

Examination Timetabling User Group

08 February 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
Eves, Gavin J (GE)	MSc in Sustainable Energy Futures Coordinator
Farrar, Kate (KF)	Education Support Officer, Electrical & Electronic Engineering
Diop, Anna (AD)	Examinations Administrator, Life Sciences
Groves, Cristebel B (CBG)	Admissions & Examinations Administrator, Chemistry
Haines, Helen C (HH)	Education Office Manager, Mathematics
Harbert, Nicole (NH)	Teaching Operations Manager, Bioengineering
Harris, Chris D (CH)	Head of Education and Student Experience Strategy, Faculty of Engineering
Howard, Josie Ann (JH)	Senior Undergraduate Administrator, Mechanical Engineering
Hubscher, Sharon (SH)	Programme Officer, BSc Medical Biosciences
Laskey, Peter (PL)	Examination Timetabling Manager, CTSO
Macdonald Robert (RM)	Programme Officer (Assessment), Faculty of Medicine
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
Sandhu, Raj (RS)	Admissions & Exams Administrator, Chemistry
Seath, Lisa (LS)	Senior Timetabling Officer, CTSO
Smith Helena (HS)	Director of Central Timetabling, Registry
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
Russell, Veronica L (VR)	Director, Education Quality, Business School

Apologies:

Spence, Justine (JS)	Undergraduate Office Manager, Civil and Environmental Engineering
Symmonds, Samantha (SS)	Postgraduate Education Manager, Earth Sciences and Engineering
Dray, Thomas (TD)	Postgraduate Education Administrator, Earth Sciences & Engineering
Middleton, Rebecca J (RJM)	Faculty Education Manager, Faculty of Natural Sciences
Pendlebury, Steph (SP)	IMSE Institute Manager, Faculty of 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. HS went through Action Tracker' items from October's meeting with four ongoing actions remaining. 	
2	<p>Dec 2022/Jan 2023</p> <p><u>Exam Rooming</u></p> <ol style="list-style-type: none"> 1. PL presented rooming challenges faced at last October's meeting, particularly around suitable BYOD space and highlighted the solutions found to room all exams. 2. It was noted for some BYOD exams there was insufficient College space to ensure students were spaced out and therefore additional Business School LTs had to be used (providing power points) to ensure better student spacing. 3. HS noted VR comments around exploring additional BYOD exam space to meet increasing demand. <p><u>Issues/Feedback</u></p> <ol style="list-style-type: none"> 4. PL gave members the opportunity to provide any feedback on recent Dec/Jan exams. 5. PL noted issues around the Great Hall furniture set-up during December with some stage set-up issues which were later resolved for January exams. There were also some changeover issues within the GH space during one exam date. 6. PL advised more notice would be given to departments involved in tighter turnarounds between exam sessions within one space. 7. No further feedback was received and HS advised depts to contact CTSO if anything came up in future. 8. PL highlighted some issues with PC exams, involving lockdown solution failures being investigated by ICT and access problems for some depts using other PC rooms outside their own dept. 9. Noted that a large amount of work was involved in ensuring access with the ID Card Office and HS/PL were exploring solutions to improve PC room access during exam periods. <p>March 2023</p> <p><u>Exam Rooming</u></p> <ol style="list-style-type: none"> 10. PL presented the outcome to March exam rooming, highlighting the two week period dates, GH/QTR set-up and departments running exams. 11. Large Medicine PC exams were roomed across various dept PC space and PL thanked depts for their help in ensuring space for the exams. 	<p>PL</p> <p>HS/PL</p>

Operational Arrangements

12. PL noted March operational arrangements across GH/QTR and dept spaces with guidance packs to be circulated to depts involved and support available if needed.

13. PL highlighted some issues were raised with ICU Student Group bookings during evenings and advised depts to ensure any exam set-up blocks in Celcat span across evenings (as well as day), to limit disruption to any exam furniture layout and make things clearer for ICU event bookings.

2022/23 – Rooming Timeline

14. PL presented a rooming timeline for each exam period, focussing on the current status of Summer exam rooming. It was noted most Summer requirements were now received but this had taken some time, delaying draft allocation work from January to mid-February.

Summer 2023

Exam Requirements

15. PL presented tables summarised Summer exam requirements across exam formats and each week of the exam period. It was noted not all exam timetables had been submitted but student number figures were high, particularly during early May weeks.

Exam Rooming

16. PL noted College events running across the Summer exam period, particularly in early May where PG Graduation takes place and therefore GH/QTR space is unavailable for two dates during the bank holiday week.

17. Further College events were set to run in June but as there was less large space demand, no rooming issues were anticipated in sharing GH/QTR space for these events.

18. PL displayed a rooming timeline for Summer exams with draft GH/QTR allocations to made by the end of the week, before dept space allocations were considered where gaps existed. PL to provide draft room allocations to depts once made.

19. A March rooming workshop was suggested, should space issues remain following dept space allocations.

20. HS noted the high numbers of exams during the first two May weeks and asked if PL had any concerns around exam rooming given the bank holiday/Graduation event limitations during that period.

21. PL advised much of this data had just recently been received and therefore further analysis was required. Multiple exams sessions, exam moves were mentioned as potential solutions (as utilised previously) but further work was required to determine the rooming picture.

22. VR asked if CHEM L6 rooms would be used as large space during the Summer exam period. PL and HS noted the complexity in opening up these spaces (involving external contractors and high cost) and that keeping the rooms divided, helped smaller exams and AEA rooming in many instances.

PL

Updates		
	<p><u>Invigilation</u></p> <p>23. PL noted some ways CTSO had explored to improve invigilator resource for depts, including recruitment comms, the casual worker process etc. PL asked depts if they had any concerns with invigilator staff going into the Summer exam period.</p> <p>24. KF noted her dept were lacking invigilators and interested in finding new staff as their existing pool (last used pre-pandemic) was small.</p> <p>25. JC advised most Business School invigilators were found via word of mouth and she was happy to share details with KF and to discuss further if needed.</p> <p>26. HS/PL asked depts to get in contact if they felt further invigilator resource was required and CTSO could pick up some of the options previously explored.</p>	<p>JC/KF</p> <p>DEPTS</p>
	<p><u>AEA</u></p> <p>27. HS advised some discussion had been had with Student Records around AEA data and a full process review. Space was also being explored with Estates and any opportunities to create additional AEA suitable exam space (e.g. individual rooms) through current space projects.</p> <p>28. PL advised depts get in touch if AEA space was required for the Summer exam period.</p>	<p>DEPTS</p>
	<p><u>Policy</u></p> <p>29. PL advised a policy review was underway within Academic Services (led by Richard Martin) and any future changes to the Exam Timetabling policy would be incorporated within this review. It was noted a few comments had been received around the consecutive exam sessions item (in current policy) for one week exam periods.</p> <p>30. PL would contact members once further progress was made with the policy review to get feedback on the Exam Timetabling policy.</p> <p>31. PL noted a question from CH around use of Wednesday afternoons for exams (traditionally used for student activity/non-teaching). Exam events were permitted according to current policy and PL confirmed he'd raised this question within the sector (via the ARC Practitioner Group) and all institution responses indicated this slot was used for exams.</p> <p>32. JO noted a review of College regulations was required, particularly following the pandemic, noting items that needed clarification such as academic attendance during exams and bag/coat locations within exam rooms.</p> <p>33. HS advised she would investigate the regulations review with the Quality Assurance team to find out specifics and a timeline to share with ETUG.</p>	<p>PL</p> <p>HS</p>
3	<p>AOB</p> <p>34. JO asked for any recommendations or assistance in sourcing digital clocks for small exam rooms, as Aeronautics looked to implement such devices for the Summer exam period.</p> <p>35. PL to circulate digital exam clock sources via Teams site for all depts to view.</p> <p>36. JO also requested assistance with exam set-up requests and PL advised to send any requests to CTSO to ensure a full Summer exam set-up list could be provided to Soft Services and ensure a smoother operation.</p>	<p>PL</p> <p>DEPTS</p>

	37. PL noted some of the difficulties Soft Services faced in staffing (post-pandemic) and this resulted in some January exam set-ups issues which were fed back to the team.	
4	Summary of actions from the meeting	
	See ETUG Action Tracker	
5	Future ETUG meetings	
	2022/23 ETUG meetings planned are: <ul style="list-style-type: none"> • Early April 2023 • July 2023 	