



UCD REGISTRY

Clárann UCD

### Spring Trimester, Resit Exam Registration

*This email has been circulated to: 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 student registration within your College, School, or Unit. Please read the details below carefully.

#### Key Information:

- **Examination Scheduling Deadline:**  
The final schedule for the Spring 2024/25 end-of-trimester exams will be set on **Friday, 21 March**. This schedule will be based on the student registration data available by that date.
- **Impact of Late Registration:**
  - Students who register for modules **after 14 March** will not have their exams included in the timetable.
  - Their exams will **not** appear in their personalised timetables.
  - Their details will **not** be included on the seating lists.
  - Students taking exams at the RDS exam venue will be seated in the **X-section**.
  - Alternative supports cannot be guaranteed.

#### What This Means for Students:

- If a student is registered late (i.e. after 14 March):
  - Inform them their exam will not appear in their personalised timetable and they will not be included on the seating lists.
  - Advise them to speak with an exam helper at their exam centre.
  - The exam helper will direct them to their assigned seat or an alternative seat.
  - Invigilators will collect the student's details and provide the necessary exam materials.
  - All students, regardless of registration status, will be accommodated during the exams.

#### Action Required:

- **Ensure students are registered before 14 March** to avoid any issues.
- Share this information with relevant faculty and staff in your area.

If you have any questions or need further clarification, contact us at [examlogistics@ucd.ie](mailto:examlogistics@ucd.ie).

Thank you for your attention to this matter.

Kind regards,

Karen McHugh

Director of Assessment

UCD Registry



[examlogistics@ucd.ie](mailto:examlogistics@ucd.ie)



[UCD Registry Website](#)

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