Examination Timetabling User Group (ETUG) Action Tracker

Item No.	Action	Owner	Meeting Date	Updates/ Notes	Progress
Meeting - 05/02/2019					
12.	Business School to provide CW with any additional QTR requirements outside of agreed dates (where external space currently booked).	VR	05/02/2019	Received	Complete
11.	PL to contact RCM to re-confirm position on building works noise during Summer, outside of RSM exam rooms.	PL	05/02/2019		In progress
10.	PL to clarify with Internal Events team if 24 June required for UG Open Day setup (to update QTR/GH availability)	PL	05/02/2019	24th June (PM) only – No exams	Complete
9.	CW will liaise with SEQ regarding exams re-rooming, specifically Chemistry Engineering	CW	05/02/2019		In progress
8.	PL to contact departments individually with current 2019 exam events, 2018 re-roomed events to request if import required and updated exam requirements.	PL	05/02/2019		In progress
7.	Extraordinary ETUG meeting invite to discuss exam requirements, potential re-rooming methods to be sent out.	PL	05/02/2019		In progress
6.	Meeting to be arranged with HH (Mathematics), CW & PL to discuss Summer exam scheduling issues.	PL/HH	05/02/2019		Complete
5.	PL to contact group regarding potential exam space for 5 'un-roomed' exams during Spring weeks 10-11, with duration and setup/takedown times added.	PL	05/02/2019	Awaiting any responses	Complete
4.	PL to investigate alternative solutions to paper currently being used by invigilators to balance wobbly exam desks.	PL	05/02/2019		In progress
3.	PL to compile exam seating practices from each department for discussion at next ETUG meeting.	PL	05/02/2019		In progress
2.	CW requested to be informed, by Friday 15 March, of any exam above 130 students to be moved out of Summer term due to Curriculum Review.	CW	05/02/2019	Medicine (received)	In progress
1.	RM to send an action tracker template to follow up actions from previous meeting	RM	05/02/2019	Received	Complete

Actions that are Complete are noted as such, but remain on the tracker for the academic year, so they can be referred back to if necessary.

Item No.	Action	Owner	Meeting Date	Updates/ Notes	Progress
	Extraordinary Meeting – 28/02/2019				
7.	GT to arrange provisional ETUG day session to discuss remaining un-roomed/re-rooming exams (invite to follow)	GT	28/02/2019		In progress
6.	PL to produce analysis on remaining un-roomed/undesirable roomed exams against 2018 final picture	PL	28/02/2019		
5.	PL to work through 'un-roomed' exams, allocate remaining GH/QTR space based on largest exam requirements (as per policy) and validate with departments by 8th March	PL	28/02/2019		
4.	PL to contact SEQ departments to confirm exam timetable completion and when available space set to be flagged in Celcat	PL	28/02/2019		
3.	Current 'suitable' exam list – PL to make amendments noted from meeting and departments to inform PL of any other updates (see attached list)	PL	28/02/2019		
2.	Departments to write to PL and clarify intended exam timetable publishing date and rooming info publishing date (if already published, please confirm details)	All to note	28/02/2019		
1.	PL to investigate availability of QTR between 24th to 26th April due to Business School large exam requirements	PL	28/02/2019		

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