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## Summer Trimester, Draft Exam Timetable

11 messages

**Assessment** <examlogistics@ucd.ie>  
To: kaisu.healy@ucd.ie

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### UCD Registry

2 July 2025



## Clárlann UCD | UCD Registry

### Summer Trimester, Draft Exam Timetable

**This email has been circulated to:** Head of School, Deans of Programmes, School Head Teaching and Learning, VPs for Teaching and Learning, Graduate School Manager, 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,

I would like to draw your attention to several important updates below regarding the Summer End of Trimester exams for 2024/25.

Kind regards,

Karen McHugh  
Director of Assessment  
UCD Registry



### Draft Summer Trimester Exam Timetable

The draft exam timetable (for staff review only) is now available attached in this email. Note that only one draft version is issued for this exam session. The final timetable will be published on **Monday, 7 July 2025**.

When reviewing the draft, please ensure: All required exams (online, in-person, or classroom-based) are scheduled. This includes exams for students with outstanding IX grades. Please confirm that any required exams are included. Modules incorrectly listed in the draft timetable (i.e., those not requiring an end-of-trimester exam) are identified for removal.

If any updates are needed, email [examlogistics@ucd.ie](mailto:examlogistics@ucd.ie) by close of business, **Thursday, 3 July**.

Important: Do not share the draft timetable with students. Assessment will publish the final version to students on Monday, 7 July.

## Exam Details in the Draft Timetable

The draft timetable includes exams scheduled to take place across two daily slots during the following periods:

Undergraduate exams: 28 July – 1 August 2024

Graduate taught exams: 16 – 23 August 2024

*(Some graduate taught exams may be scheduled during the earlier Undergraduate exam session if requested by Schools.)*

Scheduled student start times:

Morning: 9.30am

Afternoon: 1.00pm

Students will be advised that additional assessments (e.g., practicals, open-book or take-away exams) may take place during this period. In these cases, the Module Coordinator should confirm exact dates or deadlines directly with students.

For online and classroom exams:

Exams must finish within the 3-hour block to prevent scheduling clashes. These exams are organised locally. Guidance is available on the [Assessment website](#).

[Read more](#)

## Exam Question Papers

All exam question papers must be submitted via [Exams Manager](#) by **Tuesday, 8 July**.

Papers must be uploaded and go through two stages of approval to be eligible for central printing.

If papers are not submitted on time, the School is responsible for printing and delivering the required number of copies to the exam centres at least 48 hours before the scheduled exam.

Non-delivery of papers on time may result in exam cancellation.

[Read more](#)

## Support and Resources

Brightspace Support and guidance on preparing for online assessments are available through the [IT Support Hub](#).

Resources for Alternative Assessment are on the Teaching Continuity Measures [webpage](#).

The Teaching and Assessment FAQs are available on the [UCD website](#).

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

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**Summer exam timetable draft 24 25.xlsx**

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