

ETUG Meeting Action Tracker

Item No.	Action	Owner	Meeting Date	Updates/ Notes	Progress
05.02.2020					
21.	PL to invite MS to present WiseFlow (digital exams) progress so far at July's ETUG meeting.	PL	05.02.2020		Ongoing
20.	PL to refer JH (Mech Eng) to current PC exam guidance and policy currently provided by Quality Assurance & Enhancement team.	PL	05.02.2020		Complete
19.	PL advised depts to reserve local exam space in Celcat 2020/21 for exam periods where possible, to aid the exam rooming process next year.	DEPTS	05.02.2020		Ongoing
18.	PL asked depts to contact him directly about any queries or additions to be made to ETUG webpages content.	DEPTS	05.02.2020		Ongoing
17.	HS and PL to consider whether desk hire costs can be included in future budget planning (in addition to Soft Services room set-ups).	HS/PL	05.02.2020		Ongoing
16.	PL to follow up with Graduation Team any impact on dept exam space during PG Awards Day, inc space required for set-up, take-down days, 2020/21 dates.	PL	05.02.2020		Ongoing
15.	PL informed depts about current free slots in Great Hall and QTR and advised depts will be contacted with draft allocations and suggested exam moves to utilise free slots available.	PL	05.02.2020		Complete
14.	HS and PL to investigate challenges faced by some depts publishing exam TT 10 weeks in advance, as per exam TT policy.	HS/PL	05.02.2020		Ongoing
13.	PL to re-send exams schedule for March, Summer to Sherfield Building Manager to configure QTR lighting arrangements and remind any building works scheduled of exam hours.	PL	05.02.2020		Ongoing
12.	PL to update EENG exam room guidance following Dec issues noted and circulate ahead of next exam period.	PL	05.02.2020		Complete

Item No.	Action	Owner	Meeting Date	Updates/ Notes	Progress
06.11.2019					
11.	Attendees asked to have the July ETUG meeting on a later date than the planned 8th July. HS said that options will be circulated via Doodle Poll	PL	06.11.2019		Complete
10.	2020/21 exam requirements discussion around timeline to feature at next ETUG meeting	PL	06.11.2019	Next ETUG agenda	Complete
9.	PL to circulate guidance document to departments for feedback on how to create exam events in Celcat	PL	06.11.2019		Complete
8.	HS asked departments to get in contact with PL with any Exam TT policy comments or updates	DEPTS	06.11.2019		Ongoing
7.	PL to request Summer 2020 exam requirements in mid-late November with early-December deadline	PL	06.11.2019		Complete
6.	PL to identify available departments' exam spaces for Horizons exams	PL	06.11.2019		Complete
5.	RA requested March exam requirements email to be re-sent. PL to send on.	PL	06.11.2019		Complete
4.	HS asked attendees to inform PL about any accessibility issues during exam periods	DEPTS/ PL	06.11.2019		Complete
3.	PL to email provide both GH and QTR guidance documents to all members ahead of Dec/Jan exam period	PL	06.11.2019		Complete
2.	PL to investigate additional whiteboards in Great Hall for Dec/Jan exam period	PL	06.11.2019		Ongoing
1.	PL to check latest College regulations and amend Exam TT Policy module references for next update	PL	06.11.2019		Ongoing

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