Subject: Spring Trimester, Draft Examination Timetable

Date: Tuesday, 25 February 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 exam timetabling or exam paper submission within your College, School, or Unit. Please review the details below carefully.

Key Information:

Draft Timetable Review
The draft Spring Trimester exam timetable is now available on the [Registry staff intranet](#) for review. Ensure that:

1. All required exams (online, in-person, or classroom) are scheduled, including exams for students with outstanding IXs.
2. Any modules listed without a required exam are identified for removal.

You need to submit any changes by **Wednesday, 5 March** using the Google sheet provided to the Head of School or nominee. Submit one consolidated response per School. Do not share this draft with students. The final timetable will be published by Assessment on **Friday, 21 March**.

Exam Timetable Details

- Exam sessions run from **Saturday 3 - Saturday 17 May** in three daily time slots: 9:30am, 1pm and 4:30pm
- Online and classroom exams must conclude within the 3-hour block to avoid scheduling conflicts.
- We will advise students that some exams (e.g., practicals, open-book) will be confirmed separately by their Module Coordinator.

Exam Papers

A reminder to submit all exam papers via the [Exams Manager portal](#) by **Wednesday, 14 April**. After this date, Schools are responsible for delivering papers to exam centres 48 hours before the scheduled exam. Failure to deliver may result in exam cancellation.

Action Required:

- Share this information with relevant faculty and staff in your area.
- Follow all instructions contained in this communication.

Need Assistance?

Further resources are available at;

- Brightspace support and online assessment preparation: [IT Support Hub](#)
- Assessment types and feedback guidance: [UCD Teaching & Learning website](#)
- Guidance for locally arranged exams: [Assessment website](#).

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

Thank you for your attention and assistance.

Sincerely,
Karen McHugh
Director of Assessment, UCD Registry

GET IN TOUCH

examlogistics@ucd.ie

www.ucd.ie/registry/assessment