

Examination Timetabling User Group

26 October 2022 (1.30pm-3.30pm)

Microsoft Teams

Present:

Adcock, Raj (RA)	Teaching Operations Manager, Materials
Andrewes, James (JA)	Education Office Manager, Life Sciences
Badshah, Dilshad (DB)	Teaching Support Officer, Chemical Engineering
Cerese, Damian S (DC)	Teaching Quality Officer, Computing
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
Hubscher, Sharon (SH)	Programme Officer, BSc Medical Biosciences
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
O'Neill, Jackie (JO)	Undergraduate Office Manager, Aeronautics
Rahim, Momo (MR)	Senior UG & PG Administrator, Design Engineering
Sandhu, Raj (RS)	Admissions & Exams Administrator, Chemistry
Seath, Lisa (LS)	Senior Timetabling Officer, CTSO
Smith Helena (HS)	Director of Central Timetabling, Registry
Tite, Jo (JoT)	Postgraduate Education Coordinator, School of Public Health
Toutoudaki, Katerina (KT)	Senior Timetabling Officer, CTSO
Urubusi, Victor (VU)	Examination and Information Officer, Physics
Vera-Valderrama, Conchi (CVV)	CfAE Administrator, Education Office
Watson, Liam (LW)	
Williams, Fran (FW)	Senior Student Office Administrator, Materials

Apologies:

Sajid, Madiha (MS)	Undergraduate Office Manager, Civil and Environmental Engineering
Symmonds, Samantha (SS)	Postgraduate Education Manager, Earth Sciences and Engineering
Dray, Thomas (TD)	Postgraduate Education Administrator, Earth Sciences & Engineering
Russell, Veronica L (VR)	Director, Education Quality, Business School
Middleton, Rebecca J (RJM)	Faculty Education Manager, Faculty of Natural Sciences
Pendlebury, Steph (SP)	IMSE Institute Manager, Faculty of Engineering
Smith, Rebecca A (RS)	Undergraduate Education Manager, Earth Science & Engineering

ETUG Chair

Helena Smith

Minutes

Peter Laskey

#	Item Description	Action
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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 from July's meeting with two ongoing actions remaining. 	
2	<p>2022/23 – Exam Rooming</p> <p><u>2022/23 Rooming Timeline</u></p> <ol style="list-style-type: none"> 3. PL presented rooming timelines for each main College exam period (re-introduced following the return to in-person exams), noting a delay in receiving Dec 22/Jan 23 exam requirements. 4. Dec 22/Jan 23 allocations were due to be made and members advised a request for March 23 requirements would be made shortly (as per timeline). <p><u>Dec 2022/Jan 2023 – Exam Formats</u></p> <ol style="list-style-type: none"> 5. PL highlighted exam formats across College, noting all departments had returned to in-person exams aside from Medicine who had a mix of in-person/remote exams. <p><u>2019/20 vs 2022/23 (Dec/Jan)</u></p> <ol style="list-style-type: none"> 6. PL presented exam data comparing the last in-person Dec/Jan exam period in 2019/20 to 2022/23, showing similar student/exam stats for Dec but a large increase in student numbers for Jan 23 exams, compared to Jan 20. <p><u>Dec 2022 Rooming</u></p> <ol style="list-style-type: none"> 7. Dec 22 exam rooming data was presented showing pre-rooming requirements, and figures following space allocations (inc GH/QTR/dept rooms) with nearly all students roomed for written exams via the rooming process. 8. Dec 22 BYOD/PC exam rooming showed a shortfall in suitable BYOD space, even with GH set-up exclusively for BYOD Business School exams. PL noted flat floor space with desks/tables providing individual power points was required and for departments to contact him if they had any suggestions. <p><u>Jan 2023 Rooming</u></p> <ol style="list-style-type: none"> 9. For Jan 23 exam rooming, a significant amount of pre-rooming requirements had been met following space allocations (mainly GH/QTR) but several written exams across w/c 9th Jan were yet to be roomed (9th and 10th Jan AM being significantly high). 10. PL was investigating space with departments; potential exam moves where gaps available and provisional availability being sought from external venues (in case needed). 11. PC exam rooming was minimal and complete but BYOD space was still required for additional Business School exams that week. PL to investigate suitable BYOD department space and power set-ups in existing exam spaces (if required). 12. HS suggested Educations Managers be made aware of Dec/Jan rooming issues (inc significant Jan 23 requirements and BYOD space issues) and to find ways of predicting student numbers/patterns earlier for future exam periods/academic years, assisting the exam rooming process. 	<p>DEPTS</p> <p>PL</p> <p>HS/DEPTS</p>

<p>13. HS highlighted need to identify future demand for BYOD space to enable any increase to be accommodated and assist preparations from an Education Space perspective.</p> <p>14. CH noted the uncertainty around exams currently with a move back to paper-based in-person exams and awaiting outcomes to College conversations around online invigilation and digital assessment delivery that are currently underway.</p>	HS/PL
<p><u>Dec 2022/Jan 2023 Operation arrangements</u></p> <p>15. PL outlined the arrangements and support in place for departments using the GH/QTR spaces including furniture set-up, digital clock (GH) and circulation of guidance packs containing full info on using these spaces.</p> <p>16. PL requested members get in contact (if not already) regarding department space exam set-ups for the exam period as PL will collate all furniture requirements for Soft Services to operate from.</p>	DEPTS
<p style="text-align: center;">Invigilation</p> <p><u>Update</u></p> <p>17. PL outlined ways in which CTSO could improve invigilator resource across College, via recruitment communications (e.g. Staff newsletter, Graduate School newsletters), collating interests centrally through an online form, before CTSO sharing responses via department.</p> <p>18. HS discussed ways longer term support could be offered (following initial conversations with OI and HR), via the casual worker process and potentially resulting in a central pool of invigilators. HS noted generic skills could be identified e.g. junior invigilators and used across departments via this process, rather than head invigilators which may require more specific dept-based knowledge/skills.</p> <p>19. JA noted agency invigilator hire (via Signature) was less time-consuming than internally recruiting invigilators, removing some administrative aspects and preferred within Life Sciences.</p>	
<p>20. HS/PL to continue exploring invigilator resource comms and casual worker process and report back to next meeting.</p> <p style="text-align: center;">Exam Scanning – Materials</p> <p>21. FW gave a presentation on Materials' use of exam script scanning during Summer 2022 to enable examiners to mark in-person exam scripts online.</p> <p>22. The presentation demonstrated how the process worked and covered tendering process, full costs, impact on staff, exam operational changes and department feedback post-exams.</p> <p>23. Successes included immediate script availability to examiners (online), reduced risk of lost scripts and reduced admin time quality checking/renaming saved files.</p> <p>24. Challenges were noted around recurring costs for answer booklets printed specifically for scanning, admin resource post-exam to de-staple/scan (outsourced) and that scanned PDF files can be large and time-consuming for examiners to scroll through.</p> <p>25. Group questions included whether efficiencies gained post-marking, how examiners annotated scripts online, how the admin workload was for exam staff and hard copy script storage.</p>	HS/PL

	<p>26. JO noted a pilot during Aeronautics resits where students issued with iPads use these to scan scripts at end of exam. January exams (with larger student numbers) would be the next test using the process.</p> <p>27. HS asked if a process document existed which could be shared. JO to share 2022/23 guidance for students covering exam script scanning process in place for Jan exams.</p> <p>28. JA asked how robust the WI-FI is for all students uploading exam scripts post-exam. JO advised devices could be turned on at their desk and connect to the nearest access point, spreading the load across WI-FI access points. No issues were found during resits (around 60 students per sitting).</p> <p>29. PL confirmed this advice was reiterated by ICT's Networks team, in sharing the load across WI-FI access points in the GH/QTR spaces (which had recently been increased). However, upload/download requirements would need to be factored in, including no of students sitting.</p> <p>30. JA asked if any measures taken to ensure students upload present exam script and not a pre-saved version. JO advised some checks had been made during resit exams and staff would likely pick up on any pre-prepared script(s).</p>	JO
3	AOB	
	<p>31. LW noted CLCC may require additional exam rooms for upcoming Dec exams, if current teaching room allocations not deemed suitable. PL advised CTSO aware of this and awaiting further info from CLCC.</p>	
4	Summary of actions from the meeting	
	See ETUG Action Tracker	
5	Future ETUG meetings	
	<p>2022/23 ETUG meetings planned are:</p> <ul style="list-style-type: none"> • Feb 2023 • Early April 2023 • July 2023 	