



UCD REGISTRY

ClárIann UCD

Subject: Spring End of Trimester Exams 2023/2024

Date: Thursday, 25 April 2024

This email has been circulated to: *All Students*

CC. Student Advisers

Dear :FORENAME,

Just ahead of the commencement of examinations, some final reminders to assist you:

General reminders:

- 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 Simmonscourt, the Newman Building and the Blackrock Exam Centre. (Note: For the Newman Building, report to room A105 and your room will be allocated to you).
- Familiarise yourself with UCD's [Examination Regulations](#), in particular relating to mobile phones, smart watches and other electronic devices.
- Past Exam Question Papers are available through [SISWeb](#).
- If exams are postponed due to exceptional reasons, such as adverse weather or a power outage, you will be notified via your UCD connect email address.
- Do not forget that [Support](#) is available to you if you are feeling distressed.

For Online Exams:

- Know in advance of your online exam who to contact, and how to contact them, if you are encountering any 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.
- Exam Helpers (in orange t-shirts at the exam venues) and Invigilators are there to help you - follow their advice and directions. Ask them for help if you need it.
- Remember to bring your UCARD. Failure to produce your UCARD will be reported and requires additional identity checks. 514 warning letters regarding missing UCARDs were issued to students following the December session in 2023, and 36 students were referred to the [Student Disciplinary Process](#).
- Remember to bring writing implements, any required medications and any permitted exam materials.
- A reminder that 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. (For students in the Newman Exam Centre, report to room A105 and your seat/room will be allocated to you.
- 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.
- Do not 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.

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

Disability Support and Temporary Exam Supports

The temporary exam support application process will close on **Wednesday, 1 May**. After this deadline, only students who sustain an injury, supported by relevant medical documentation, will be eligible for consideration.. Students who acquire an injury during the revision week or exam period should also consider applying for Extenuating Circumstances.

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

Final results for Spring Trimester 2023/24 will be released on **Friday, 21 June 2024** through your Student SISWeb. For more information, see the [Student Exam results web page](#).

We wish you every success in your examinations.

Sincerely,

Karen McHugh

Director of Assessment, UCD Registry

Sign off-route through the Student Desk Connector