UCD Connect

Kaisu Healy <kaisu.healy@ucd.ie>

Spring End of Trimester Exams 2022/2023
9 messages

Assessment <examlogistics@ucd.ie>   Tue, May 2, 2023 at 9:11 AM
To: kaisu.healy@ucd.ie

UCD Registry

02 May 2023

UCD REGISTRY

Clárlann UCD

Spring End of Trimester Exam Arrangements 2022

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 Spring Trimester exam session, please see advice and FAQs available on the Assessment website covering a range of topics including. Please also note the following:

- Disability Supports at Exam Time/Temporary Arrangements are organised with a strict 4th May deadline - please do not refer students to Access & Lifelong Learning after this date unless they have incurred an injury after the deadline
- Due to another event taking place in the RDS at the same time as the exams, there may be restrictions around accessing the hall and additional traffic in the area.
- Academic Attendance at Exam Centres - Leave adequate time to get to your exam centre.
- Exam Script Collection/Delivery:

  For the RDS only: there will be updated details for the collection/delivery times and access to this exam centre

  - Friday, 05 May- 2.30 pm-5 pm (Enter through Shrewsbury Road)
  - Monday, 06 May- 8 am-6.30 pm (enter through Simmonscourt Road)
  - Tuesday, 07 May- 8 am-12 pm (enter through Simmonscourt Road)
  - Wednesday, 08 May - Friday, 19 May (except Sunday, 14 May) - 8 am-6.30 pm (enter through Simmonscourt Road)

  For all other exam centres, collection is as normally, unless otherwise directed by Assessment.

Please also find quick links which you may find useful:
Assessment Staff Website

Current Student Website
End of Trimester Spring Timetable

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

Kind Regards,

Karen McHugh
Director of Assessment
UCD Assessment

02 May 2023

UCD REGISTRY

Clárlann UCD

Spring End of Trimester Exams 2022/2023

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

Dear Student,

Just ahead of the commencement of the examinations, some final reminders to assist you:

General reminder:

- Check your exam timetable to make sure you know where and when your exam is taking place.
- There are three in-person exam venues; RDS Simmonscourt, the Newman Building and the Blackrock Exam Hall. (Note: For the Newman Building report to A105 and your room will be allocated to you).
- Familiarise yourself with UCD's Examination Regulations, in particular relating to mobile phones, smart watches and other electronic devices.
- Support is available to you if you are feeling distressed.
- Past Exam Question Papers are available through SISWeb.

For Online Exams:

- Know in advance of your online exams who to contact, and how to contact them, if you encounter difficulties.
- Review information on getting ready, setting up, and taking your online exam.
- Prepare your browser/device. Details on how to do this are available on the UCD IT Services website.

For In-Person Exams:

- Due to other events also taking place in the RDS there may be additional traffic. Leave adequate time to get to your exam centre.
- Know where you are going and how to get to your exam. Check the Student Assessment website for directions to the Exam Centres.
- Remember to bring writing implements and your UCARD. The use or attempted use of any electronic device that holds, receives or transmits data including but not necessarily limited to mobile phones and smart watches (unless the use of this device

is specifically confirmed by UCD Access and Lifelong Learning through a Needs Assessment prior to the exams) is strictly prohibited during an examination or in the examination hall and is a serious breach of discipline.

- Prior to the exam, check your seat number provided on your SISWeb account for quick access to the exam hall. If you do not have a seat number, ask an Exam Helper (in orange t-shirts) on arrival who will direct you to a seat. (For students in the Newman Exam Centre, a room/seat will be allocated to you outside of A105, Newman Building)
- Exam Helpers and Invigilators are there to help you, follow their advice and directions. Ask them for help if you need it.
- Have any items that you want to leave in the cloakroom ready to hand over to staff before you reach the cloakroom. There is no fee required for the cloakroom. Bags are not allowed in the exam hall and must be left in the cloakroom.
- Do not attend an in-person exam if you are displaying COVID-19 symptoms or other infectious illness symptoms. See the HSE website on self-isolation and information on the extenuating circumstances process.

Further information and detailed FAQs can be found on the Student Assessment website.

If exams have to be postponed for an exceptional reason such as for a power outage there is a contingency plan in place and you will be notified to your UCD connect email address.

Disability Support and Temporary Exam Supports:

The temporary exam support application process will close on **Thursday, 4 May**. Only students who acquire an injury after this deadline will be considered after this date when accompanied by appropriate medical documentation. Students who acquire an injury during the revision week or exam period should also consider applying for Extenuating Circumstances.

Information on accessing disability support and temporary exam supports is available on the Access & Lifelong Learning website.

Final results for Spring Trimester 2022/23 will be released on **Friday, 23 June 2023** through your Student SISWeb. For more information, please see the Student Exam results web page.

We wish you every success in your examinations.

Kind Regards,

Karen McHugh
Director of Assessment
UCD Assessment

Student Connector   **UCD Registry Website**

This email was sent by UCD Registry

This email has been sent to you by the UCD Targeted Communications System in InfoHub

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Assessment <examlogistics@ucd.ie>   Tue, May 2, 2023 at 9:14 AM
To: kaisu.healy@ucd.ie

02 May 2023

UCD REGISTRY
Clárlann UCD

Spring End of Trimester Exam Arrangements 2022

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[Quoted text hidden]

02 May 2023

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Clárlann UCD

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CC: Student Advisers

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We wish you every success in your examinations.

Kind Regards,

Karen McHugh
Director of Assessment
UCD Assessment

Student Connector   **UCD Registry Website**

This is an automated message. Please do not respond to this email. Click on the address above to contact us.

This email was sent by UCD Registry

This email has been sent to you by the UCD Targeted Communications System in InfoHub

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Kaisu Healy <kaisu.healy@ucd.ie>   Tue, May 2, 2023 at 9:17 AM
To: Johanna Kennedy <johanna.kennedy@ucd.ie>, Orla O'Shea <orla.oshea@ucd.ie>

Hi Johanna and Orla,

please see the staff email below.

Thanks,
Kaisu
[Quoted text hidden]
--

Kaisu Healy (She/Her)
Team Lead, Exam Operations

UCD Registry - Assessment | University College Dublin |
Tierney Building, Belfield, Dublin 4, Ireland

T. +353 (1) 7161797 **| W.** www.ucd.ie/registry/assessment

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image004.png
5K

Johanna Kennedy <johanna.kennedy@ucd.ie>   Tue, May 2, 2023 at 11:36 AM
To: Kaisu Healy <kaisu.healy@ucd.ie>
Cc: Orla O'Shea <orla.oshea@ucd.ie>

Thanks Kaisu. Will you let me know when they are up on the comms archive? I just want to make sure the remote working group knows they have been sent.

Johanna Kennedy (she/her)
Senior Examinations Logistics Manager
T: +353 (1) 716 1422 | E: Johanna.Kennedy@ucd.ie

Assessment | Measúnú
UCD Registry | Clárlann UCD

University College Dublin | Coláiste na hOllscoile Baile Átha Cliath
Belfield, Dublin 4 | Belfield, Baile Átha Cliath 4
D04 V1W8

UCD Registry - A team of excellence supporting the lifecycle of students

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 image004.png
5K

Kaisu Healy <kaisu.healy@ucd.ie>   Tue, May 2, 2023 at 11:41 AM
To: Johanna Kennedy <johanna.kennedy@ucd.ie>
Cc: Orla O'Shea <orla.oshea@ucd.ie>

Hi Johanna,

yes, they are here:
https://drive.google.com/drive/folders/1TgJ72fXi_nE7eGd5UEmJz8GB-tSPZX-Q?usp=sharing

Is this the one you mean?

Thanks,
Kaisu
[Quoted text hidden]

 image004.png
5K

Orla O'Shea <orla.oshea@ucd.ie>   Tue, May 2, 2023 at 11:45 AM
To: Kaisu Healy <kaisu.healy@ucd.ie>
Cc: Johanna Kennedy <johanna.kennedy@ucd.ie>

Hi Kaisu,

It's the comms archive on T4. There's a student and staff archive.
You will need to save the email as PDF first.

For the staff site, the archive is in the Communications folder under Registry Services, see screenshot below.

Do you have access to the student site?

Thanks,
Orla
[Quoted text hidden]
--
Orla O'Shea
Business and Data Analyst
Assessment | Measúnú
UCD Registry | Clárlann UCD
Tierney Building | Áras Uí Thiarnaigh
University College Dublin | An Coláiste Ollscoile, Baile Átha Cliath
Belfield, Dublin 4 | Belfield, Baile Átha Cliath 4
D04 V1W8
T: +353 (1) 716 1425
Web: http://www.ucd.ie/registry/assessment/

Kaisu Healy <kaisu.healy@ucd.ie>   Tue, May 2, 2023 at 11:49 AM
To: Orla O'Shea <orla.oshea@ucd.ie>
Cc: Johanna Kennedy <johanna.kennedy@ucd.ie>

Thanks Orla,

is it a pdf of the HTML, or the email that looks like an email?
Thanks,
Kaisu
[Quoted text hidden]

 image004.png
5K

Orla O'Shea <orla.oshea@ucd.ie>   Tue, May 2, 2023 at 11:52 AM
To: Kaisu Healy <kaisu.healy@ucd.ie>
Cc: Johanna Kennedy <johanna.kennedy@ucd.ie>

Yes, it's the PDF of the email - the targeted comms system usually sends a version every time you send an email so I save one of those
as a PDF and upload that.

I have created an SOP - let me know if it helps
[Quoted text hidden]

Kaisu Healy <kaisu.healy@ucd.ie>   Tue, May 2, 2023 at 11:55 AM
To: Orla O'Shea <orla.oshea@ucd.ie>
Cc: Johanna Kennedy <johanna.kennedy@ucd.ie>

Great, thanks Orla,
Kaisu
[Quoted text hidden]

 image004.png
5K