Imperial College
London

Examination Timetabling User Group
08 November 2018
1100 – 1300, SALC 10

Present:

Ahmed, Sabaa (SA)	Timetabling Support Assistant, CTSO
Badshah, Dilshad (DB)	Teaching Support Officer, Chemical Engineering
Brazinskaite, Lina (LB)	Education Support Officer, Electrical and Electronic Engineering
Cerase, Damian (DC)	Teaching Quality Officer, Computing
Dray, Thomas (TD)	Postgraduate Education Administrator, Earth Science & Engineering
Giorgi, Linda (LG)	Examinations Officer, Life Sciences
Harris, Chris (CH)	Head of Programme Management, Medicine
Laskey, Peter (PL)	Examination Timetabling Manager, CTSO
Lowther, Robert (RL)	Rock Collection and Fieldwork Administrator, Earth Science & Engineering
Marsh, Alex (AM)	Senior Undergraduate and Postgraduate Administrator, Dyson School of Design Engineering
Middleton, Rebecca (RM)	Faculty Education Manager, Faculty of Engineering
Ni Dhonnabhain, Fionnuala (FD)	General and Postgraduate Office Manager, Civil & Environmental Engineering
O'Neill, Jackie (SH)	Undergraduate Office Manager, Aeronautics
O'Reilly, Cora (CO)	Department Operations Manager, Materials
O'Sullivan, Louise (LO)	Head of Student Programmes, Bioengineering
Robinson, Jack (JR)	Management Trainee, Operational Excellence
Russell, Veronica	Assistant Director Education Quality, Business School
Sandhu, Raj (RS)	Timetabling Support Manager, Chemistry
Urubusi, Victor (VS)	Examination and Information Officer, Physics
Walker, Craig (CW)	Interim Director of CTSO, CTSO
Weathers, Mary (MW)	Executive Administrator (Programmes Team), Medicine

Minutes:

Christopher Brown

#	Item Description	Action
1	**Introduction to Peter Laskey** • Peter Laskey is the new Examinations Timetabling Manager, having started on 16th October 2018	
2	**Minutes from last meeting** An update on previous actions was provided: • PL is the single point of contact for Registry for exams • The community agreed for the need to have a back-up for PL during peak exam periods, to be arranged by CTSO. The back-up should have the appropriate authority to make key decisions and should be contactable by mobile phone.	

	• VR helped with the exam layouts of rooms including SAFB 119-122 and various RSM rooms.	

3	**2018-19 Exam Cycle**	
	a) <u>Queen's Tower Rooms</u>	
	1. The QTR will be used for the Centre for Environmental Policy's exam on 26th November. This has been publicised and confirmed to affected catering staff.	
	2. QTR has been confirmed as an exam venue – dates to be published via Campus Services communications.	
	3. 203 is the validated capacity of the QTR as an exam venue and 207 the validated capacity of the Great Hall.	
	4. 450 new tables have arrived and are stored in the Great Hall.	
	5. CTSO will manage the set up and take down for the QTR and Great Hall	
	b) <u>Old exam layouts being used for exams</u>	
	6. Due to a lack of suitable space, Bioengineering and Computing will default to old exam layouts for their January and December exams, respectively. Some December Business School exams are being housed in raked lecture theatres and external venues because of a lack of space.	DC
	7. CO raised the point that exemptions from the policy need to be captured to make sure policy is implemented correctly.	
	8. CW stated that the parity of student experience within agreed exam events will be prioritised first.	
	9. If necessary, departments should seek approval for exemption from the spacing guidelines stipulated in the policy.	
	10. It was agreed that exams with exemptions to the exam layout policy should be published on the CTSO website	CW, PL and DA
	11. In the coming weeks a process of how exams are represented in Celcat will be agreed	
	c) <u>Current known shortfall in seat numbers for December – February exams</u>	
	12. There are December Business School exams not included in the known shortfall.	
	13. Departments to send shortfall of exam seats to PL, if not already done so.	DEPT
	14. JO and FD suggested there might be some capacity in CAGB and Skempton, respectively, for some of the smaller exams. FD happy to take administrative assistance from CTSO in liaising with the departments that require space.	PL
	15. CW spoke with the academic registrar and the academic registrar suggested we should explore external venue hire, if required.	
	16. The White City campus was considered but is currently unsuitable for electronic exams because of a lack of equipment that can enable electronic exam. The department would need to install and pay for the equipment themselves. For non-electronic exams, there are some flat-floor spaces, but exam desks would need to be hired in and set up.	

d) <u>Near term milestones</u>

17. The group agreed, in principle, to publish a list of exam rooms on the CTSO website with the following information: exam capacity, photo of the room, exam layout, guidelines for using the room.

18. The information should include an explanation that requests to use exam spaces go via PL, who will then manage the process and coordinate the communication and request for space.

19. The list of rooms will be shared with the ETUG community before being published on the College website.   PL

e) <u>Summer 2019 exams</u>

20. Unlike last summer's timetable, there are additional large cohort Business School exams in the first week of Summer term.

21. Bioengineering proposed sharing exam rooms with other department exams, where there is additional capacity in the room.

22. The group agreed to use the 2018 summer timetable as the basis for the 2019 summer exams. When importing the 2018 summer timetable the student groups will be removed, but the administrative staff retained.   PL

23. CB highlighted multiple clashes may exist because of the import. It was agreed block-bookings can be removed, but CTSO need this information in writing.

24. Change of exam dates may be possible between AM and PM sessions, but unlikely to be able to change the day of the exam.

25. Movement of key College dates – graduation and open days, festival – will cause clashes with 2018 summer exam timetable that will need work to resolve.   PL

4	**CTSO – Potential exam support**	

26. The group agreed to CTSO supporting the following in future:

  ➤ Central invigilation pool
  ➤ General exam conduct standards (with the addition of house rules)
  ➤ Finding space for AEA students that can be housed outside of their department building

27. Exam paper standards and guidance not desired currently – departments have their own resources.

28. FD suggested fire and evacuation protocols should be included in centralised information.

29. Security services should be able to access Celcat to know when exams are taking place.

5	**2019/20 Exam Cycle**	

30. CW to send a list of potential of rooms to be blocked out for exams for the 2020 summer exams   CW

31. Ahead of the planning round for future years, CTSO will confirm dates required for QTR to be used as an exam venue.

32. Departments to send dates in academic year 19/20 of when the QTR is needed for exams.   DEPT

6	**AOB**	
	33. Departments have varying experiences of using the microphone in the Great Hall. LG, RS and VU to write to CW about their experiences of using the microphone, highlighting the disparity in their experiences and processes.	LG, RS and VU
	34. VU sought clarification for the 2019 summer exams process – whether CTSO will require data and exam requirements. CW said CTSO need to do the data work first and then solve the issues, working with departments.	
7	**Summary of actions from the meeting**	
	1. DC to send 'precis' of exams needing old exam layout to CW.	
	2. CW, PL and David Ashton to discuss publishing exemptions to exam layout on the College website.	
	3. Departments to send shortfall of exam seats to PL, if not already done so.	
	4. PL to send current exam seat shortfall table with duration of the exams included and any scheduling flexibility. This will be sent to the ETUG community.	
	5. PL to circulate the list of exam rooms with validated exam capacities to the ETUG community.	
	6. PL to publish process and explanation of Summer 2019 exam timetabling ahead of proposed import.	
	7. PL to get an aggregate of responses from departments regarding the impact of the 8th May Graduation Day on the timetabling of exams.	
	8. CW to send a list of potential of rooms to be blocked out for exams for the 2020 summer exams.	
	9. Departments to send dates in academic year 19/20 of when the QTR is needed for exams.	
	10. LG, RS and VU to write to CW about their experiences of using the microphone, highlighting the disparity in their experiences and processes.	
8	**Future ETUG meetings**	
	• Suggested that the next meeting of ETUG take place w/c 28th January 2019, on Thursday 31st January 2-4pm.	
9	**Post Meeting Update**	
	• QTR use as an exam venue was discussed at Presidents Executive Group (PEG) on 13 November 2018 and needed alterations to campus services food provision including the changed usage of the SCR was approved on an ongoing basis during the peak examination times.	