

Examination Timetabling User Group

05 April 2023 (2pm-3.30pm)

Microsoft Teams

Present:

Adcock, Raj (RA)	Teaching Operations Manager, Materials
Andrewes, James (JA)	Education Office Manager, Life Sciences
Badshah, Dilshad (DB)	Teaching Support Officer, Chemical Engineering
Cerese, Damian S (DC)	Teaching Quality Officer, Computing
Chaffin, Jo (JC)	Head of Examinations & Assessment, Business School
Diop, Anna (AD)	Examinations Administrator, Life Sciences
Farrar, Kate (KF)	Education Support Officer, Electrical & Electronic Engineering
Groves, Cristebel B (CBG)	Admissions & Examinations Administrator, Chemistry
Haines, Helen C (HH)	Education Office Manager, Mathematics
Harbert, Nicole (NH)	Teaching Operations Manager, Bioengineering
Hubscher, Sharon (SH)	Programme Officer, BSc Medical Biosciences
Laskey, Peter (PL)	Examination Timetabling Manager, CTSO
Macdonald Robert (RM)	Programme Officer (Assessment), Faculty of Medicine
Mullin, Melanie (MM)	Manager, Centre for Languages, Culture & Communications
O'Connor, Louise E (LOC)	Timetabling Manager, Business School
O'Neill, Jackie (JO)	Undergraduate Office Manager, Aeronautics
Rahim, Momo (MR)	Senior UG & PG Administrator, Design Engineering
Russell, Veronica L (VR)	Director, Education Quality, Business School
Sandhu, Raj (RS)	Admissions & Exams Administrator, Chemistry
Seath, Lisa (LS)	Senior Timetabling Officer, CTSO
Shotliff, Matthew (MS)	Education Projects Manager, Faculty of Engineering
Smith Helena (HS)	Director of Central Timetabling, Registry
Southard, Kate (KS)	Senior Undergraduate Administrator, Mechanical Engineering
Symmonds, Samantha (SS)	Postgraduate Education Manager, Earth Sciences and Engineering
Tite, Jo (JoT)	Postgraduate Education Coordinator, School of Public Health
Toutoudaki, Katerina (KT)	Senior Timetabling Officer, CTSO
Urubusi, Victor (VU)	Examination and Information Officer, Physics
Vera-Valderrama, Conchi (CVV)	CfAE Administrator, Education Office
Williams, Fran (FW)	Senior Student Office Administrator, Materials

Apologies:

Chikhliia, Yamini (YC)	PGT Administrator, Civil and Environmental Engineering
Dray, Thomas (TD)	Postgraduate Education Administrator, Earth Sciences & Engineering
Harris, Chris D (CH)	Head of Education and Student Experience Strategy, Faculty of Engineering
Howard, Josie Ann (JH)	Senior Undergraduate Administrator, Mechanical Engineering
Pendlebury, Steph (SP)	IMSE Institute Manager, Faculty of Engineering
Spence, Justine (JS)	Undergraduate Office Manager, Civil and Environmental Engineering

ETUG Chair

Helena Smith

Minutes

Peter Laskey

#	Item Description	Action
1	<p>Welcome and Matters Arising</p> <ol style="list-style-type: none"> 1. Previous meeting's minutes were agreed. 2. PL went through Action Tracker' items from February's meeting with five ongoing (longer term) actions remaining. 	
2	<p>Summer 2023</p> <p><u>Exam Rooming</u></p> <ol style="list-style-type: none"> 1. PL presented an amended timeline noting the delayed start to Summer rooming, due to Dec/Jan and March exam rooming issues. 2. PL noted exam rooming was held until all dept exam timetables were submitted and gaps in space could be identified. 3. Once draft rooming was completed, hold/reservation bookings were made in dept spaces and would be replaced with exam events now rooming was finalised. <p><u>Exam Requirements</u></p> <ol style="list-style-type: none"> 4. PL presented tables demonstrating the total no of exam sittings by week, including those which required rooming and a breakdown of sittings by exam format for the period. 5. PL noted the significant no of sittings in Weeks 1-3 and rooming requirements faced, alongside restrictions suffered with bank holidays, Graduation events etc (reducing GH/QTR large space use). 6. PL presented a comparison of the Summer rooming shortfall as of 10th Feb (once all requirements submitted) and how this had been resolved by 24th March through the rooming process. 7. Although exams had been roomed, one Physics PG exam remained un-roomed (due to late submission). PL to investigate final un-roomed exam with dept. <p><u>Collect Events (Great Hall/QTR)</u></p> <ol style="list-style-type: none"> 8. PL noted various College events taking place during Summer exams affecting GH/QTR use, including Graduation (3rd May) and set-up (2nd May), plus the Great Exhibition Road Festival (mid-June). <p><u>Operational Arrangements</u></p> <ol style="list-style-type: none"> 9. PL advised of the standard arrangements to be in place within the Great Hall and QTR exam spaces. PL to send out venue guidance packs to each dept before start of exam period. 10. Soft Services arrangements were being collated to request dept exam space set-ups prior to the start of the period. PL requested any depts requiring support (who had not already come forward) to get in touch. 11. PL highlighted recent issues with PC room access during exam periods and for any depts requiring access, to check rooms and make contact if further set-up required. 	<p>PL</p> <p>PL</p> <p>DEPTS</p> <p>DEPTS</p>

3	<p style="text-align: center;">AOB</p> <p>12. MM asked if depts add students to exam events in Celcat in order to help CLCC clash check future exams. RS advised Chemistry do not and MM would need to contact her directly. FW, JO and KS confirmed students are added to their exam events.</p> <p>13. DC provided QTR feedback following March exams where whiteboards were deemed to be small or unreadable due to glare (where paper flipcharts not attached). PL to investigate any alternative whiteboard options with the AV team (Events).</p> <p>14. DC noted QTR temperature concerns ahead of Summer exams. PL advised any depts having issues to get in contact and CTSO can raise urgent requests with Estates to adjust temperature accordingly (as per venue guidance).</p>	PL
4	<p style="text-align: center;">Summary of actions from the meeting</p> <p>See ETUG Action Tracker</p>	
5	<p style="text-align: center;">Future ETUG meetings</p> <p>2022/23 ETUG meetings planned are:</p> <ul style="list-style-type: none"> • July 2023 	