



UCD REGISTRY

ClárIann UCD

Subject: Spring Trimester 2024, Exam Timetable Available

Date: Friday, 22 March 2024

This email has been circulated to: *All Students*

CC: *Student Advisers*

Dear :FORENAME,

The final confirmed Spring Trimester Exam Timetable is now available on the [UCD Current Students website](#). An individualised Exam Timetable will be available shortly on your UCD Connect Account on [SISWeb](#).

Exam Venues

There are five types of venues that will appear on the timetable:

- RDS Simmonscourt - (In-person) your exam takes place in the [RDS](#), the start time and duration is displayed on your individualised timetable.
- Blackrock Exam Centre- (In-person) your exam takes place in the [Blackrock Exam Centre](#), the start time and duration is displayed on your individualised timetable.
- Online - your exam takes place [online](#). Your exam has been allocated a time slot however, the specific details of the exam will be provided by your Module Coordinator, i.e. start time, exam duration, finish time and any additional time allowed to download/upload/submit the exam. Please ignore the seat number which may appear on your personalised exam timetable for an online exam.
- Classroom - (may be in-person or online) your exam takes place in a classroom setting. The specific details of the exam will be provided by your Module Coordinator, i.e. location, start time and exam duration. Please ignore the seat number which may appear on your personalised exam timetable for a Classroom exam.
- Newman A105- (In-person) students registered with disability / temporary support will sit their exams in the [Newman Examination Centre](#), which includes rooms in the Newman building and the Arts Annexe (Hannah Sheehy-Skeffington Building) on Belfield campus. The venue will be listed as **Newman A105**, Newman Office / Reception on your individualised exam timetable. Please present yourself here ahead of your scheduled exam start time to get further information on the exact location of your exam room. Students registered for disability / temporary support must attend the Newman Examination Centre in order to avail of their supports. Your supports or an allocated seat will not be available in any other exam centre.

If examinations need to be postponed, for an exceptional reason such as a power outage or adverse weather conditions, you will receive notification of contingency arrangements to your UCD connect email address.

Assessments not scheduled

There may be some assessments due to take place during the Spring exam period that are not scheduled on your timetable. If any of your modules are not listed on the Exam Timetable and you have not received information from your Module Coordinator indicating it's a take-home assessment or an in-person classroom exam, or you notice a conflict in your exam schedule, please contact your School promptly for assistance.

Disability Support and Temporary Exam Supports

Information on accessing [disability support](#) and [temporary exam supports](#) is available on the Access & Lifelong Learning website.

The temporary exam support application process opens on **Wednesday, 10 April** and will strictly close on **Wednesday, 1 May at 5pm**. Only emergency requests 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.

Students accessing disability support who have not yet confirmed should immediately email disability@ucd.ie

Useful resources and contacts

- Past Exam Question Papers are available through [SISWeb](#)
- [Advice on sitting exams](#) and [Transport information](#)
- [Examination Regulations](#) on what is permitted in the Exam Halls
- [Information](#) on how to complete a paper-based MCQ
- [Mental Health Support](#)
- Visit the UCD Student Advisers [website](#) to find your [UCD Adviser](#)
- [UCD Extenuating Circumstances Policy](#) and [website](#)
- [Advice](#) on minimising the risk from Covid-19 and other contagious illnesses

Sincerely,

Karen McHugh

Director of Assessment, UCD Registry

Route through student connector email