



Clárann UCD | UCD Registry

Autumn Trimester Final Exam Arrangements 2025

This email has been circulated to: Head of School, Deans of Programmes, School Head Teaching and Learning, VPs for Teaching and Learning, School Managers, School Administrators (students), College and School Office Directors, Graduate School Directors, Programme Managers, Programme and Operations Manager, College Administrator - Programmes and Students, Programme Office Administrator, Innovation Academy CC: UCD Registry

Dear Colleagues,

This email contains important information for those involved in end-of-trimester exams within your College, School, or Unit. Please review the details below carefully.

Important Update: RDS Events and Access

The RDS has recently advised us that additional events will be taking place on the grounds during the exam period. While the RDS has reassured us that they are taking steps to minimise disruption, there will likely be some impact on traffic and parking given the time of year.

As this notice has come to us at a late stage, please be aware that there may be changes affecting travel routes, entry points to the venue, and the availability and location of car parking. Further information is included below, and we advise you to allow extra time when attending exams at the RDS.

We encourage you to review the advice and FAQs available on the [Assessment website](#). These resources cover a range of key topics, including:

- **RDS Car Parking:** Please bring your UCD staff ID to gain access. Due to simultaneous events, parking at Shelbourne Hall will be limited. Parking will be available via Merrion Road, with extra spaces at RDS Simmonscourt and at St Mary’s Church, Anglesea Road. A map from the RDS on the [Assessment website](#) shows the parking areas in RDS Simmonscourt and the church grounds, and can help you plan your route.
- **RDS Access:**The Anglesea Road entrance will be for pedestrian access only. Vehicles will not be able to enter from this point. The map provided by the RDS shows all access points to the venue
- **Academic presence:** While staff presence in exam halls is normally encouraged, we appreciate that access to parking at the RDS may be more challenging during this exam period. We therefore ask that you ensure you remain contactable throughout your exam via the number provided at exam paper upload, should any queries arise. Being reachable is essential to avoid unnecessary stress for students. Staff attendance at the Newman and Blackrock exam centres is strongly encouraged, as parking and access at these locations are not affected.
- **Newman Exam Centre Office:** This trimester, the office will operate from room F104.
- **Exam Script Collection/Delivery:** Note the [distribution room](#) opening hours and alternative collection points. The room will close permanently at 3 pm on Saturday, 20 December, with a last delivery being attempted the morning of Monday, 22 December.
- **Substitute Exam Papers:** Substitution papers cause disruptions for both staff and students each trimester and should be kept to a minimum. Follow the guidelines outlined on the [Assessment website](#) where this is required.
- **Disability Supports/Temporary Arrangements during Exams.**
- **Contingency Planning.**

Action Required:

- Review the [Assessment website](#).
- Share this information with relevant faculty and staff in your area.
- Ensure you have a valid UCD staff ID for venue access.

Need Assistance?

Further resources are available at;

- [Assessment Staff Website](#)
- [Current Student Website](#)
- [End of Autumn Trimester Exam Timetable](#)

For reference, the student communication issued on Friday, 28 November, is included below

If you have any questions contact us at examlogistics@ucd.ie.

Thank you for your attention and assistance.
Kind regards,

Karen McHugh
Director of Assessment
UCD Registry



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Attention: Essential Travel and Access Update for RDS Exam Students

This email has been circulated to: All Students CC: Student Advisers

Dear :FORENAME,

This message gives important information for students who have exams in the RDS Shelbourne Hall this December.

The RDS has only recently informed us that additional events will take place on the grounds at the same time as UCD's exams. While the RDS has reassured us that they are taking steps to minimise disruption, there will likely be some impact on traffic and parking given the time of year. This late notice means there will be changes that may affect your journey, the entrance you will use and access to car parking.

Travel and Arrival

Give yourself more time than usual to travel. Traffic during the December exam period is already busy and the additional events are expected to cause further delays. Study rooms will be available at the RDS venue. The exam hall will open 30 minutes before the start of each exam and you can sit in your assigned seat during this time.

Public Transport

Using public transport is advised. The UCD Students Union will also operate a shuttle bus service.

Car Parking

Car parking facilities will be available in a reduced number of spaces and may fill quickly, so early arrival is advised. UCD students can avail of a discounted rate of €7 by presenting a valid UCARD. On exam days, Merrion Cricket Club will also open as an overflow car park, subject to weather conditions, with a fee of €10 per car. To support your travel planning, a [map](#) showing the designated parking areas in Simmonscourt and the church grounds is available on the [Assessment website](#) and can be used to help plan your route in advance.

Venue Entrances

The Anglesea Road entrance will be for pedestrian access only and vehicles will not be able to enter from this point. A map provided by the RDS is available on the [Assessment website](#) and shows the appropriate entrances for those arriving on foot or by car. Check this before you travel so you know how to access the venue.

Bags and Personal Belongings

As other events are taking place, take care of your valuables. A free cloakroom service is available in the RDS and you will need to allow extra time if you plan to use it. Do not leave belongings unattended.

Seat Numbers

Your seat number is on your personalised timetable in [SISWeb](#). Make sure you know it before arriving at the venue.

Postponement Updates

If any exam is postponed you will receive an update through your UCD Connect email.

Support

Support is available if you need someone to talk to. You can contact your [Student Adviser](#) or a [UCD Chaplain](#).

You will receive another message next week with further information about exam arrangements.

Kind regards,

Karen McHugh
Director of Assessment
UCD Registry

This email was sent by [UCD Registry](#).