

## **Examination Timetabling User Group**

**15 July 2020 (2pm-3.30pm)**

**Microsoft Teams**

### **Present:**

<b>Adcock, Raj</b> (RA)	Teaching Operations Manager, Materials
<b>Dray, Thomas</b> (TD)	Postgraduate Education Administrator, Earth Sciences & Engineering
<b>Eves, Gavin J</b> (GE)	MSc in Sustainable Energy Futures Coordinator
<b>Farrar, Kate</b> (KF)	Education Support Officer, Electrical & Electronic Engineering
<b>Haines, Helen C</b> (HH)	Education Office Manager, Mathematics
<b>Laskey, Peter</b> (PL)	Examination Timetabling Manager, CTSO
<b>Macdonald Robert</b> (RM)	Programme Officer (Assessment), Faculty of Medicine
<b>Mullin, Melanie</b> (MM)	Centre Manager, CLCC
<b>Nesbitt, Simon</b> (SN)	Head of Timetabling Operations, CTSO
<b>Ni Dhonnabhain, Fionnuala</b> (FN)	General & PG Office Manager, Civil & Environmental Engineering
<b>Parkins, Kat</b>	Digital Partner, Faculty of Engineering, ICT
<b>Phillips, Iain C C</b> (IP)	Senior Lecturer, Computing
<b>Rahim, Momo</b> (MR)	Senior UG & PG Administrator, Design Engineering
<b>Russell, Veronica L</b> (VR)	Director, Education Quality, Business School
<b>Sandhu, Raj</b> (RS)	Admissions & Exams Administrator, Chemistry
<b>Singh, Tershia</b> (TS)	Student Office Administrator, Materials
<b>Smith, Rebecca A</b> (RS)	Undergraduate Education Manager, Earth Science & Engineering
<b>Smith Helena</b> (HS)	Director of Central Timetabling, Registry
<b>Stoakes, Emma</b> (ES)	Exams & Assessment Manager, Business School
<b>Tite, Jo</b> (JoT)	Postgraduate Education Coordinator, School of Public Health
<b>Trick, Jemma</b> (JeT)	Education Coordinator, National Heart & Lung Institute
<b>Urubusi, Victor</b> (VU)	Examination and Information Officer, Physics
<b>Varleigh, Anique C</b> (AV)	Head of Exams & Assessment, Business School
<b>Vera-Valderrama, Conchi</b> (CVV)	CfAE Administrator, Education Office

### **Apologies:**

<b>Cerese, Damian S</b> (DC)	Teaching Quality Officer, Computing
<b>Giorgi, Linda</b> (LGi)	Examinations Officer, Life Sciences
<b>Green, Louise C</b> (LG)	Undergraduate Office Manager, Civil and Environmental Engineering
<b>Harris, Chris D</b> (CH)	Head of Programme Management, Faculty of Medicine Centre
<b>Howard, Josie Ann</b> (JH)	Senior Undergraduate Administrator, Mechanical Engineering
<b>O'Connor, Louise E</b> (LOC)	Timetabling Manager, Business School
<b>Power, Philip W</b> (PP)	Head of Education & Student Experience Strategy, Faculty of Engineering
<b>Stewart, Derryck L</b> (DS)	Education Manager, Physics
<b>Symmonds, Samantha</b> (SS)	Postgraduate Education Manager, Earth Sciences and Engineering

### **Did not attend:**

<b>Badshah, Dilshad</b> (DB)	Teaching Support Officer, Chemical Engineering
<b>Harbert, Nicole</b> (NH)	Teaching Operations Manager, Bioengineering
<b>Middleton, Rebecca J</b> (RM)	Faculty Education Manager, Faculty of Natural Sciences
<b>O'Neill, Jackie</b> (JO)	Undergraduate Office Manager, Aeronautics
<b>Owens, Joanna</b> (JO)	MSc Administrator, Earth Sciences and Engineering
<b>Pocsova, Dominika</b> (DP)	Senior Undergraduate Administrator, Mechanical Engineering

### **ETUG Chair**

**Helena Smith**

### **Minutes**

**Simon Nesbitt/Peter Laskey**

#	Item Description	Action
1	<p><b>Welcome and Matters Arising</b></p> <p>1. Previous meeting's minutes were agreed.</p> <p>2. HS went through Action Tracker' items from Nov 2019 &amp; Feb 2020 meetings. Noted that some ongoing actions are currently 'on hold' due to the move from on-campus to remote assessments.</p>	
2	<p><b>Summer 2020 (Remote Assessments)</b></p> <p><u>Survey results - Summary</u></p> <p>3. PL summarised results from the Remote Assessment survey following Summer exams, acknowledging the short time depts had to adapt to remote assessments following lockdown.</p> <p>4. 'Exam Software' feedback highlighted various platforms in use, time consuming processes converting exam papers to online formats, reliability issues with exam paper release, script submission and ensuring exam integrity.</p> <p>AV: Shift from campus to online was a challenge and changed the goalposts. Had to deal with new circumstances and moving parts. More centralised guidance would be useful.</p> <p>CVV: Team use Blackboard, is there a specific platform that the College would prefer departments to use? HS: Being discussed.</p> <p>AV: In previous discussions with ICT, one platform was not deemed a solution and rather a suite of approved platforms to serve the College. ICT restructure could impact support in future. Also, worth noting not all platforms take into account UK marking systems. An academic champion would be useful to determine College strategy around online assessment.</p> <p>HS: No project agreed as yet but will be discussed further at ESOG Education and Online Readiness to take forward.</p> <p>MR: Created a briefing document and video for students prior to assessments and used scanning to get exam scripts. Communicated with students during exams via email for things like corrections to exam paper. Would like for College app to push info to students.</p> <p>AV: Business School also created guides, video guides town hall etc to prepare students and that can be put together at dept level. However, do need support with setting student expectations, what they can/can't do and need central policy to establish this. Policy/guidance also required for academics in setting digital assessments given the differences between environments.</p> <p>FND: Interested in the decision-making process for exam software. What criteria and how platforms will be recommended.</p> <p>HS: Reminder this is at an early stage, not a formal project but feedback gathered through survey was presented by PL to ESOG, so has been taken forward.</p> <p>5. HS/PL to feedback progress with ESOG on College strategy for online assessment via ETUG.</p>	HS/PL

<p>6. 'Policy &amp; Process' feedback indicated exam timetabling factors, lack of academic deadlines, IT irregularities (illegible scripts, delayed submission, internet access) and exam integrity issues leading to increased mitigating circumstances/misconduct reports.</p> <p>7. 'Student Experience' feedback showed some increased stress/nervousness amongst students adapting to remote assessment, leading to surges in pre-exam &amp; post-exam queries seeking reassurance but placing higher demand on dept resources.</p> <p>8. Overall, student feedback had been positive, technologically sensible and a logical next step. For staff, removing the need to secure exam space, manage invigilation, stationery etc was beneficial.</p> <p>9. In conclusion, survey feedback determined future remote assessment could be improved via recommended College platforms with ICT/Ed Tech support, additional staff training/resource and incorporating additional exam arrangements.</p> <p>10. College steer was required for online assessment policy and setting student expectations, along with increased student support &amp; a clear query/comms process to enhance student experience.</p> <p>11. Members were asked if assessment types will be reconsidered if online again (question forwarded by Moira Sarsfield, Principle Learning Technologist)</p> <p>KP: Move to online more difficult for Maths heavy aspects of exams within FoE.</p> <p>AV: Business School looking at Maths related exams as a separate project. Has been in the works but no solution as yet. This re-emphasises need for staff guidance to provide best practice on writing exams for a remote format.</p>	
<b>Policy</b>	
<u>Online Assessments</u>	
<p>12. PL advised survey feedback had been circulated and presented at high-level (ESOG etc) and discussions were had with Quality Assurance to begin drafting online policy.</p> <p>13. Existing policy within the sector had been considered (inc Brunel, Oxford) and it was felt the College's existing PC-based assessment policy, combined with Summer remote assessment guidance and the above feedback could be incorporated into one policy.</p>	
<p>14. Quality Assurance are now drafting a policy, targeting approval for the upcoming resit period. A draft version will be circulated via ETUG for comments shortly.</p> <p>15. PL to circulate Brunel, Oxford policies following member requests.</p>	<p>PL</p> <p>PL</p>
<b>Resit Period</b>	
<p>16. PL reminded members of Horizon's resit exam running 2<sup>nd</sup> Sept. PL will liaise with any depts set to run exams on this date and resolve potential clashes via MM and dept.</p> <p>17. HH advised there'd been an increase in resits within Maths but this was due to Year 3 &amp; 4 resits now running in the same period as Year 1 &amp; 2 this academic year. There were also no issues with students submitting Maths-based answers (or legibility), as these were scanned from handwritten scripts.</p>	<p>PL</p>
<p>18. Should any depts have issues with preparation or support, members were advised to raise with PL if necessary.</p>	<p>Depts</p>

	<p style="text-align: center;"><b>2020/21</b></p> <p><u>Dec 2020/Jan 2021 Assessments</u></p> <p>19. Clarification on how Term 1 and Term 2 assessments should be conducted was being sought through upcoming ESOG (Education) meetings and to be communicated within the next 1-2 weeks. PL will communicate any decision via the ETUG group as soon as available.</p> <p style="text-align: center;"><b>Celcat</b></p> <p><u>Exam TT Publishing</u></p> <p>20. PL referred back to the Summer survey (Q1) which asked what method was used to publish exam timetables, resulting in 26% using Celcat against 74% using other methods (PDF, email etc). Members were asked for further feedback.</p> <p>VR: Business school send via email due to multiple exams running in multiple rooms. Problematic attaching and moving students to groups if exams change. Would be open to using Celcat if there weren't issues like students' phones potentially being on wrong time zone etc.</p> <p>HH: Use Celcat Exam Scheduler, which rooms students in an easy process. Also includes extra timers, invigilators, registrations. No reported no time zone issues via this method. VR interested.</p> <p>MR: Adds entire cohort to exam event. Could in future bring over specific groups.</p> <p>21. VR to contact CTSO and discuss Celcat Exam Scheduler further.</p> <p><u>Remote Assessment Category</u></p> <p>22. PL reminded members that the 'Remote Assessment event category was available in Celcat for online assessments in future.</p> <p>23. MR suggested a specific online assessment room would be beneficial to use for future online assessments. MR to contact CTSO and request this.</p> <p style="text-align: center;"><b>ETUG Meetings</b></p> <p>24. PL noted traditional ETUG meetings occur in Nov, Feb and July during academic year. May require an interim meeting before Nov to discuss Online assessment further including policy, Dec/Jan assessments etc. PL to suggest date and invite members.</p> <p>25. PL proposed setting up an 'ETUG Team' via MS Teams for further communication. Brunel and Oxford online assessment policies will be shared via the Team.</p>	<p>PL</p> <p>VR</p> <p>MR</p> <p>PL</p> <p>PL</p>
3	<b>AOB</b>	
	No other business.	
4	<b>Summary of actions from the meeting</b>	
	See ETUG Action Tracker	

**Future ETUG meetings**

- Next planned 2020/21 ETUG meetings are:
  - Interim meeting (TBC)
  - Early Nov 2020
  - Early Feb 2021