

Imperial College London

Recording exam events in Celcat

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Purpose

This document's primary purpose is to ensure parity of experience across the College for both students and academics receiving exam timetables.

To achieve this, we've looked at best practices within College as to recording exam events in Celcat, to help inform this set of guidance.

Establishing best practice helps accurate room and exam data to be maintained and provides opportunities for exam space to be fully utilised, particularly during exam periods where suitable exam space is limited.

Finally, it also provides reliable data for reporting purposes including HESA return which is a legal obligation to be met by the College and recording of Celcat data impacts the accuracy of information provided.

Some rarities in events may exist that fall outside of the practices published in this document and we will look to support departments in moving towards the best College method of recording exam events this document establishes.

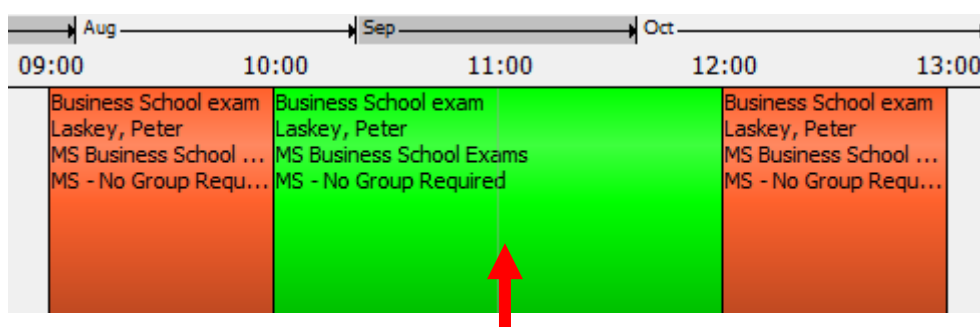
'Exam' Event Categories

There are three types of *Event Category* that are used for recording exam events in Celcat:

- **Examination** - Consisting of the total exam duration from start to finish
- **Set-up/take-down** - For *set-up* prior to the Examination itself involving layout of exam materials etc and similarly in *take-down* following the Examination. This event category should also be used to cover any long period of exam furniture set-up or take-down required in a room e.g. Soft Services booking.
- **Room Non-Availability (Published)** - Should be used to ensure reservation of a space during the main College exam periods, preventing any booking clashes. This should be adjusted or removed once exam events are known to reserve the space in-between exam events as required.

Adding an exam event

When adding an exam event, the 'Examination' *Event Category* should be used, creating a **green** event block.



TIMETABLING WEBSITE: <http://www.imperial.ac.uk/timetable>

EMAIL THE CENTRAL TIMETABLING SUPPORT TEAM (CTSO): timetabling@imperial.ac.uk

The start and end time of this event should reflect the exact duration of the exam

- e.g. a 2 hour PM exam, starting at 2pm should display as *Start 14:00 to End 16:00*

Within the event, the following event fields should be completed:

The screenshot shows the 'Details' tab of the Celcat event creation form. Red arrows point to the following fields:

- Event name:** Business School exam
- Modules:** MS Business School Exams
- Rooms:** SHER 350 - Great Hall
- Staff:** Laskey, Peter
- Groups:** MS - No Group Required
- Time:** Mon 10:00 - 12:00 (02h 00m)
- Weeks:** 36 [04/03/2019]
- Event category:** Examination [100%]
- Department:** MS Business School
- Break time (mins):** 0
- Protected:** ☐
- Suspended:** ☐
- Notes:** (empty text area)

- **Event Name** – Exam title
- **Modules** – Relevant module appropriate to the exam
- **Rooms** – Exam room(s) selected as appropriate
- **Staff** – Staff to be assigned to exam event as appropriate. If no staff required, this should be selected under the relevant dept e.g. Business School - 'MS No staff required'
- **Groups** – Any student group to be attached.
If no student group required - 'MS No Student Group' should be selected
- **Time** – Total exam duration from start to finish
- **Weeks** – Select as appropriate (if not automatically). Additional weeks can be selected if recurring exam event e.g. every Tuesday for 3 weeks
- **Event Category** – Select 'Examination'
- **Department** – Relevant dept e.g. Business School - 'MS Business School'
- **Notes** – Any additional internal event notes (not published) as required*

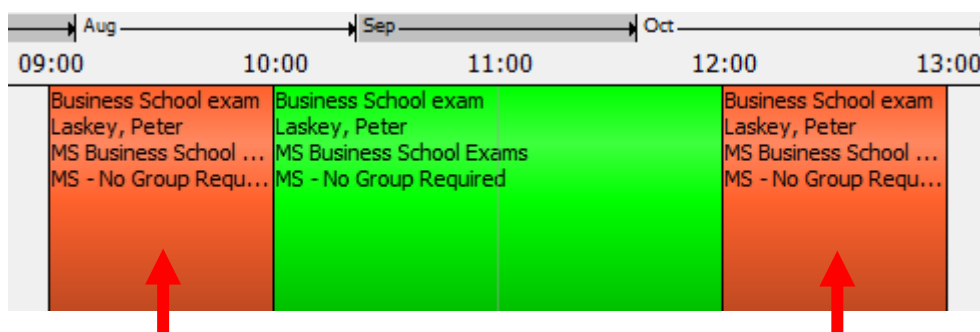
*Within the Misc tab, *Custom 3- Published Notes* may also be used for this purpose (see Celcat Training pages for further guidance)

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Adding exam 'Set-up' & 'Take-down' events

When booking an exam event, time should be allocated for any exam *set-up* prior to the exam itself and the same for *take-down* following the event. This should also be reflected in Celcat.



For any exam *set-up*, min 1 hour should be designated to allow sufficient set-up time for invigilators and min 30 mins for take-down (collecting scripts/packing up) as required.

For *Event Category*, 'Set up/take down' should be selected, creating an **orange** event block. The following event fields are completed in the same manner as the exam event (see *Adding an exam event* above):

- **Event Name** – Same as exam event title
- **Modules** – Same as exam event
- **Rooms** – Same as exam event
- **Staff** – Relevant staff who should be aware of *set-up* and *take-down* events
- **Time** – Total *set-up* or *take-down* duration required before or after exam event
- **Weeks** – Select as appropriate (if not automatically)
- **Event Category** – Select 'Set up/take down'
- **Department** – Same as exam event
- **Notes** – Any additional event notes as required

If any exam furniture requires set-up or take-down, additional time should be booked in advance/following the exam to allow sufficient time for this activity e.g. Soft Services bookings.

Reserving exam space (exam periods)

Ahead of exam periods, suitable department exam space may need to be booked in advance, prior to exam events being added (once exam timetabling is complete).

In this instance, the 'Room Non-Availability (Published)' *Event Category* should be used to reserve exam space.

The *Event Title* should make it clear this room is unavailable due to an exam period e.g. 'Summer 2019 Examinations'. A *Module Code* will be required and a generic exam module for the dept appropriate e.g. for Computing 'CO Exams' could be used.

	08:00	09:00	10:00	11:00	12:00	13:00	14:00	15:00	16:00	17:00
Mon 15/04/2019	Summer 2019 Examinations - CO Exams									
Tue 16/04/2019	Summer 2019 Examinations - CO Exams									
Wed 17/04/2019	Summer 2019 Examinations - CO Exams									

Once exam timetabling is complete and exam events known, this reservation event should be adjusted or removed upon adding actual exam events.