


QTR Venue Guidance

Using the Queen's Tower Rooms as
an examination venue



Access/Layout

- The QTR has been set up in line with the agreed layout (see page 4) with access available from 8.30am each morning.
- Both sets of automatic doors will be set to 'manual' and can be pulled open (sideways) and pushed together to close, minimising outside disruption.
- Signage is in place to guide students to enter and exit the QTR via the central access doors (opposite the Queen's Lawn) to minimise congestion with Great Hall exams taking place in and provide immediate access to the coat/bag storage area before entering the exam space. Please encourage students to leave through these doors.
- 203 exam desks (max capacity) will be set up and each desk numbered accordingly.
- Please do not remove desk numbers.
- If using stickers for seating/student info, please do not stick on any exam furniture or onto desk numbers. Stickers should be placed on exam stationery (an answer book) and laid out on each desk, covering the desk number if necessary.
- Multiple clocks, x2 whiteboards, invigilator trestle tables and a working microphone will also be setup in the venue. The microphone will be ready from 9am.
- You are welcome to personalise the exam venue as you wish during the time allocated to you. If doing so, please ensure it is returned to the agreed layout when leaving the venue.
- The nearest toilets are across the main entrance hall down the stairs towards the H-Bar. An accessible toilet can be reached via the lift – up one floor opposite the entrance to the SCR.

Exam Sessions

- Please be aware of the exam preceding and succeeding your exam – see page 5 for the QTR Exam Schedule.
- Should you be running an 'AM' session exam with a 3 hour duration, please ensure students leave the venue ASAP once released.

Once exam scripts are accounted for, please ensure any additional sorting is done back within dept offices, to allow 'PM' exam session staff immediate access for their exam set-up prior to 2pm/2.30pm exam start.

Housekeeping

- Within final exam announcements, please request students **collect and dispose of any rubbish** at their desks in the bins provided before leaving.
- Recycling bins have been provided to enable you to clear all waste materials from the venue. Please ensure the venue is litter free ready for the next exam.
- Please clean whiteboards and ensure all seating plans and notices have been removed prior to vacating the venue.

Emergency Evacuation

- There are no known emergency evacuations of the Sherfield building during the exam period. In case of an emergency, the fire assembly point for Great Hall/QTR exam candidates is 170 Queen's Gate, located at the Falmouth Gate entrance to SK campus (behind Library).

See Page 7 for map, further details.

Contacts

Microphone

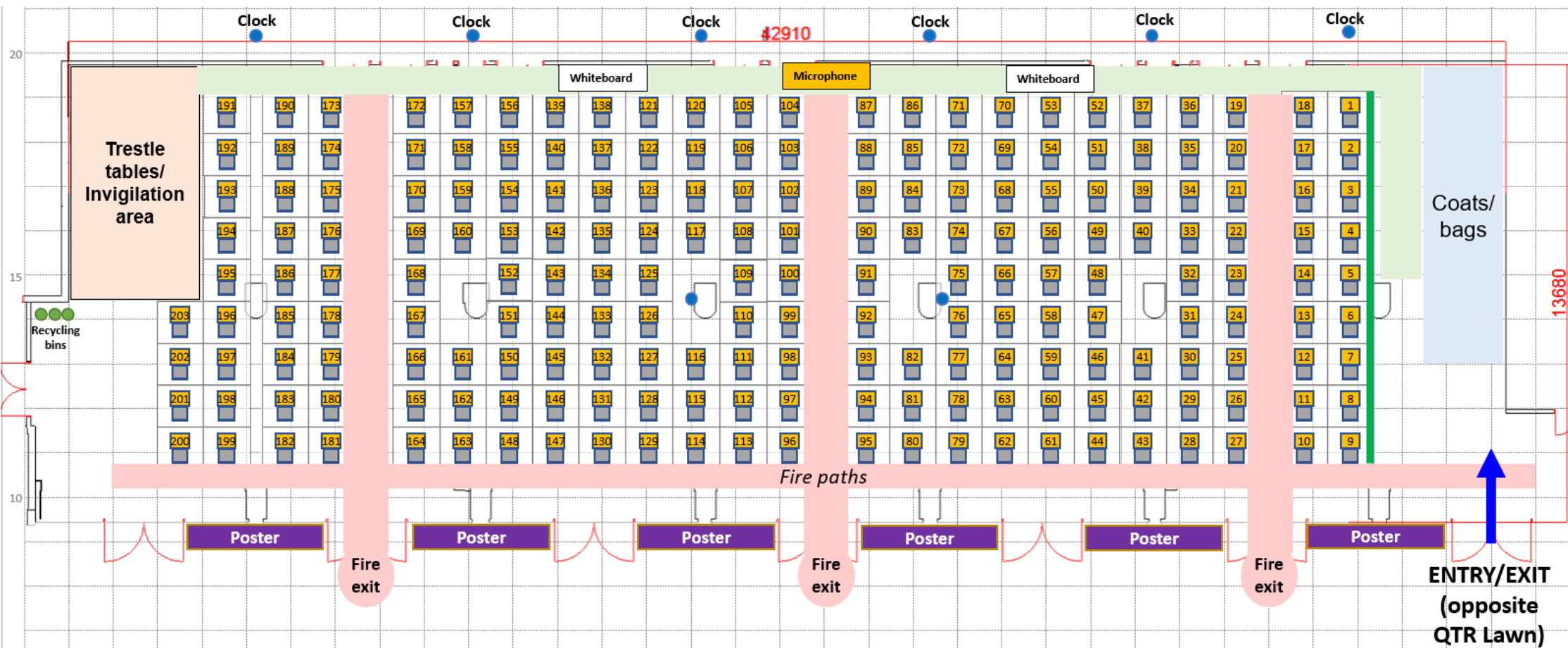
- Internal Events team on 0207 594 9220 for assistance.

Desk layout, temperature, any other issues

- CTSO support via **07517 551938** (Mobile). In the absence of Peter, the Exams Mobile will be monitored by CTSO staff at all times.
- If the room has not been left in a suitable state, see the QTR Exam Schedule on page 4 for the relevant contact who last used the QTR.
- For any other exam queries, please get in touch with your departmental contact.

A mobile device will be required for any calls above or please use the nearest phone point in the Student Hub located on 3rd floor, Sherfield Building

QTR Layout (x203)



QTR Exam Schedule (Summer 2022)

		MON	TUES	WED	THU	FRI
w/c Mon 2 nd May	AM	Bank Holiday	Internal Event	Internal Event	10:00-12:00	10:00-13:00
	PM				14:00-16:30	14:00-15:30
w/c Mon 9 th May	AM	10:00-13:00	10:00-12:00	10:00-11:00	10:00-12:00	10:00-11:00
	PM	14:00-17:00	14:00-17:00	14:00-17:00	14:00-17:00	14:30-16:30
w/c Mon 16 th May	AM	10:00-12:00	No exam	No exam	No exam	No exam
	PM	No exam	No exam	No exam	13:00-15:00	14:00-15:30
w/c Mon 23 rd May	AM	10:00-12:00	10:00-12:30	10:00-12:00	10:00-11:00	10:00-12:00
	PM	No exam	No exam	13:00-15:00	13:00-15:00	No exam
w/c Mon 30 th May	AM	10:00-11:00	10:00-12:00	No exam	Bank Holiday	Bank Holiday
	PM	13:00-15:00	14:00-15:00	14:00-16:00		
w/c Mon 6 th June	AM	10:00-12:00	No exam	No exam	No exam	No exam
	PM	No exam	No exam	No exam	No exam	No exam
w/c Mon 13 th June	AM	No exam	10:00-13:00	No exam	No exam	Internal Event
	PM	No exam	No exam	No exam	No exam	
w/c Mon 20 th June	AM	10:00-13:00	Internal Event	10:00-13:00	No exam	Internal Event
	PM	No exam		No exam	No exam	

	Contacts	Email
Bioengineering	Nicole Harbert	n.harbert@imperial.ac.uk
Life Sciences	Linda Giorgi	l.giorgi@imperial.ac.uk
Materials	Fran Williams	f.williams@imperial.ac.uk
Medicine	Rob Macdonald	r.macdonald@imperial.ac.uk
Physics	Victor Urubusi	v.urubusi@imperial.ac.uk

Great Hall Exam Schedule (Summer 2022)

		MON	TUES	WED	THU	FRI
w/c Mon 2 nd May	AM	Bank Holiday	Internal Event	Internal Event	10:00-12:00	10:00-13:00
	PM				14:00-16:30	14:00-15:30
w/c Mon 9 th May	AM	10:00-13:00	09:30-10:30	10:00-12:30	10:00-12:00	10:00-11:00
	PM	14:00-17:00	14:00-17:00	14:00-17:00	14:00-17:00	14:30-16:30
w/c Mon 16 th May	AM	10:00-12:00	10:00-11:30	10:00-12:00	10:00-12:00	10:00-12:00
	PM	14:00-15:00	13:00-15:00	No exam	No exam	14:00-15:00
w/c Mon 23 rd May	AM	10:00-12:00	10:00-12:00	10:00-12:00	10:00-12:00	10:00-12:00
	PM	14:00-15:30	No exam	No exam	14:00-16:00	14:00-16:00
w/c Mon 30 th May	AM	10:00-12:00	10:00-12:00	10:00-12:00	Bank Holiday	Bank Holiday
	PM	14:00-16:00	14:00-16:00	14:00-16:00		
w/c Mon 6 th June	AM	10:00-12:00	No exam	10:00-12:00	No exam	10:00-12:00
	PM	14:00-16:00	No exam	No exam	No exam	No exam
w/c Mon 13 th June	AM	10:00-12:00	10:00-13:00	No exam	No exam	Internal Event
	PM	No exam	No exam	No exam	No exam	
w/c Mon 20 th June	AM	10:00-13:00	Internal Event	10:00-13:00	No exam	Internal Event
	PM	No exam		No exam	No exam	

	Contacts	Email
Bioengineering	Nicole Harbert	n.harbert@imperial.ac.uk
Life Sciences	Linda Giorgi	l.giorgi@imperial.ac.uk
Materials	Fran Williams	f.williams@imperial.ac.uk
Medicine	Rob Macdonald	r.macdonald@imperial.ac.uk
Physics	Victor Urubusi	v.urubusi@imperial.ac.uk

EMERGENCY EVACUATION PROCEDURE

Great Hall & Queen's Tower Rooms – Exam Events

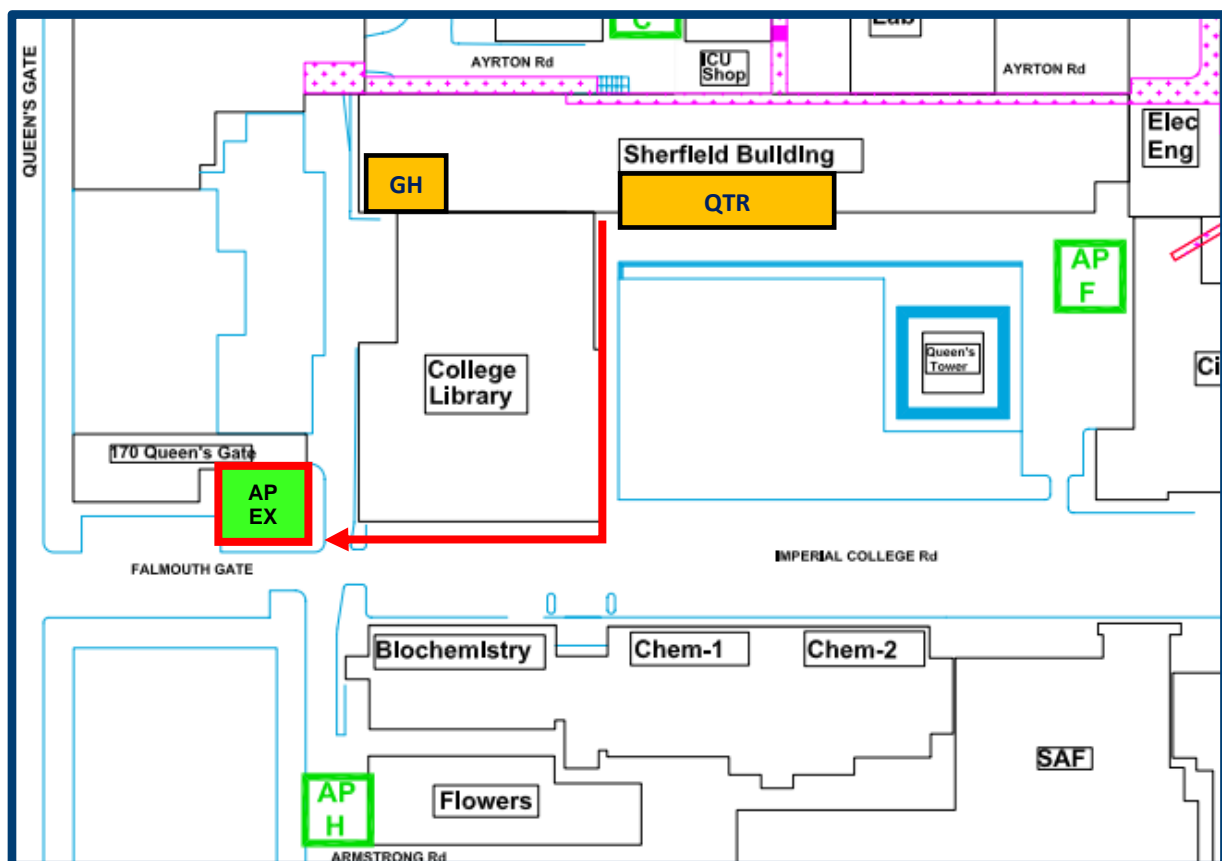
For Staff / Invigilators / Students

In the case of fire, bomb alert or other emergency, the continuous ringing of bells will signal the "GENERAL ALARM".

Upon hearing this, all candidates should be instructed to follow invigilators and/or department staff out of the exam space via the shortest possible route to the Assembly Point at 170 Queen's Gate below.

All examination materials must be left on desks.

ASSEMBLY POINT EX



Upon reaching this Assembly Point, all candidates will be instructed:

- a) That the examination will be resumed at the earlier possible moment with appropriate time adjustment;
- b) That whilst they are awaiting the resumption of the examination, examination conditions must be maintained;
- c) That the examiners will ensure that all due allowances are made in the assessment of results.

Invigilators and/or department staff should contact the Security Control Room (contact details below) to ensure reoccupation is made as soon as possible, if safe to re-enter the building and exam space.

Examination conditions must be maintained whilst returning to the exam space and re-commencing the examination.

Security Control Room – Contact

Internal: ext. 48910 or 58920

External: 020 7589 1000