

## ETUG Meeting Action Tracker

Item No.	Action	Owner	Meeting Date	Updates/ Notes	Progress
<b>19.06.2019</b>					
9.	Interim emergency evacuation procedure (QTR/Great Hall) to made permanent, PL to follow-up with Chief Fire Officer and add to future QTR/Great Hall exam guidance	PL	19.06.2019		
8.	Suggested 2019/20 exam timeline to be circulated for comment ahead of Dec/Jan exam requirements request (planned in July).	PL	19.06.2019		Done
7.	PL to confirm with LB no additional January exam for EENG (appeared in summary responses)	PL	19.06.2019		
6.	PL to work with AR to locate additional exam space for March Horizons exams and investigate potential HXLY space (suggested by DC)	PL	19.06.2019		
5.	Up-to-date building first aider list to be compiled, circulated by PL prior to each exam period	PL	19.06.2019		
4.	3 hour AM/PM exams to avoid same space allocation or additional comms provided by PL where unavoidable	PL	19.06.2019		
3.	Summer 2019 – PL to survey dept staff using QTR/Great Hall exam spaces for additional feedback following set-up/support during exams	PL	19.06.2019		
2.	PL to work with EEng and DoC to measure exam timetables adherence to policy and develop method to pre-empt problems via Celcat or Business Analytics tools ahead of 2019/20 exam timetabling. Also investigate implications of 'Compulsory' modules to be incorporated into next policy update	PL	19.06.2019		
1.	Adjust timing of next year's equivalent ETUG meeting to early July (members to feedback as appropriate)	ETUG members	19.06.2019		

Item No.	Action	Owner	Meeting Date	Updates/ Notes	Progress
<b>25.04.2019</b>					
7.	PL to track any exams scheduled outside exam period and report to ETUG as necessary.	PL	25.04.2019		Ongoing
6.	PL and CW to investigate better communication of internal event dates with Tamsin King and Simon Nesbitt to assist college timetabling.	PL/CW	25.04.2019		Ongoing
5.	CW and PL come up with a proposal for 2019/20 exam timetabling allocation of large exam space to be presented at next ETUG for consideration, including Curriculum Review effects on exam scheduling and Dec/Jan exam requirements received.	CW/PL	25.04.2019		Done
4.	CW suggested departments provide December/January exams requirements by the 1 <sup>st</sup> week of June, given increased demand and limited large space available during period.	All to note	25.04.2019		Done
3.	CTSO to request ETUG members communicate shifts in exam scheduling as consequence of Curriculum Review, by Wk 3 of the Summer term.	CW/PL	25.04.2019		Done
2.	PL to communicate key access info for depts. using the rooms during exams.	PL	25.04.2019		Done
1.	PL to send out GH and QTR exam guidance packs to all ETUG members	PL	25.04.2019		Done

*\*Actions that are Complete are noted as such, but remain on the tracker for the academic year, so they can be referred to if necessary.*