



UCD REGISTRY

Clárann UCD

Date: 07 December 2023

Subject: Autumn Trimester Exam Arrangements 2023

This email has been circulated to: *Heads of Schools, School Heads of Teaching and Learning, School Managers and School Administrators, College Office Directors, Programme Managers, Programme Deans*
CC: Innovation Academy

Dear Colleague,

In final preparation for the Autumn Trimester exam session, please see advice and FAQs available on the [Assessment website](#) covering a range of topics including:

- Academic Attendance at Exam Centres
- Exam Script Collection/Delivery (please pay particular attention to the opening hours of the distribution room and other options for collection. The distribution room will close for this session at 5pm on Thursday 21st December.)
- Substitute Exam Papers
- Disability Supports/Temporary Arrangements at Exam Time
- Contingency planning

We would appreciate it if you could share this information with relevant faculty and staff in your area.

Please also find quick links which you may find useful:

[Assessment Staff Website](#)

[Current Student Website](#)

[End of Autumn Trimester Exam Timetable](#)

For your information, the email below was circulated to students 1 December.

Kind regards,

Karen McHugh
Director of Assessment
UCD Registry



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[Tierney Building](#)

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