

Examination Timetabling User Group

10 Feb 2022 (2.10pm-3.40pm)

Microsoft Teams

Present:

Adcock, Raj (RA)	Teaching Operations Manager, Materials
Badshah, Dilshad (DB)	Teaching Support Officer, Chemical Engineering
Cerese, Damian S (DC)	Teaching Quality Officer, Computing
Dray, Thomas (TD)	Postgraduate Education Administrator, Earth Sciences & Engineering
Eves, Gavin J (GE)	MSc in Sustainable Energy Futures Coordinator
Farrar, Kate (KF)	Education Support Officer, Electrical & Electronic Engineering
Giorgi, Linda (LG)	Examinations Officer, 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
Kaiserman, Antoine (AK)	Timetabling Officer, Mathematics
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'Neill, Jackie (JO)	Undergraduate Office Manager, Aeronautics
Pendlebury, Steph	IMSE Institute Manager, Faculty of Engineering
Pocsova, Dominika (DP)	Senior Undergraduate Administrator, Mechanical Engineering
Rahim, Momo (MR)	Senior UG & PG Administrator, Design Engineering
Russell, Veronica L (VR)	Director, Education Quality, Business School
Sajid, Madiha (MS)	Undergraduate Office Manager, Civil and Environmental Engineering
Sandhu, Raj (RS)	Admissions & Exams Administrator, Chemistry
Smith Helena (HS)	Director of Central Timetabling, Registry
Tite, Jo (JoT)	Postgraduate Education Coordinator, School of Public Health
Toutoudaki, Katerina	Senior Timetabling Officer, CTSO
Urubusi, Victor (VU)	Examination and Information Officer, Physics
Varleigh, Anique C (AV)	Head of Exams & Assessment, Business School
Vera-Valderrama, Conchi (CVV)	CfAE Administrator, Education Office
Williams, Fran (FW)	Senior Student Office Administrator, Materials

Apologies:

Davy, Hannah (HD)	PG Research Student Administrator, Chemical Engineering
Middleton, Rebecca J (RM)	Faculty Education Manager, Faculty of Natural Sciences
Mullin, Melanie (MM)	Centre Manager, CLCC
O'Connor, Louise E (LOC)	Timetabling Manager, Business School
Owens, Joanna (JO)	MSc Administrator, Earth Sciences and Engineering
Stewart, Derryck L (DS)	Education Manager, Physics
Symmonds, Samantha (SS)	Postgraduate Education Manager, Earth Sciences and Engineering

Did Not Attend:

Smith, Rebecca A (RS)	Undergraduate Education Manager, Earth Science & Engineering
Trick, Jemma (JeT)	Education Coordinator, National Heart & Lung Institute

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 for 2021-22 meetings so far with most complete, aside from three ongoing actions. 3. PL noted an action for depts to ensure Summer exam space was reserved where possible ahead of any exam rooming (as per previous years). 	
2	<p>Dec 2021/Jan 2022</p> <p><u>Timed Remote Assessments</u></p> <ol style="list-style-type: none"> 4. HS/PL asked members how recent TRAs went and if any issues or feedback to report back. 5. LG noted issues around students not following instructions etc rather than any support or platform problems. Noted that Life Sciences will be moving to in-person exams for Summer period. 6. General consensus amongst depts was that recent TRAs ran smoothly for the most part. 7. PL highlighted a Bioeng pilot using WISEflow exam software during January with a paper/feedback due at the Digital Assessment Group shortly. PL to share this paper with members once available. <p>March 2022</p> <p><u>Exam Activity</u></p> <ol style="list-style-type: none"> 8. PL summarised the main period of exam activity, with a breakdown of depts running remote and in-person exams. 9. PL advised Great Hall/QTR allocations had been made for Medicine in-person exams with the usual space set-up, support being put in place. 10. PL additionally highlighted three large Medicine PC exams running in March which required numerous PC rooms across campus. PL/HS were working on this rooming and would contact depts in due course. 11. For remote exams, PL had collated March exam timetables and would share with College to ensure the usual ICT support was in place. <p>Summer 2022</p> <p><u>Exam Requirements</u></p> <ol style="list-style-type: none"> 12. PL provided a breakdown of depts who had submitted exam timetables and what format these will run (remote/in-person). Five depts had submitted so far and a number of outstanding exam timetables were still to be received. 	<p>PL</p> <p>PL</p> <p>PL</p>

<p>13. It was noted that the usual in-person rooming process would be further ahead at this stage and difficult to progress rooming until all in-person exam requirements were submitted.</p> <p>14. Depts were asked to provide an update on when outstanding exam requirements/timetables may be submitted.</p> <p>15. Materials noted a decision on exam format was due shortly and were looking to pilot an exam script scanning process with temporary staff, currently being investigated for Summer 2022.</p> <p>16. A number of depts expressed an interest in the outcome of Materials exam script scanning pilot, RA/FW agreed to provide a small presentation at a future ETUG meeting, following the pilot.</p> <p>17. JO asked what capacity rooms should employ for any in-person exams given teaching capacities currently employed. HS advised that IPEG determined exam capacities would fall lower than current teaching capacity, aside from some exceptions and general recommendation was depts may wish to revisit with local Safety Officers in risk assessment or await further College guidance due shortly.</p> <p>JO also noted Aeronautics would publish exam timetables within the 10 week policy window next week, once Horizons had confirmed their alternative exam date.</p> <p>DC and KF advised a decision had been made for Summer exams and requirements would be provided from each dept next week.</p> <p>18. PL requested depts with outstanding exam requirements (particularly in-person) to submit these as soon as possible to enable the rooming process to progress.</p>	<p>RA/FW</p> <p>PL</p>
<p><u>Exam Rooming</u></p> <p>19. PL summarised the exam rooming process and current timeline CTSO were working to in ensuring all exams were roomed in suitable exam space. This included GH/QTR allocations (late Feb), dept exam space (early March) and potentially a rooming workshop in mid-March if required.</p> <p>20. HS asked members if there were any immediate concerns on this timeline in rooming exams, to which no concerns were raised.</p> <p>21. PL highlighted again any dept exam space reservation bookings to be made ASAP where free, as per the Celcat exam booking guidance.</p> <p>22. PL to send out placeholders for the next ETUG meetings (inc rooming workshop) to ensure availability in diaries if required.</p> <p>23. RA asked for those running in-person exams, whether a date extension on international students returning to campus was in place, as this would create difficulties running both in-person and remote exams during Summer.</p> <p>24. CH advised guidance from International Student Support was due shortly and in his understanding students required to return to meet programme requirements (inc exams) would be expected to do so, aside from any exceptional circumstances cases.</p> <p><u>College Events (GH/QTR use)</u></p> <p>25. PL reminded the group of College events running during the Summer exam period and unavailability of GH/QTR spaces including Graduation set-up (3rd May), Graduation (4th May), bank holidays etc.</p>	<p>PL</p>

	<p>26. PL noted the Great Exhibition Road Festival had moved from early July to mid-June and he was in contact with organisers regularly to plan exams around the event and ensure no disruption was caused during Friday event set-up.</p> <p style="text-align: center;">In-Person Exam Working Group</p> <p>27. PL advised an In-person exam working group was being set-up to look at establishing a shared set of College standards in running exams during Summer 2022. Staff running in-person exams were encouraged to join the group with a membership list currently being established.</p> <p>An agenda was presented and it was noted that Safety team involvement would be key to clarifying current College guidance, whilst agreeing any shared standards.</p> <p>28. PL to share final guidance produced by the In-person exam working group once agreed via ETUG.</p> <p style="text-align: center;">Digital Assessment Group (DAG) - Update</p> <p>29. PL summarised recent activity within the Digital Assessment Group, including WISEflow January pilot, exam lockdown browser investigation (ICT gathering requirements) and BYOD on-campus exam pilots recommencing with the Business School (using GH/QTR space).</p> <p>30. RM noted Medicine on-campus exams would be running using iPads and issues around bandwidth/Wi-Fi connectivity had occurred in the past. Work was being undertaken to ensure temporary boost solutions were in place for upcoming exams.</p> <p>31. RM advised any depts interested in BYOD/iPad on-campus exams to get in touch as Medicine happy to share recent experiences.</p> <p>32. LG advised Life Sciences exams were essay-based and whether iPad exam software had such a feature. RM confirmed it can do short-answer questions and marking benefits not felt but other software such as WISEflow may be better suited for this format.</p> <p>33. PL advised work was being undertaken with Estates/ICT to ensure GH/QTR connectivity was improved for longer term ahead of BYOD Dec 2022 on-campus pilots.</p>	<p>PL</p> <p>RM</p>
3	AOB	
	34. None.	
4	Summary of actions from the meeting	
	See ETUG Action Tracker	
5	Future ETUG meetings	
	<p>2021/22 ETUG meetings planned are:</p> <p>TBC</p> <ul style="list-style-type: none"> • March 2022 • Early April 2022 (Pre-Summer) • July 2022 	