Imperial College
London

Examination Timetabling User Group
05 February 2020
13.00 – 15.00, ICSM S502 - SALC Room 10

Present:

Brazinskaite, Lina (LB)	Education Support Officer, Electrical & Electronic Engineering
Cerase, Damian S (DC)	Teaching Quality Officer, Computing
dos Santos, Robson (RdS)	Senior Timetabling Officer (Exams and Data), CTSO
Giorgi, Linda (LGi)	Examinations Officer, Life Sciences
Harbert, Nicole (NH)	Teaching Operations Manager, Bioengineering
Laskey, Peter (PL)	Examination Timetabling Manager, CTSO
Macdonald Robert (RM)	Programme Officer (Assessment), Faculty of Medicine
Ni Dhonnabhain, Fionnuala (FN)	General & PG Office Manager, Civil & Environmental Engineering
O'Connor, Louise E (LOC)	Timetabling Manager, Business School
O'Neill, Jackie (JO)	Undergraduate Office Manager, Aeronautics
Rew, Alison (AR)	Centre Manager, CLCC
Symmonds, Samantha (SS)	Postgraduate Education Manager, Earth Sciences and Engineering
Singh, Tershia (TS)	Student Office Administrator, Materials
Smith Helena (HS)	Director of Central Timetabling, Registry
Sobkowiak, Agnieszka (AS)	Deputy Director of Central Timetabling, Registry
Urubusi, Victor (VU)	Examination and Information Officer, Physics
Vera-Valderrama, Conchi (CVV)	CfAE Administrator, Education Office

Apologies:

Adcock, Raj (RA)	Teaching Operations Manager, Materials
Haines, Helen C (HH)	Education Office Manager, Mathematics
Harris, Chris D (CH)	Head of Programme Management, Faculty of Medicine Centre
Howard, Josie Ann (JH)	Senior Undergraduate Administrator, Mechanical Engineering
Power, Philip W (PP)	Head of Education & Student Experience Strategy, Faculty of Engineering
Russell, Veronica L (VR)	Director, Education Quality, Business School
Sandhu, Raj (RS)	Admissions & Exams Administrator, Chemistry
Smith, Rebecca A (RS)	Undergraduate Education Manager, Earth Science and Engineering
Stewart, Derryck L (DS)	Education Manager, Physics
Tite, Jo (JoT)	Postgraduate Education Coordinator, School of Public Health
Trick, Jemma (JeT)	Education Coordinator, National Heart & Lung Institute

Did not attend:

Badshah, Dilshad (DB)	Teaching Support Officer, Chemical Engineering
Eves, Gavin J (GE)	MSc in Sustainable Energy Futures Coordinator
Green, Louise C (LG)	Undergraduate Office Manager, Civil and Environmental Engineering
Middleton, Rebecca J (RM)	Faculty Education Manager, Faculty of Natural Sciences
O'Sullivan, Louise H (LOS)	Head of Student Programmes
Owens, Joana (JO)	MSc Administrator
Pocsova, Dominika (DP)	Senior Undergraduate Administrator
Rahim, Momo (MR)	Senior Undergraduate & Postgraduate Administrator, Design Engineering
Varleigh, Anique C (AV)	Head of Exams & Assessment, Business School

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#	Item Description	Action
1	**Welcome and Matters Arising**	
	1. Previous meeting's minutes were agreed.	
	2. PL went through Action Tracker' items from November 2019 ETUG meeting: - Items 3-7, 9 and 10 are complete - Items 1-2, 8 and 11 are ongoing.	
	3. HS asked if depts had any accessibility issues during exams. LOC & FN suggested room access issues during weekends. AR advised depts to contact Security via 020 758 9100 or 0207 594 8910 (direct to Control room, 24/7 availability).	
2	**Dec 2019/Jan 2020 – Post-exams**	
	a) <u>Rooming</u>	
	4. PL summarised exam season, which involved 13 depts, 184 exams and 17,693 student papers.	
	b) <u>Great Hall / QTR</u>	
	5. PL summarised there were 29 exam sessions over 4 weeks for 8 depts, 53 exams ram and 9,356 total student papers.	
	c) <u>Issues</u>	
	6. PL summarised the issues occurred in Great Hall / QTR and depts' exam rooms, the resolution and current status. All but one issue relating to resetting EENG room layout and doors being left open, have been completed. PL to update EENG exam room guidance following Dec issues noted and circulate ahead of next exam period.	PL
	7. PL will also 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
	March 2020 – Exam rooming	
	8. PL summarised March exam rooming, which involved 6 depts, 69 exams and 8,117 student papers. The exams will run w/c 9th and 16th March 2020. All exams have been roomed in suitable space.	
	a) <u>March 2020 – Written exams</u>	
	9. PL presented breakdown of number of students taking written exams per week in March 2020. There are 25 exam sessions in Great Hall/QTR with further exams roomed in the following depts: EENG, Materials, Computing/Maths, Earth Sciences, Civil, Aero, Mech Engineering and Bioengineering.	

b) March 2020 – PC exams

10. PL presented a breakdown of un-roomed students taking PC exams per week in March 2020. PC exams were then roomed in the following depts: Materials, Computing/Maths, Earth Sciences and Business School.

11. Thanks were passed onto all depts who helped in rooming both written and PC exams running during March.

c) March 2020 – Horizons exams

12. PL informed members there are 850 Horizons students sitting exams on two dates during March 2020 and this is the first academic year all Horizon students are sitting exams in suitable exam spaces.

13. 410 students were roomed in Great Hall/QTR space and remaining 440 students roomed in dept spaces.

14. AR (CLCC) thanked all depts for helping to room Horizons' exams.

Summer 2020

a) Exam rooming

15. PL raised awareness that not all depts can publish exams timetables 10 weeks in advance currently, as per the exam timetabling policy. He asked any depts that can meet policy this Summer, to publish exam timetables if ready.

16. PL reminded members that rooms can be published (at most) 1 month in advance, as per the exam timetabling policy and that this would inform the Summer rooming process.

17. JO (AE) enquired whether it is actually written in College's regulations that depts should publish exams timetables 10 weeks in advance '*where possible*'.

18. PL advised the policy does not include any caveat to advise this timeframe should be met '*where possible*' or '*aim*' to be met currently.

19. HS asked depts what were the challenges preventing them from publishing their exam timetables. JO (AE) mentioned about the issues around shared space; FN (CI) mentioned about workload, when electives are confirmed, and challenges around mapping exam papers scheduled for shared teaching with other depts. LOC (MS) and DC (CO) shared that the issues faced are around students deciding late which modules to sit exams and finding available exam spaces. HS and PL to investigate further.   HS/PL

b) Summer 2020 - Analysis

20. PL provided a breakdown of the number of exams sessions, number of students sitting exams and current number of un-roomed students for written exams in Summer 2020, based on requirements received.

21. PL made depts aware of an exam scheduled to take place during bank holiday and dates where the Great Hall/QTR are unavailable for current un-roomed exams due to Internal Events (such as PG Awards day etc).

c) Summer 2020 – Draft GH/QTR allocations

22. PL provided a draft allocation of exam sessions scheduled to take place in Great Hall and QTR.

23. PL noted many exams ran during AM sessions and more PM session space was potentially available. Depts were asked what factors could contribute to this scheduling pattern.

24. LG & LB advised students with AEA (e.g. extra time) can affect scheduling and AM exam sessions preferred if longer exam duration required. Also, LG noted staff resource covering PM session end times can be an issue.

25. 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

d) Summer 2020 – Next steps

26. PL summarised the next steps for Summer 2020 exam period.

27. FN (CI) sought confirmation whether PG Awards Day are going to be compatible with exam dates due to the impact on student revision periods as well as setting up and taking down of additional rooms booked in lieu of the Queen's Lawn marquee this year. PL to follow this up with Graduation Team, inc 2020/21 dates.   PL

e) Summer 2020 – Dept exam space

28. PL advised depts that Soft Services had agreed to support them with the setting up of their exam spaces where required. Depts were instructed to contact PL and he will liaise with Soft Services, however plenty of notice should be given to allow planning of resources.

29. LGi (LA) enquired about covering any costs involved when using hired furniture. HS and PL advised no budget currently available for this but could consider in future budget planning.   HS/PL

ETUG Webpages

30. PL demonstrated to depts where to find information/guidance about exams (inc exam room layouts, dept guidance and Celcat exam event guidance) on the ETUG webpages.

31. PL asked depts to contact him directly about any queries or requests about the content of these webpages.   Depts

a) Celcat - Exam event guidance

32. PL explained Celcat guidance on how exam events should be represented in Celcat including setup/take down times with no further feedback received.

2020-21 Exam Cycle

33. PL informed depts a similar exam requirements timeline would be discussed for the 2020/21 academic year at July's ETUG.   PL

34. PL mentioned some of the foreseen challenges for the 2020-21 exam cycle, which includes teaching events in exam spaces during Dec exams and PC room availability.

35. PL requested depts reserve local exam space in Celcat 2020/21 for exam periods where possible, to aid the exam rooming process next year.   Depts

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3	**AOB**	
	36. JO (AE) raised a question on behalf of JH (ME) about guidance on how to run PC exams for the first time. HS said that this is work in progress and PL should be the first point of contact for this, who can refer to current PC exam guidance and policy within Quality Assurance.	PL
	37. LOC mentioned MS recent experience using WiseFlow exam software running PC exams. PL to invite MS to present WiseFlow (digital exams) progress so far at July's ETUG meeting.	PL
4	**Summary of actions from the meeting**	
	See ETUG Action Tracker	
5	**Future ETUG meetings**	
	• Next planned 2019/20 ETUG meetings are:	
	- Early to Mid-July 2020 (Doodle poll to be circulated)	