If you have queries in relation to this email, please contact grading.support@ucd.ie.

Kind regards,

The Grading Support Team
Grading Support | Tacaíocht le Gráid
Assessment | Measúnú

UCD Registry | Clárlann UCD

grading.support@ucd.ie