

Examination Timetabling User Group

27 Oct 2021 (2pm-3.30pm)

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
Giorgi, Linda (LG)	Examinations Officer, Life Sciences
Groves, Cristebel B (CBG)	Admissions & Examinations Administrator, Chemistry
Haines, Helen C (HH)	Education Office Manager, Mathematics
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
Mullin, Melanie (MM)	Centre Manager, CLCC
Ni Dhonnabhain, Fionnuala (FN)	General & PG Office Manager, Civil & Environmental Engineering
O'Connor, Louise E (LOC)	Timetabling Manager, Business School
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
Sandhu, Raj (RS)	Admissions & Exams Administrator, Chemistry
Smith Helena (HS)	Director of Central Timetabling, Registry
Symmonds, Samantha (SS)	Postgraduate Education Manager, Earth Sciences and Engineering
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
Williams, Fran (FW)	Senior Student Office Administrator, Materials

Apologies:

Farrar, Kate (KF)	Education Support Officer, Electrical & Electronic Engineering
Harbert, Nicole (NH)	Teaching Operations Manager, Bioengineering
Harris, Chris D (CH)	Head of Programme Management, Faculty of Medicine Centre
Middleton, Rebecca J (RM)	Faculty Education Manager, Faculty of Natural Sciences
Owens, Joanna (JO)	MSc Administrator, Earth Sciences and Engineering
Russell, Veronica L (VR)	Director, Education Quality, Business School
Sajid, Madiha (MS)	Undergraduate Office Manager, Civil and Environmental Engineering
Smith, Rebecca A (RS)	Undergraduate Education Manager, Earth Science & Engineering
Stewart, Derryck L (DS)	Education Manager, Physics
Trick, Jemma (JeT)	Education Coordinator, National Heart & Lung Institute
Vera-Valderrama, Conchi (CVV)	CfAE Administrator, Education Office

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 2020-21 meetings. All completed. 3. HS noted staff impact from running TRAs was flagged, and planning needed if simultaneous running of TRAs/on-campus exams were expected in future. This would involve a full review of resources, with discussions ongoing. 	HS
2	<p>Dec 2021/Jan 2022 TRAs</p> <p><u>Exam Rooming</u></p> <ol style="list-style-type: none"> 4. PL advised Dec/Jan exam TTs would be requested following the meeting, to collate TRAs activity and circulate with ICT support and wider College. Depts were also reminded of the 10 week publishing window detailed in the Exam TT policy 5. CTSO support for exam timetabling or creating Celcat exam events was also offered to depts if required. <p><u>Priority Exam Space</u></p> <ol style="list-style-type: none"> 6. PL asked if dept priority exam space was being offered during Dec/Jan TRAs for on-campus student requests and highlighted the library's Summer 2021 service which saw a low uptake, based on booking stats received. 7. LG, JO and FN felt the library's service was beneficial and should continue for the Dec/Jan TRAs period if possible e.g. Aeronautics do not have same dept space available this year. Also, on-campus student numbers may be larger this year. 8. PL to approach Library regarding service being made available for Dec/Jan TRAs and update ETUG accordingly. <p><u>DAG Update</u></p> <ol style="list-style-type: none"> 9. PL updated members on work within the DAG, including consideration of ETUG Summer 2021 TRAs feedback, reviewing current delivery of TRAs across College and furthering WISEflow support as a College exam platform. 10. The group was briefed on WISEflow pilots set to run during Dec/Jan TRAs, with ICT working with faculty Ed Tech staff (within DAG) to identify interested depts, process mapping, student numbers, suitable assessments, and training requirements as part of pilots. 11. PL advised members interested in WISEflow pilots to get in touch or contact local Ed Tech staff for further information. ETUG representation at DAG was being discussed to aid WISEflow development at College. 12. RA asked who the faculty reps are and whether dept representation could be included to ensure exam needs are documented from the start of project. JO asked if Ed Tech staff are liaising with course directors, as decision should be with them on future systems and also not always sufficient dept resource to engage with such a project. 13. PL advised current pilot depts are involved at exam admin-level but further ETUG engagement encouraged. Balance of involving the relevant people without overloading dept staff. PL to circulate Ed Tech/DAG reps and identify further ETUG representation. 	<p>PL</p> <p>PL</p> <p>PL</p>

14. FN asked if a tendering process was followed resulting in WISEflow being adopted as the College exam platform and unsure if this had been successful in other Engineering depts.

AV: ICT originally envisaged a suite of digital assessment tools and pandemic accelerated needs. No commitment from depts to adopt one system and should consider own assessment needs and what systems aid this. However, current focus on WISEflow supports Emma McCoy's digital assessment vision of a centrally supported platform integrating with other learning systems e.g. Blackboard.

March 2022

Exam Rooming

15. PL summarised historical March on-campus exam activity, depts involved, space required and March 2022 period dependent on College decision regarding on-campus exams beyond Dec/Jan TRAs.

16. HS advised Operations Committee due to meet w/c 8th Nov and expectation is members of COG attend to discuss exam delivery beyond Jan 2022, whether TRAs continue or opportunity for on-campus exams. Will need to consider safety, operational, and academic aspects and likely to be working group as a result, to consider risk assessments, resourcing, capacities.

17. HS/PL to circulate future exam delivery decision (beyond Jan 2022) following Operations Committee meeting via ETUG.

HS/PL

18. PL advised following decision, rooming requirements would be requested for March 2022 (should on-campus exams return), with limited time available to work through process. Also, useful to know which traditional March depts will run exams in March 2022.

PL

19. MM advised Horizons March exams set to run as TRAs due to larger student numbers, although dept staff would welcome return to on-campus exams and closed book format. Exams set to run 21st-22nd March (4pm-6.30pm) and additional slots will be available for any students with planned teaching activity.

20. AV confirmed Business School have exams set to run between 14th-25th March. RM also confirmed Medicine PSA exams (in-person) running 19th, 21st and 22nd March, with HS/PL currently working on rooming requirements.

21. AV advised group of 600-700 students involved with March exams which academics looking to run on-campus, therefore may need to consider both on-campus and digital exams running simultaneously.

FN: Uncomfortable with changing assessment mode during the year and highlighted staff 'starting cold' in returning to on-campus exams mid-year (e.g. PHD staff used as invigilation/exam staff). May be future need to centralise such support with professional staff employed. Also concerns over space, resource available to organise any on-campus exams within a short time frame.

22. HS flagged need to consider dept resource in March and Summer decision-making, particularly as invigilation recruitment may be trickier this year. Highlighted with David Ashton prior to Operations Committee,

23. RA expressed urgency on decision being reached, with concern over dual assessment modes operating during academic year and planning involved should on-campus exams return. JO highlighted exam paper authoring taking place from Dec and format decision required prior to this process.

	<p style="text-align: center;">Summer 2022</p> <p><u>Exam Rooming</u></p> <p>24. PL summarised previous Summer rooming process and what may be required in 2022 (should on-campus exams return), including requirements submission, space allocation, rooming workshop(s) and finalising events in Celcat.</p> <p>25. Core exam requirements would be requested by PL late Nov/early Dec, with reserved GH/QTR space allocations made following this.</p> <p>26. PL requested depts ensure any (available) local exam space be reserved for Summer exam period, as per previous years.</p> <p>27. PL highlighted known College events during Summer 2022 (Graduation dates TBC) and Platinum Jubilee bank holiday dates next year (2nd-3rd June 2022).</p> <p>28. Various depts highlighted increased cohort sizes this year and difficulty faced rooming students for any on-campus exams next year. HS to feedback comments via Operations Committee.</p> <p style="text-align: center;">COA Policy 2021-22</p> <p>29. PL reminded members of the COA (Conducting Online Assessments) policy established in Oct 2020 following TRAs staff/student feedback and highlighted updates to the policy for 2021-22, including assessment timings and incorporation of the TRAs Operational Guidance (Time zones) into the document.</p> <p>30. COA 2021-22 policy was approved at QAEC on 29th Sept and PL to circulate policy to members once made available by Quality Assurance team.</p> <p style="text-align: center;">Exam Timetabling Webpage</p> <p>31. PL presented an update on the CTSO exam timetabling webpages following a consolidation exercise, housing all staff exam timetabling information in one place. New webpage presents current ac/yr exam period dates, Exam TT policy, ETUG info, exam room layouts, staff/student room guidance etc.</p> <p>32. Depts were asked to send on any feedback/suggestions for the new webpages to PL, to further improve these as a staff resource.</p>	<p>PL</p> <p>Depts</p> <p>HS</p> <p>PL</p> <p>Depts</p>
3	<p style="text-align: center;">AOB</p> <p>33. None.</p>	
4	<p style="text-align: center;">Summary of actions from the meeting</p> <p>See ETUG Action Tracker</p>	
5	<p style="text-align: center;">Future ETUG meetings</p> <p>2021/22 ETUG meetings planned are:</p> <p>TBC</p> <ul style="list-style-type: none"> • 2nd February 2022 • Early April 2022 (Pre-Summer) • July 2022 	