

Examination Timetabling User Group

06 November 2019

13.00 – 15.00, ICSM S502 - SALC Room 10

Present:

Adcock, Raj (RA)	Teaching Operations Manager, Materials
Brazinskaite, Lina (LB)	Education Support Officer, Electrical & Electronic Engineering
Cerese, 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
Howard, Josie Ann (JH)	Senior Undergraduate Administrator, Mechanical Engineering
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
Rew, Alison (AR)	Centre Manager, CLCC
Smith, Helena (HS)	Director of CTSO
Smith, Rebecca (RS)	Undergraduate Education Manager, Earth Sciences and Engineering
Stewart, Derryck L (DS)	Education Manager, Physics
Symmonds, Samantha (SS)	Postgraduate Education Manager, Earth Sciences and Engineering
Singh, Tershia (TS)	Materials
Tite, Jo (JT)	Postgraduate Education Coordinator, School of Public Health
Urubusi, Victor (VU)	Examination and Information Officer, Physics
Russell, Veronica L (VR)	Assistant Director Education Quality, Business School

Apologies:

Green, Louise C (LG)	Undergraduate Office Manager, Civil and Environmental Engineering
Harris, Chris D (CH)	Head of Programme Management, Faculty of Medicine Centre
Middleton, Rebecca J (RM)	Faculty Education Manager, Faculty of Natural Sciences
O'Neill, Jackie (JO)	Undergraduate Office Manager, Aeronautics
Power, Philip W (PP)	Head of Education & Student Experience Strategy, Faculty of Engineering
Varleigh, Anique C (AV)	Head of Exams & Assessment, Business School

Did not attend:

Badshah, Dilshad (DB)	Teaching Support Officer, Chemical Engineering
Haines, Helen C (HH)	Education Office Manager, Mathematics
Rahim, Momo (MR)	Senior Undergraduate & Postgraduate Administrator, Design Engineering
Sandhu, Raj (RS)	Admissions & Exams Administrator, Chemistry
Trick, Jemma (JT)	Education Coordinator, National Heart & Lung Institute
Vera-Valderrama, Conchi (CVV)	CfAE Administrator, Education Office

#	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 June 2019 ETUG meeting: <ul style="list-style-type: none"> - Items 1,3,7,8 and 9 are complete - Items 2,4-6 are ongoing. 3. DS mentioned new regulations for core and compulsory modules exams. LG expressed concerned about these regulations. PL to check latest regulations and amend Exam TT Policy module references for next update. 4. Chair invited attendees to voice any interest in taking on role of Chair for ETUG meetings, to be reviewed annually. No-one put forward interest in role. 5. VU's views were that ETUG meetings were not mainly CTSO focused and therefore department chair not necessarily required. RS said that it would be concerning if the chair was not CTSO. ETUG Chair will be an item at next ETUG meeting. 	PL
2	<p>Dec 2019/Jan 2020 – Exam Rooming</p> <ol style="list-style-type: none"> a) <u>Dec 2019/Jan 2020 rooming process</u> <ol style="list-style-type: none"> 6. PL summarised exam rooming process, which involved 12 departments, 160 exams and 16,845 student papers. The exams run from 5th to 13th December 2019 and 3rd to 16th January 2020. 7. PL informed that Business School pre-booked external space, catering for 1,105 student papers (prior to rooming). b) <u>Pre-rooming/post</u> <ol style="list-style-type: none"> 8. PL outlined the number of student papers to room for written and computer-based exams during the exam period, as of 27th August: Written exams: <ul style="list-style-type: none"> - December: Pre-rooming 1,128 student papers required space. Current: all written exams roomed. - January: Pre-rooming 1,519 student papers. Current: 21 student papers to be roomed. - Written exam rooming supported by departments' spaces: EE, MM, CO, MA, EA, CI, AE, ME and BM. Computer based exams <ul style="list-style-type: none"> - December: Pre-rooming 405 student papers required space. Current: all computer-based exams roomed. - January: Pre-rooming 615 student papers required space. Current: all computer-based exams roomed. - Computer based exam rooming supported by departments' spaces: MA, EA, MM, LA, AE, CI and ME. c) <u>Challenges</u> <ol style="list-style-type: none"> 9. PL summarised the challenges during the exam rooming process for this exam period. This included difficulty rooming from late August when department timetabling 	

incomplete, teaching events running during December's exam period, department space being made available to exam rooming and computer room availability amongst teaching or student study events).

10. HS asked attendees if they could release exam spaces earlier. FD highlighted the ongoing timetable changes due to the start of term, affecting the production of exam timetables and space release. RS and SS also mentioned experiencing the same issues. LB said that EE exams take place in the morning and exam spaces could be shared early for afternoon exam sessions.

11. Members agreed it still worthwhile beginning the rooming process as early as possible for Dec/Jan exams to ensure rooming work progressed with known space before additional space can be made available.

d) Great Hall/QTR

12. PL outlined the planned Great Hall and QTR exam space set-up, issues, guidance documents and first aid list.

13. VU suggested additional whiteboards would be useful in the Great Hall for exams. PL to follow up.

PL

14. LG suggested it'd be useful for all ETUG members to receive both Great Hall and QTR guidance documents. PL to email all ETUG members both guidance documents.

PL

e) Departments exam spaces

15. PL noted that departments should contact him if support is needed to arrange exam set up or take down in rooms ahead of exam period. This includes any exam layouts required and current room access guides (for students) will be circulated. PL also advised support is available (within CTSO) during the exam period if required via 07517 551938 or ext. 49705.

16. HS asked attendees to inform PL about any anticipated issues during exam periods.

ETUG/
PL

March 2020

17. PL summarised March exam requirements, which involve 5 departments, 65 exams and 8,086 student papers. The exams run w/c 9th and 16th March 2020.

18. PL is currently working on allocating exam sessions in Great Hall and QTR and he will contact departments regarding additional exam space in due course.

19. RA requested March exam requirements email to be re-sent. PL to send on.

PL

a) Horizons exams

20. PL presented a summary of CLCC' exams requirements for March 2020, running 16th-17th March, 4pm-6pm for up to 850 students each day.

21. AR asked departments to share any available exam spaces (even from 3.30pm) with CLCC.

22. FD and JH said that CLCC could use their spaces as CI and ME's timetables should be complete for Spring.

23. FD mentioned that Conference and Events booking start from 6pm.

24. PL to identify available departments' exam spaces for Horizons exams.

PL

	<p style="text-align: center;">Summer 2020</p> <p>a) <u>Exam rooming</u></p> <p>25. PL asked attendees if it was possible to have <u>core</u> exams requirements by late November. All attendees agreed.</p> <p>26. DS said that it would be useful if departments tried to meet late November deadline, otherwise late exam rooming workshop would be problematic for all.</p> <p>27. VU asked when Summer exam requirements spreadsheet would be circulated. PL to request Summer 2020 exam requirements in mid-late November with early-December deadline.</p> <p>28. PL informed attendees that exam rooms assigned to exam events will not be rolled over during the rollover process for 2021 (as per last year).</p> <p>29. PL also advised a workshop will be held late Jan/early Feb to resolve remaining un-roomed exams.</p> <p>b) <u>College Events (GH/QTR use)</u></p> <p>30. PL made departments aware of Great Hall and QTR availability around College events between April and June.</p> <p>31. HS asked attendees if they needed any support to find exam spaces outside of their department prior to space allocation? Departments to contact PL if they identify support needed.</p> <p style="text-align: center;">Examination TT Policy</p> <p>32. HS advised the current Exam TT policy cites an annual review occurring in November, however it's most recent update took place in July 2019 and no plan to review this November.</p> <p>33. HS asked departments if they had any issues or comments about the last update of the Examination TT policy. FD said that she will get back later about it. HS asked departments to get in contact with PL with any policy comments or updates, if needed.</p> <p style="text-align: center;">Celcat – Exam event guidance</p> <p>34. PL explained Celcat guidance had been drafted explaining how exam events should be represented in Celcat including setup/take down times. DS said that it would be good practice to have setup/take down for all exam events. PL to circulate guidance document to departments for feedback on how to create exam events in Celcat.</p> <p>35. RA asked for suggestions on how to manage, in Celcat exam events, students that require additional exam arrangements (AEA). PL to investigate this and provide suggestions on the event exam guidance document.</p>	<p>PL</p> <p>ETUG</p> <p>PL</p> <p>PL</p>
3	<p style="text-align: center;">AOB</p> <p>36. RA asked when GH and QTR availability for exams in 2021/21 will be known. PL informed that a 2020/21 exam requirements timeline has not been established yet and will seek more information to provide in the next ETUG meeting.</p> <p>37. 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.</p> <p>38. VR thanked PL for securing exam rooms in Summer 2019 during CAP period.</p>	<p>PL</p> <p>PL</p>

4	Summary of actions from the meeting See ETUG Action Tracker	
5	Future ETUG meetings <ul style="list-style-type: none">• Next planned 2019/20 ETUG meetings are:<ul style="list-style-type: none">- Tues 5th Feb 2020- Early to Mid-July 2020	