



UCD REGISTRY

ClárIann UCD

**Subject: Summer Trimester Exam Question Papers Submission**

**Date: Tuesday, 27 June 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,

The Exams Manger portal for uploading exam question papers is now open for Summer End of Trimester exams. All in-person exam question papers that require printing and delivery to an exam centre must be submitted to the Exams Manager portal by **Tuesday, 11 July 2023**. All review and approval procedures for exam question papers should take place before this deadline.

Heads of Schools, School Managers and Module Coordinators associated with the module in the Curriculum Management System (CMS) automatically have access to the portal. Further access can be granted internally within Schools.

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.

Please also take note of the [Assessment key dates](#) for 2022/23 regarding 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](mailto:examlogistics@ucd.ie)

Sincerely,

Karen McHugh

Director of Assessment, UCD Registry

Sign off-examlogistics@ucd.ie