



UCD REGISTRY

Clarlann UCD

Summer Trimester, Examinations Draft Timetable

This email has been circulated to: Heads of Schools, School Managers, School Administrators, School Heads Teaching and Learning

CC: UCD Registry, College/ School Office Directors, Graduate School Managers, Deans of Programmes, Graduate School Directors, VPs for Teaching and Learning, Innovation Academy

Dear Colleague,

I wish to draw your attention to a number of important items below in relation to the 2022/23 Summer End of Trimester exams.

Kind Regards,

Karen McHugh
Director of Assessment
UCD Registry

Summer Trimester Exam Draft Timetable

The DRAFT Summer Trimester Timetable (**for staff review only**) is now available to view on the [Registry staff intranet](#).

Please review the draft timetable, paying particular attention to check the following:

1. All end of trimester exams (either online, in-person or classroom) required by the School are scheduled in the draft timetable.
2. Any modules currently scheduled on the draft timetable that do not require an end of trimester exam are identified to be removed.

Any changes required must be returned to Assessment by close of business on **Friday, 7 July** by email to examlogistics@ucd.ie.

Please do not communicate this draft timetable to students. The final Summer Trimester Exam Timetable will be published to students by Assessment on **Monday, 10 July**.

Exams included in DRAFT Summer Trimester Timetable

The DRAFT Summer Trimester Timetable includes online, in-person or classroom exams that will run over two slots each day within the exam session of **1 - 8 August** for undergraduates and **19 - 26 August** for graduate taught exams. Some graduate taught exams have been scheduled into the first session if requested by Schools.

The scheduled start times for students will be **9.30am and 1.00pm**.

We will advise students that there may be other non-scheduled exams (eg. practicals, open-book, take-away) and that the Module Coordinator will confirm dates and/or deadlines in these cases.

If you have selected to hold online or classroom exams they must finish within the allocated 3 hour block and not run into the next subsequent slot, to ensure there are no clashes for students.

Online and classroom exams are to be arranged locally and there is guidance available on the [Assessment website](#).

Exam Question papers

The deadline for Exam Question Paper submission using [Exams Manager](#) is **Tuesday, 11 July**. Please note that all papers must be uploaded and approved twice to be eligible for

centralised printing. After the due date, if your Exam Question Paper is not in Exams Manager, the School will be responsible for arranging delivery of the required number of Exam Question Papers to the exam centres 48 hours in advance of the allocated exam time. Non-delivery of outstanding examination papers 48 hours in advance may lead to the examination being cancelled.

Useful resources and contacts

- Brightspace Support and Information on preparing for online assessments can be found via the [IT Support hub](#)
- The full resource on Alternative Assessment is on the UCD T&L Teaching Continuity Measures [web page](#).
- Teaching and Assessment FAQ's are available on the [UCD website](#)

All other queries in relation to this email can be directed to examlogistics@ucd.ie



examlogistics@ucd.ie



[UCD Registry Website](#)

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