

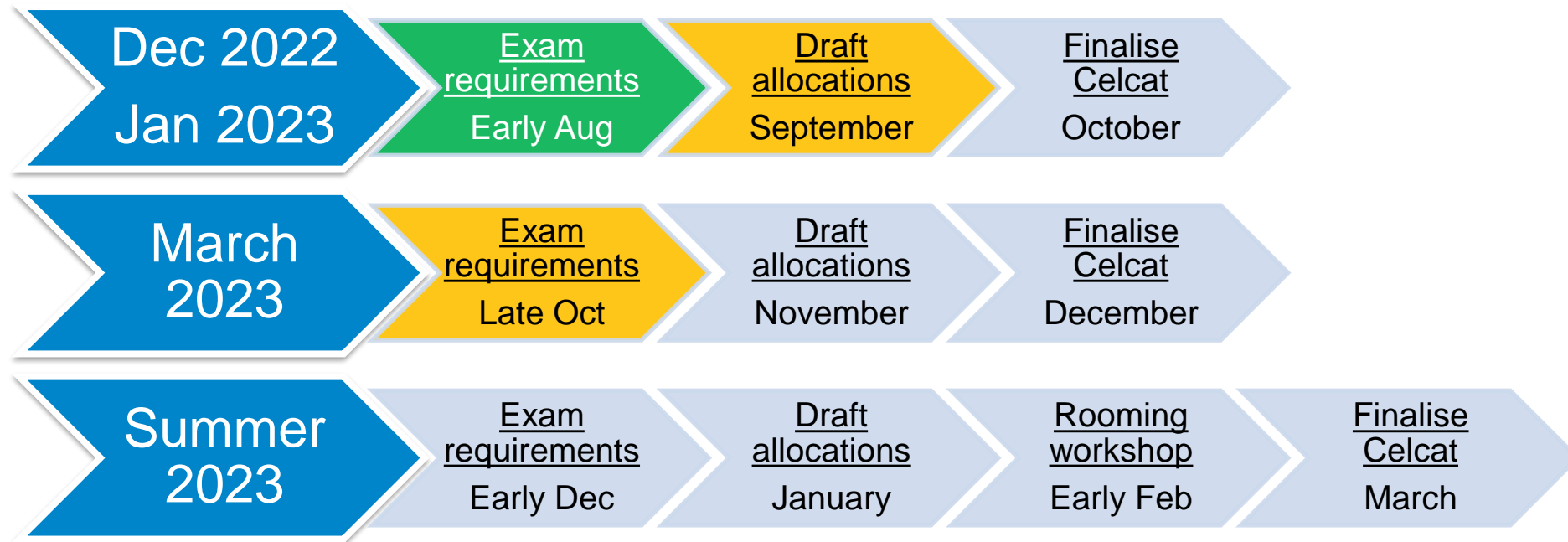
Examination Timetabling User Group (ETUG)

26 Oct 2022

Welcome

- Minutes from the last meeting
 - Action Tracker
 - Matters Arising
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2022/23 – Rooming timeline



- GH/QTR & dept space allocations
- Verifying dept space allocations

Dec 2022/Jan 2023 - Exam Formats

DECEMBER 2022	
Department	Format
MS Business School	In-person
CO Computing	In-person
EE Electrical and Electronic Engineering	In-person
MM Materials	In-person

JANUARY 2023	
Department	Format
AE Aeronautics (UG)	In-person
AE Aeronautics (PG)	In-person
BM Bioengineering	In-person
CPELQ Centre for Academic English	In-person
CLCC	In-person
CH Chemistry	In-person
CI Civil and Environmental Engineering (UG)	In-person
CI Civil and Environmental Engineering (PG)	In-person
ND Dyson School of Design Engineering	TBC
EA Earth Sciences (UG)	In-person
EA Earth Sciences (PG)	In-person
NQEFL Energy Futures Lab	In-person
LA Life Sciences	In-person
MA Mathematics	In-person
ME Mechanical Engineering	In-person
PH Physics (UG)	In-person
WM Faculty of Medicine	In-person/ Remote

Dec 2019 vs Dec 2022

DEC 2019 (All exams)	
Week	No of Students
10	1482
11	7600
TOTAL	
	9,082

DEC 2022 (All exams)	
Week	No of Students
10	811
11	7217
TOTAL	
	8,028

- 2019 – 101 exams
- 2022 – 75 exams*

*awaiting EE exams

Jan 2020 vs Jan 2023

JAN 2020 (All exams)	
Week	No of Students
14	280
15	7026
16	900
TOTAL	
	8,206

JAN 2023 (All exams)	
Week	No of Students
14	N/A
15	10577
16	2233
TOTAL	
	12,810

- 2020 – 81 exams
- 2022 – 97 exams*
- *awaiting CI, DE, ME exams

Dec 2022 – Rooming (Standard exams)

PRE-ROOMING			
Week	Date	AM	PM
10	09/12/2022	83	96
11	12/12/2022	915	454
11	13/12/2022	568	556
11	14/12/2022	403	292
11	15/12/2022	838	471
11	16/12/2022	440	432
		TOTAL	5,548

POST-GH/QTR ALLOCATION			
Week	Date	AM	PM
10	09/12/2022	0	0
11	12/12/2022	260	0
11	13/12/2022	96	154
11	14/12/2022	0	0
11	15/12/2022	109	0
11	16/12/2022	0	148
		TOTAL	767

REMAINING			
Week	Date	AM	PM
10	09/12/2022	0	0
11	12/12/2022	28	0
11	13/12/2022	0	0
11	14/12/2022	0	0
11	15/12/2022	0	0
11	16/12/2022	0	0
		TOTAL	28

Note:

- In-person exams all roomed inc dept space confirmation (12th Dec remaining)

Dec 2022 – Rooming (BYOD/PC Room exams)

PRE-ROOMING (PC ROOM)			
Week	Date	AM	PM
10	07/12/2022		0
10	09/12/2022	0	0
11	12/12/2022	0	0
11	13/12/2022	0	65
11	14/12/2022	0	0
11	15/12/2022	143	0
11	16/12/2022	143	0
		TOTAL	351

POST-ROOMING (PC ROOM)			
Week	Date	AM	PM
10	07/12/2022		0
10	09/12/2022	0	0
11	12/12/2022	0	0
11	13/12/2022	0	0
11	14/12/2022	0	0
11	15/12/2022	0	0
11	16/12/2022	0	0
		TOTAL	0

REMAINING (BYOD)			
Week	Date	AM	PM
10	07/12/2022		0
10	09/12/2022	44	63
11	12/12/2022	0	53
11	13/12/2022	44	0
11	14/12/2022	58	91
11	15/12/2022	0	65
11	16/12/2022	0	0
		TOTAL	418

Note:

- PC exams all roomed across department space
- BYOD exams shortfall – Suitable flat floor & individual power exam spaces?
- Investigating supply to existing exam spaces (power layout/materials) e.g .CHEM L6

Jan 2023 – Rooming (Standard exams)

Jan 2023 - PRE-ROOMING			
Week	Date	AM	PM
15	09/01/2023	2039	918
15	10/01/2023	1275	1318
15	11/01/2023	1120	1070
15	12/01/2023	536	283
15	13/01/2023	1164	83
16	16/01/2023	400	N/A
16	17/01/2023	370	N/A
16	18/01/2023	400	N/A
16	19/01/2023	370	N/A
16	20/01/2023	N/A	N/A
		TOTAL	11,346

POST-GH/QTR ALLOCATION			
Week	Date	AM	PM
15	09/01/2023	1234	576
15	10/01/2023	705	672
15	11/01/2023	435	534
15	12/01/2023	56	87
15	13/01/2023	429	83
16	16/01/2023	0	N/A
16	17/01/2023	0	N/A
16	18/01/2023	0	N/A
16	19/01/2023	0	N/A
16	20/01/2023	N/A	N/A
		TOTAL	4,811

REMAINING			
Week	Date	AM	PM
15	09/01/2023	695	0
15	10/01/2023	405	45
15	11/01/2023	0	38
15	12/01/2023	0	0
15	13/01/2023	152	0
16	16/01/2023	0	N/A
16	17/01/2023	0	N/A
16	18/01/2023	0	N/A
16	19/01/2023	0	N/A
16	20/01/2023	N/A	N/A
		TOTAL	1,335

Note:

- **REMAINING** based on 1st draft dept allocations - to be verified
- Mon 9th and Tues 10th AM slots remain significantly high
- External venues contacted – provisional availability

Jan 2023 – Rooming (BYOD/PC Room exams)

PRE-ROOMING (PC ROOM)			
Week	Date	AM	PM
15	09/01/2023	180	N/A
15	10/01/2023	N/A	N/A
15	11/01/2023	N/A	N/A
15	12/01/2023	N/A	N/A
15	13/01/2023	N/A	N/A
16	16/01/2023	N/A	N/A
16	17/01/2023	N/A	N/A
16	18/01/2023	N/A	N/A
16	19/01/2023	N/A	N/A
16	20/01/2023	N/A	N/A
		TOTAL	180

POST-ROOMING (PC ROOM)			
Week	Date	AM	PM
15	09/01/2023	0	N/A
15	10/01/2023	N/A	N/A
15	11/01/2023	N/A	N/A
15	12/01/2023	N/A	N/A
15	13/01/2023	N/A	N/A
16	16/01/2023	N/A	N/A
16	17/01/2023	N/A	N/A
16	18/01/2023	N/A	N/A
16	19/01/2023	N/A	N/A
16	20/01/2023	N/A	N/A
		TOTAL	0

REMAINING (BYOD)			
Week	Date	AM	PM
15	09/01/2023	N/A	N/A
15	10/01/2023	N/A	253
15	11/01/2023	N/A	194
15	12/01/2023	N/A	68
15	13/01/2023	110	N/A
16	16/01/2023	N/A	N/A
16	17/01/2023	N/A	N/A
16	18/01/2023	N/A	N/A
16	19/01/2023	N/A	N/A
16	20/01/2023	N/A	N/A
		TOTAL	625

Note:

- PC exam roomed across department space
- BYOD exams shortfall – Suitable flat floor & individual power exam spaces?
- Investigating supply to existing exam spaces (power layout/materials)

Dec 2022/Jan 2023 – Operational Arrangements

Great Hall/QTR

- Furniture set-up, desk numbers
- Lighting, microphone, whiteboard(s)
- Digital clock(s) – Under investigation!
- Guidance packs – Desk layouts, venue timetable, CTSO support/contact etc

Department Exam Spaces

- Furniture set-up
 - Support
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Invigilation

Update

- CTSO provide initial support with recruitment comms
 - Online interest form via Staff newsletter, Graduate School newsletter (all PG students)
 - Collate responses and share by department
 - Exploring use of Casual Worker process (recruitment, right to work, timesheet/pay tools)
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Exam Scanning - Materials

- Materials Presentation (Fran Williams)

2022/23 ETUG meetings

- 8th Feb 2023
 - 5th April 2023
 - 12th July 2023
 - Placeholder meeting invites sent
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