

## Examination Timetabling User Group

05 February 2019

1400 – 1600, SALC 10

### Present:

<b>Cerase, Damian</b> (DC)	Teaching Quality Officer, Computing
<b>Davies, Gill</b> (GD)	Undergraduate Education Manager, Earth Science & Engineering
<b>Green, Louise</b> (LG)	Undergraduate Office Manager, Civil and Environmental Engineering
<b>Giorgi, Linda</b>	Examinations Officer, Life Sciences
<b>Haines, Helen</b> (HH)	Education Office Manager, Mathematics
<b>Laskey, Peter</b> (PL)	Examination Timetabling Manager, CTSO
<b>Marsh, Alex</b> (AM)	Senior UG and PG Administrator, Dyson School of Design Engineering
<b>Middleton, Rebecca J</b> (RM)	Faculty Education Manager, Natural Sciences
<b>O' Brien, Maddi</b> (MO)	Programmes Development Manager, Bioengineering
<b>O'Neill, Jackie</b> (JO)	Undergraduate Office Manager, Aeronautics
<b>Russell, Veronica</b> (VR)	Assistant Director Education Quality, Business School
<b>Sandhu, Raj</b> (RS)	Timetabling Support Manager, Chemistry
<b>Stewart, Derryck</b> (DS)	Education Manager, Physics
<b>Trapani, Gilda</b> (GT)	Timetabling Support Assistant, CTSO
<b>Urubusi, Victor</b> (VU)	Examination and Information Officer, Physics
<b>Walker, Craig</b> (CW)	Interim Director of CTSO, CTSO
<b>Watson, Liam</b> (LW)	Science Communication Group Administrator, CLCC
<b>Weathers, Mary</b> (MW)	Executive Administrator (Programmes Team), Medicine

### Apologies:

<b>Lyle, Karen</b> (KL)	Department Operations Manager, Centre for Environmental Policy
<b>Ni Dhonnabhain, Fionnuala</b>	General & PG Office Manager, Civil & Environmental Engineering
<b>Dosanjh, Jagdeep</b> (JD)	Programme Officer (Years 1 & 2), Medicine
<b>Harris, Chris D</b> (CH)	Head of Programme Management, Medicine
<b>King, Tamsin L G</b> (TK)	Timetabling Support Manager, CTSO
<b>O'Brien, Maddi</b> (MO)	Programmes Development Manager, Bioengineering
<b>O'Connor, Louise E</b> (LO)	Timetabling Manager, Business School
<b>Power, Philip W</b> (PP)	Head of Education & Student Experience Strategy, Engineering
<b>Rew, Alison J</b> (AR)	Centre Manager, CLCC
<b>Shiel, Janette</b> (JS)	Deputy Head of Programme Management, Medicine
<b>Sims, Leigh</b> (LS)	Senior Programme Manager (Operational Excellence)
<b>Varleigh, Anique C</b> (AV)	Head of Exams & Assessment, Business School
<b>Yadav, Jitender</b> (JY)	Programme Manager (Clinical), Medicine

### Did not attend:

<b>Badshah, Dilshad</b> (DS)	Teaching Support Officer, Chemical Engineering
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### Minutes:

Gilda Trapani

#	Item Description	Action
1	<b>Introductions</b> <ul style="list-style-type: none"> <li>New examination policy to be discussed</li> </ul>	

2	<p><b>Minutes from last meeting</b></p> <ul style="list-style-type: none"> <li>• Previous meeting's minutes were agreed</li> <li>• RM to send an action tracker template to follow up actions from previous meeting</li> </ul>	RM
3	<p><b>2018-19 Exam Cycle</b></p> <p>a) <u>December to January - Rooming</u></p> <ol style="list-style-type: none"> <li>1. Demand was 29 exams (1,916 student papers) requiring suitable exam space between October and January, in line with policy: priority given to exams for credit<sup>1</sup>.</li> <li>2. Space in QTR and GH was utilised, whilst SEQ and Chemical Engineering also assisted with suitable space resulting in 1,169 student papers re-roomed.</li> <li>3. Majority of exams (66) ran in suitable space, with 10 formative exams remaining in unsuitable exam space. Group commented that although suitable space not found for these exams, graphic showed significant &amp; welcome progress in implementing policy, and should be seen as a "win".</li> <li>4. VR, LG, DS noted this period could become more intensive following Curriculum Review, if any large Summer exams are moved into Autumn exam period (DS advised was under consideration in Physics).</li> <li>5. CW requested to be informed, by Friday 15 March, of any exam above 130 students to be moved out of Summer exam period due to Curriculum Review.</li> <li>6. 203 is the validated capacity of the QTR as an exam venue and 207 the validated capacity of the Great Hall.</li> </ol> <p>b) <u>December to January – QTR &amp; Great Hall</u></p> <ol style="list-style-type: none"> <li>7. VR and LG expressed concern about Rehearsal Groups leaving the GH correctly set up, due to some December issues.</li> <li>8. PL confirmed he liaised with Rehearsal Groups about resetting GH after use; Soft Services were then booked to check the layout by 8am on each exam day during January.</li> <li>9. Locking down Great Hall from other events raised in regard to academic integrity as well as exam layout issues. Agreed that progress made with Rehearsal Groups and ensuring Soft Services layout check (as back-up) and should continue where possible, in line with Space Sharing policy. CW pointed out the question should be "how to ensure exam room integrity in the Great Hall" <u>not</u> "should rehearsals be excluded".</li> <li>10. After the GH refurbishment, previous exam layout did not fit floor space for first December exam session. A new working layout was established (retaining 207 capacity) and successfully setup for remaining exams, to remain in place up to Summer exam period.</li> <li>11. QTR &amp; GH feedback had been requested from departments. Medicine only response to date, commenting on cold QTR temperature and lighting issue suffered during one exam.</li> </ol>	<p>All to note</p> <p>CW</p>

<sup>1</sup> This excluded formative exams e.g. Xmas practice test etc

12. PL confirmed QTR temperature to be added to setup list for Autumn exam period and Maintenance team currently testing solution to QTR lighting, with expectation this will be resolved for February exams onwards.
13. Expected exam setup for QTR & GH (provided by CTSO) agreed with addition of x2 whiteboards (each space) to be included. PL noted some departments not using seat numbers provided and whether these are required.
14. Departments conveyed different preferences regarding seat numbering exam desks. For example, Medicine and Bioengineering found seat numbers helpful, however Business School allocate seat numbers across venues (large exams) and may not match those provided.
15. PL to compile exam seating practices from each department for discussion at next ETUG meeting. PL
16. 450 new exam desks received in October. Departments noted some issues with wobbly desks, but significantly fewer issues compared to previous furniture. PL to investigate alternative solutions to paper currently being used by invigilators to balance wobbly exam desks. PL

c) March exam rooming shortfall

17. 53 Spring exams (Business School, Medicine, Computing) were being worked through to find suitable exam space, with largest exams being allocated QTR and GH spaces.
18. Historically, QTR and GH space unavailable 20<sup>th</sup>-21<sup>st</sup> March due to internal event. PL working with Internal Events team to clarify setup time for event and maximise use of exam space on 20<sup>th</sup> (AM) and 21<sup>st</sup> (AM).
19. PL to contact ETUG regarding potential exam space for 5 'un-roomed' exams during Spring weeks 10-11, with duration and setup/takedown times added. PL

**Summer 2019 Exams**

20. Next steps outlined following proposal for Summer exam timetabling. Celcat Summer 2018 exams events were to be imported into 2019 and report produced for departments to validate/update with exam requirements
21. PL advised comparison of current Summer 2019 Celcat events against 2018 re-roomed events showed some departments may not require import (Earth Science, Electrical & Electronic Eng, Life Sciences, Materials departments).
22. VR advised Business School should be added to the list not requiring import, as exam events already exist for 2019.
23. HH advised Mathematics cannot meet proposed 15 February deadline, due to student elective choices deadline occurring mid-February.
24. CW agreed the deadline to be pushed back for Mathematics and meeting to be arranged with HH, CW & PL to discuss Summer exam scheduling issues. CW/PL/HH
25. Group agreed 19 February date to discuss potential re-rooming methods unsuitable due to half term. CW agreed to push back by one week and extraordinary ETUG invite to be sent out. PL
26. PL to contact departments individually with current 2019 exam events, plus 2018 re-roomed events, to request if import required and updated exam requirements. PL

	<p>27. CW will liaise with Faculty &amp; SEQ regarding exam re-rooming.</p> <p>28. CW will also liaise with Faculty &amp; Chemical Engineering regarding exam re-rooming.</p> <p>29. JN confirmed available space from Aeronautics can be used for exams and will be made known to PL.</p> <p>30. QTR and GH availability summarised in 2018/2019 comparison - additional 2019 QTR availability noted.</p> <p>31. Limited QTR availability in Summer Week 9 noted, including 24 June potentially used for UG Open Day setup but not included in graphic. PL to clarify with Internal Events team.</p> <p>d) <u>TT Policy Rooming Protocol</u></p> <p>32. The group unanimously supported the Interim Exam TT Policy re-rooming protocol and implementation again during the Summer 2019 exam period.</p> <p>e) <u>Current Suitable Exam Space</u></p> <p>33. LB confirmed that EE 509A/509B current furniture is not suitable (folding desk/chairs) and therefore unsuitable exam room. EE 508 could be used for AEA students (smaller exam space).</p> <p>34. CW confirmed dividers for HXLY 341-342 should be installed during Easter time as HH advised large desk furniture still exists. HXLY 217/218 could be used for AEA students (smaller exam space).</p> <p>35. GD confirmed that RSM G39 can be taken off the list of suitable exam spaces as it is now used as a common room; and RSM G36 should replace it. RCM had been contacted about building works noise and advised cannot guarantee no noise during Summer but outside work should have been completed by April.</p> <p>36. CW suggested PL contact RCM (via Emma Watson) to re-confirm position on building works noise during Summer, outside of RSM exam rooms.</p> <p>f) <u>Interim Exam TT Policy – Main updates</u></p> <p>37. Minor updates to the Interim Exam TT Policy were highlighted and the group agreed their immediate inclusion to the policy.</p> <p>38. CW confirmed the new policy is now in force and invited the group to send written communication of any concern they might have about the new policy.</p> <p>g) <u>2019/20 onwards – QTR &amp; GH Bookings</u></p> <p>39. CTSO would book GH &amp; QTR exam space for College main exam periods. Any 'ad hoc' GH exam requests should be made via PL.</p> <p>40. CW advised Business School (VR) to provide any additional QTR requirements outside of agreed dates (where external space currently booked).</p>	<p>CW</p> <p>PL</p> <p>All to note</p> <p>PL</p> <p>All to note</p> <p>ETUG</p> <p>VR</p>
6	AOB	
	None	

7	<b>Summary of actions from the meeting</b>  See ETUG Action Tracker
8	<b>Future ETUG meetings</b> <ul style="list-style-type: none"><li>• Extraordinary meeting early March to discuss summer 2019.</li><li>• The group considered June unsuitable for meeting due to post-exam activities (results, boards etc) and proposed moving to early September.</li><li>• Proposed dates future ETUG meetings are therefore early September, November, February.</li></ul>