

**Autumn Trimester, Resit Exam Registration**

Assessment <examlogistics@ucd.ie>  
To: anna.john@ucd.ie

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Monday, 25 September 2023

**UCD REGISTRY****Cláríann UCD*****Autumn Trimester, Resit Exam Registration***

***This email has been circulated to:*** School Managers, School Administrators (students), College and School Office Directors, Programme Managers, Innovation Academy  
**CC:** UCD Registry

Dear Colleague,

You are receiving this email as you may be involved in Student Registration in your College/School/Unit. We wish to make you aware of the following information.

Assessment will commence scheduling for the Autumn 2023/24 end of Trimester examinations on Friday, 27 October using the module registration data of all students registered up until this date. This means that students registered to modules after this date will not appear in the timetable's data set, and the following will apply:

- The exam will not appear in a student's personalised timetable
- Students will not see their details on the seating lists
- Students sitting their exams in the RDS will be seated in the X-section

Please be reassured, students who may be affected by this will never be turned away from the exam halls. Instead, please advise them of the above information and that they should make themselves known to an exam helper in each exam centre who will direct them to where they will sit their exam. Invigilators will take the students' details and provide them with the required exam paper and answer booklets.

We would encourage you, in so far as is possible, to ensure your students are registered by the above cut off date.

If you have any queries in relation to the above, please contact: [examlogistics@ucd.ie](mailto:examlogistics@ucd.ie)

Kind Regards,

Karen McHugh  
Director of Assessment  
UCD Registry

[examlogistics@ucd.ie](mailto:examlogistics@ucd.ie)[UCD Registry Website](#)

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