



UCD REGISTRY

Clárann UCD

Autumn 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 Autumn Trimester exam session, please see advice and FAQs available on the [Staff Assessment website](#) covering a range of topics including:

- Academic Attendance at Exam Centres
- Exam Script Collection/Delivery
- Substitute Exam Papers
- Disability Supports/Temporary Arrangements at Exam Time
- Contingency Planning

Please also find quick links which you may find useful:

[Assessment Staff Website](#)

[Current Student Website](#)

[End of Trimester Autumn Timetable](#)

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

Kind Regards,

Karen McHugh
Director of Assessment
UCD Assessment



UCD REGISTRY

Autumn End of Trimester Exams 2022

This email has been circulated to: All Students

CC: Student Advisers

Dear :FORENAME,

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 Shelbourne, 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](#).
- [Support](#) is available to you if you are feeling distressed.
- Past Exam Question Papers are available through [SISWeb](#).

For Online Exams:

- In advance of your exams, know who to contact and how to contact them in case 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:

- 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.
- Exam Helpers and Invigilators are there to help you, follow their advice and directions. Ask them for help if you need it.
- Due to the ventilation levels required in the halls, windows and doors may need to be opened at various times, therefore we suggest that you wear layers of clothing.
- 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.

- Don't 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.

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

Further information and detailed FAQs can be found on the [Student Assessment website](#).

Final results for Autumn Trimester 2022/23 will be released on **Tuesday, 31 January 2023** through your Student SISWeb. For more information, please see the [Student Exam results web page](#).

Online module registration dates for Spring Trimester 2022/23 are published on the [UCD Key Dates web page](#). Look under Recent Updates for details. Stage 1 Undergraduates start on 06 January 2023 (depending on start time). All other students start on 13 or 16 January 2023 (depending on College/Stage).

Finally, UCD would like to hear about your exam experience. Tell us about it by completing our survey, and be in with a chance to win a €250 All4One voucher. The survey will open on **Wednesday, 14 December 2022** via the Student Assessment [website](#).

We wish you every success in your examinations.

Kind Regards,

Karen McHugh
Director of Assessment
UCD Assessment

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assessment@ucd.ie



[UCD Registry Website](#)

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