

Examination Timetabling User Group

19 June 2019

11.00 – 13.00, ICSM 402 - Teaching room 3

Present:

Brazinskaite, Lina (LB)	Education Support Officer, Electrical & Electronic Engineering
Cerese, Damian S (DC)	Teaching Quality Officer, Computing
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
Owens, Joanna (JO)	Postgraduate Education and Fieldwork Administrator, Earth Science
Rahim, Momo (MR)	Senior Undergraduate & Postgraduate Administrator, Design Engineering
Rew, Alison (AR)	Centre Manager, CLCC
Smith, Helena (HS)	Director of CTSO
Stewart, Derryck L (DS)	Education Manager, Physics
Trapani, Gilda (GT)	Timetabling Support Assistant, CTSO
Walker, Craig (CW)	Interim Director of CTSO

Apologies:

Andrewes, James M (JA)	Education Office Manager, Life Science
Badshah, Dilshad (DB)	Teaching Support Officer, Chemical Engineering
Giorgi, Linda (LGi)	Examinations Officer, Life Sciences
Green, Louise C (LG)	Undergraduate Office Manager, Civil and Environmental Engineering
Haines, Helen C (HH)	Education Office Manager, Mathematics
Howard, Josie Ann (JH)	Senior Undergraduate Administrator, Mechanical Engineering
King, Tamsin (KT)	Manager, CTSO
Marsh, Alex (AM)	Teaching Operations Manager, Materials
Ni Dhonnabhain, Fionnuala	General & PG Office Manager, Civil & Environmental Engineering
O'Neill, Jackie (JO)	Undergraduate Office Manager, Aeronautics
Power, Philip W (PP)	Head of Education & Student Experience Strategy, Faculty of Engineering
Sandhu, Raj (RS)	Admissions & Exams Administrator, Chemistry
Stoakes, Emma L (ES)	Exams and Assessment Manager, Business School

Did not attend:

Davies, Gill A (GD)	Undergraduate Administrator, Earth Sciences and Engineering
Dosanjh, Jagdeep (JD)	Programme Officer, Faculty of Medicine
Lyle, Karen R (KL)	Centre Manager, Centre for Environmental Policy
Pocsova, Dominika (DP)	Undergraduate Administrator, Mechanical Engineering
Shiel, Janette (JS)	Programme Manager, Faculty of Medicine
Urubusi, Victor (VU)	Examination and Information Officer, Physics
Varleigh, Anique C (AV)	Head of Exams & Assessment, Business School

Minutes:

Gilda Trapani

#	Item Description	Action
1	Welcome and Matters Arising 1. Chair noted low attendance, likely due to final Summer exams and post-exam marking activities.	

	<p>2. Next year's equivalent meeting should be adjusted to early July – members to feedback any additional suggestions.</p> <p>3. Previous meeting's minutes were agreed.</p> <p style="text-align: center;">Interim Examination TT Policy – Updates</p> <p>4. Chair outlined summary of changes to interim Exam TT policy circulated to members for comment prior to meeting.</p> <p>5. On Policy item 2c, DS and DC noted difficulties in scheduling many core exams during Dec (Autumn) Wk 11 and March (Spring) Wk 11. DS also noted this area of policy will need revisiting in future iteration to incorporate 'Compulsory' modules forming part of new programme structure for 2019/20 (Year 1 students).</p> <p>6. LB advised core exam dates set at start of academic year (inc elective dates) with students making elective choices prior to start of term. Also, difficult to guarantee no more than 13 exam hours within week, given 3 hour elective exams available. No system or tool currently in place to check for this scenario.</p> <p>7. DS advised Physics manually check (time-consuming) to ensure exam timetables meet policy and prevent opportunity for appeals.</p> <p>8. Chair advised student voice informed original (interim) Exam TT policy and scheduling expectations, with essence of 2c remaining in place (24 hours replaced with Consecutive Exam Sessions).</p> <p>9. Chair noted Policy item 2 specifies "Under regular circumstances" and unavoidable scenarios where elective choices produce 13+ hour exam timetable should be flagged with Academic Registrar. Potentially addressing via cover note for small number of students facing such scenario.</p> <p>10. DS noted Policy item 4 provided clarity to resit exam period schedules, student expectations and setting resit exam period dates.</p> <p>11. Following Policy item 2 feedback, 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. Tools to be circulated to departments once established.</p> <p>12. Implications of 'Compulsory' modules will be evaluated and incorporated into next policy update along with consensus that March (Spring) Wk 11 constitutes definition as a College main examination period.</p> <p>13. Chair summarised that all Exams TT policy item changes were supported by members, subject to ETTM working with departments outlined in above actions.</p>	ETUG
2	<p style="text-align: center;">2018/19 Exams</p> <p>a) <u>Interim Exams TT Policy progress</u></p> <p>14. PL summarised progress implementing Exam TT policy over 2018/19 during Winter, Spring and Summer exam periods and work undertaken rooming exams in suitable exam spaces.</p> <p>15. Noted that Summer was the most challenging period with later rooming process due to knock-on effect of Winter and Spring rooming activities. Also, some delay in obtaining all exam requirements and exam space availability.</p>	PL PL

16. AR reported allocation of QTR for March Horizons exams resulted in improved exam experience for students and staff and reduced demand on department exam space.

b) Summer 2019

17. PL reported metrics from most challenging Summer exam week (Week 1), with all 23 'un-roomed' exams resolved during first rooming workshop.

18. Members agreed both rooming workshops were useful and should be utilised in future to resolve exam period rooming issues.

19. PL summarised QTR & Great Hall exam space set-up, management of spaces around College events and support provided during Summer.

20. No further feedback provided regarding additional exam set-up. PL to follow up with survey for any additional QTR & Great Hall feedback.

PL

21. PL outlined known incidents reported in QTR & Great Hall and actions taken to resolve.

22. RM suggested where tight changeover between 3-hour AM exam and PM exam (1pm finish / 2pm start), alternative allocation to either QTR or Great Hall should be made (if available), to avoid using same space.

23. Where alternative allocation is not possible, PL will provide additional communication to affected departments prior to exam period, to raise awareness of changeover window.

PL

24. PL outlined incidents that became known across department exam spaces and actions taken to resolve.

25. AR reported a first aider contact was needed during a recent exam session but department did not know who to contact. PL advised there was no central list of current first aid contacts for each building, but this would be suggested to Safety Division.

26. Members agreed that the most up-to-date list of first aiders for each building should be communicated to departments, prior to each exam period.

PL

2019/20 – Exam Cycle

c) Goals/Priorities

27. PL reported exam priorities for 2019/20 including earlier rooming process prior to exam periods (informed by exam requirements timeline) and increasing exam space currently in rooming scope.

28. PL to work with AR and find additional suitable exam space for March 2020 Horizons exams (in addition to QTR allocations this year). DC suggested possible Huxley exam space that may be available.

PL

d) Dec 2019/Jan 2020 large spaces (current picture)

29. PL presented a summary of responses to exam schedule changes next year following Curriculum Review.

30. LB stated there is no additional January exam for EENG (although stated in summary). PL to check and confirm with LB.

PL

	<p>31. PL reported how large spaces (QTR/Great Hall) were used in Dec 2018 & Jan 2019, including unused sessions during periods.</p> <p>32. For Dec 2019, current summary suggests unused sessions will help absorb 4 out of 5 additional large exams from exam scheduling shifts between Dec/Jan and Summer exam period. Alternative large dept space required to room remaining exam.</p> <p>33. For Jan 2020, current summary suggests no additional demand as 6 additional large exams will be absorbed by 6 exams no longer running following shifts.</p> <p>34. Members agreed rooming workshop may be required for Dec/Jan exams, should any issues remain following initial allocation and rooming process.</p> <p>e) <u>Exam timetabling – Timeline, exam requirements, large space allocation</u></p> <p>35. PL presented a suggested timeline to collect exam requirements and draft timetables to be provided. Given attendance, timeline to be circulated for additional comment ahead of Dec/Jan exam requirements request (July).</p> <p>36. Members agreed core exam requirements should be known at this stage for most departments and therefore possible to provide in July for Dec/Jan exam period rooming.</p> <p style="text-align: center;">Emergency Evacuation Procedure – QTR/Great Hall</p> <p>37. Members reminded of interim June evacuation procedure for Great Hall/QTR exams, featuring a specific exam assembly point to help maintain exam conditions during interruption.</p> <p>38. Members agreed procedure was useful and should be adopted permanently. PL to follow-up with Chief Fire Officer and add to future QTR/Great Hall exam guidance.</p>	PL
3	AOB	
	None	
4	Summary of actions from the meeting	
	See ETUG Action Tracker	
5	Future ETUG meetings	
	<ul style="list-style-type: none"> • Next planned ETUG meetings are: <ul style="list-style-type: none"> - Early September - Early November - Early February - Early to Mid-July 	