Imperial College London

Examination Timetabling User Group (ETUG)

05 April 2023

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Welcome

- Minutes from the last meeting

- Action Tracker

- Matters Arising

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Summer 2023 – Exam rooming

Exam requirements	GH/QTR allocations	Dept space allocations	~~Rooming workshop~~	Dept validate allocations	Finalise Celcat
Early Feb	Mid-Feb	Feb/March	~~March~~	Mid-March	April

- Exam requirements requested 13th Jan
- Majority of submissions received by 10th Feb
- Draft GH/QTR allocations made, followed by some limited dept space

- Available dept space clarified end of Feb via exam timetable submissions
- Additional dept allocations made to meet shortfall
- Draft rooming sent to depts for validation mid-March

- Currently finalising exam hold bookings into exam events (Celcat)

Summer 2023 – Exam Requirements

Week	Date	Total Exam Sittings	Students to Room
ICBS	17/04/2023	1,467	1,467
ICBS	24/04/2023	1,491	1,491
1	01/05/2023	10,001	6,067
2	08/05/2023	12,590	8,376
3	15/05/2023	9,450	6,778
4	22/05/2023	6,640	3,912
5	29/05/2023	2,875	1,539
6	05/06/2023	1,142	120
7	12/06/2023	1,166	939
8	19/06/2023	1,808	1,231

Exam Format	No of Exams	Exam Sittings
Written	605	40,198
PC	27	2,641
BYOD	51	7,184

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Students to room
(Written exams only)

10th Feb

Week	Date	AM	PM
27	03/04/2023	96	N/A
29	21/04/2023	N/A	189
31	02/05/2023	629	264
31	03/05/2023	440	98
31	04/05/2023	867	560
31	05/05/2023	1270	55
32	09/05/2023	1562	950
32	10/05/2023	945	650
32	11/05/2023	1023	665
32	12/05/2023	1160	390
33	15/05/2023	1391	675
33	16/05/2023	550	360
33	17/05/2023	768	230
33	18/05/2023	175	495
33	19/05/2023	860	270
34	22/05/2023	471	60
34	23/05/2023	313	355
34	24/05/2023	374	N/A
34	25/05/2023	85	N/A
34	26/05/2023	531	65
35	30/05/2023	175	83
35	31/05/2023	193	61
35	01/06/2023	83	130
35	02/06/2023	240	N/A

24th March

Week	Date	AM	PM
27	03/04/2023	0	N/A
29	21/04/2023	N/A	0
31	02/05/2023	0	0
31	03/05/2023	0	0
31	04/05/2023	0	0
31	05/05/2023	0	0
32	09/05/2023	59	0
32	10/05/2023	0	0
32	11/05/2023	0	0
32	12/05/2023	0	0
33	15/05/2023	0	0
33	16/05/2023	0	0
33	17/05/2023	2	0
33	18/05/2023	0	0
33	19/05/2023	0	1
34	22/05/2023	0	0
34	23/05/2023	0	0
34	24/05/2023	0	0
34	25/05/2023	0	0
34	26/05/2023	0	0
35	30/05/2023	0	0
35	31/05/2023	0	0
35	01/06/2023	0	0
35	02/06/2023	0	0

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Summer 2023 – College Events (GH/QTR)

April 2023

	Mo	Tu	We	Th	Fr	Sa	Su
Week 0	24	25	26	27	28	29	30

May/June 2023

	Mo	Tu	We	Th	Fr	Sa	Su
Week 1	1	2	3	4	5	6	7
Week 2	8	9	10	11	12	13	14
Week 3	15	16	17	18	19	20	21
Week 4	22	23	24	25	26	27	28
Week 5	29	30	31	1	2	3	4

June 2023

	Mo	Tu	We	Th	Fr	Sa	Su
Week 6	5	6	7	8	9	10	11
Week 7	12	13	14	15	16	17	18
Week 8	19	20	21	22	23	24	25
Week 9	26	27	28	29	30	1	2

- Graduation set-up (2nd May)
- Graduation (3rd May)

- Great Exhibition Road Festival (16th to 18th June)
- President's Awards (TBC)
- Summer Ball (24th June)
- Open Days (28th to 29th June)

GH/QTR Available
No Exams
Bank Holiday
Unavailable (Internal Event)

Summer 2023 – Operational Arrangements

Great Hall/QTR

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

Department Exam Spaces

- Collating furniture set-ups for Soft Services
- Access (PC rooms)
- Any additional support

2022/23 ETUG meetings

- 12th July 2023