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Examination Timetabling User Group (ETUG)

5th Feb 2020

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Welcome

- Minutes from the last meeting
- Action Tracker
- Matters Arising

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Dec 2019/Jan 2020 – Post-exams

Rooming

- 13 depts, 184 exams - 17,693 student papers
- **15,547** papers (153 exams) roomed in Great Hall/QTR or dept space

Great Hall/QTR

- 29 exam sessions over 4 weeks
- **8** depts, **53** exams ran (**9,356** total student papers)

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Dec 2019/Jan 2020 – Post-exams

Great Hall/QTR

Issue	Action	Status	Prevent
QTR lighting defect	Controls team auto lighting request (via Estates)	**Resolved**	Arrange prior to each exam period (PL)
Sherfield noise disruption (SCR cafe/L5 toilet refurbs)	Building Manager contacted and disruption stopped	**Resolved**	Comms to Building Manager(s) prior to each exam period (PL)
GH whiteboard broken	Physics provided spare whiteboard(s) during Jan	**Resolved**	Soft Services replacing
GH ceiling leak	Defect raised, Estates investigated overnight	**Resolved**	Head invigilator checks?

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Dec 2019/Jan 2020 – Post-exams

Dept exam rooms

Issue	Action	Status	Prevent
EENG room use - Layout not reset, doors left open	Depts informed for future use	**Ongoing**	Update dept exam guidance and circulate (PL)
EENG partitions – Closed, teaching layout	Exam delayed 15 mins, partitions opened via dept's own facility staff/key	**Resolved**	Room layout arrangements checked outside local exam period (PL)
RSM exam room clash (x2 depts)	Spare exam room available, exam relocated	**Resolved**	Celcat exam events work (PL)
HXLY 414 – Exam mode left on some PCs	Escalated to dept, ICT team who investigated & resolved (one-off issue)	**Resolved**	Head invigilator checks?

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March 2020 – Exam rooming

w/c 9th & 16th March

69 exams

8,117 student papers

6 departments

All exams roomed (suitable space)

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March 2020 – Written exams

Week	Date	AM	PM	Total
24	09/03/2020	158	349	507
24	10/03/2020		158	158
24	11/03/2020	124		124
24	12/03/2020	204	178	382
25	16/03/2020	611	1066*	1677
25	17/03/2020	456	1461*	1917
25	18/03/2020	709	144	853
25	19/03/2020	476	196	672
25	20/03/2020	430	212	642
26	24/03/2020	6		6
26	26/03/2020	70		70
26	27/03/2020		70	70
		Grand Total		**7078**

Great Hall/QTR

- 25 exam sessions

Dept exam space

- EENG
- Materials
- Computing/Maths
- Earth Sciences
- Civil Eng, Aero, Mech Eng
- Bioeng

*16th & 17th PM = Horizons exam (850+)

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March 2020 – PC exams

Week	Date	AM	PM	Total
24	13/03/2020	400	60	460
25	17/03/2020		50	50
25	18/03/2020	10		10
25	19/03/2020	133		133
27	30/03/2020	70	82	152
27	31/03/2020		70	70
27	01/04/2020	82		82
27	02/04/2020		82	82
		Grand Total		**1039**

Dept exam space

- Materials
- Computing/Maths
- Earth Sciences
- Business School

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March 2020 – Horizons exams

Horizons exams

Monday 16 March (16.00-18.00)**:** German, Japanese, Russian, Arabic, Italian (all levels)

Tuesday 17 March (16.00-18.00)**:** French, Spanish, Mandarin, Korean (all levels)

- x850 students per exam
- First academic year all students roomed in suitable exam space

- x410 students roomed in Great Hall/QTR
- x440 remaining all roomed in dept space (thank you!)

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Summer 2020

- Exam requirements analysis
- Draft allocations
- Outstanding exams to be roomed – any known dept space now/reserve?

- Exam TT publishing - 10 weeks ahead of first exam where possible
- Agreement - every department looking to publish exam timetables should do so

- Rooms can be published (at most) 1 month in advance (30th March latest)

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Summer 2020 – Analysis

No of Exams

	Mon		Tues		Wed		Thurs		Fri		Week
Week	**AM**	**PM**	**AM**	**PM**	**AM**	**PM**	**AM**	**PM**	**AM**	**PM**	**Total**
0	4	3	2	2	1	1	3	2	4	3	25
1	13	6	9	2	10	7	8	1	10	4	70
2	12	3	8	3	9	1	9	4		1	50
3	8	2	5	3	7	4	9	3	8	5	54
4	6	3	8	2	5	1	5	1	5	2	38
5			7	2	4	2	7	2	5	1	30
6	6	1	2		1	1			3		14
7	4		1		2		2		3		12
8	6	1	4		3		3		4	1	22
9	2		3		3	1	2		2		13
									TOTAL		**328**

Bank Holiday

Unavailable (Internal Event)

*Missing DE, CO, MA electives

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Summer 2020 – Analysis

No of Students*

	Mon		Tues		Wed		Thurs		Fri		Week
Week	**AM**	**PM**	**AM**	**PM**	**AM**	**PM**	**AM**	**PM**	**AM**	**PM**	**Total**
0	435	305	240	90	204	85	266	185	421	315	2,546
1	1201	1064	653	394	1023	860	482	50	1263	729	7,719
2	1370	190	469	477	1003	140	806	504		120	5,079
3	738	425	518	735	398	335	841	329	418	490	5,227
4	833	301	937	77	638	77	641		789	339	4,632
5			801	81	483	365	908	178	344	54	3,214
6	560	141	220		208	35			486		1,650
7	711		150		131		398		382		1,772
8	1016	150	505		425		580		420	150	3,246
9	215		245		300	35	110		180		1,085
									TOTAL		36,170

Bank Holiday

Unavailable (Internal Event)

*Missing DE, CO, MA electives

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Summer 2020 – Analysis

No of Un-roomed students (Written)

	Mon		Tues		Wed		Thurs		Fri		Week
Week	**AM**	**PM**	**AM**	**PM**	**AM**	**PM**	**AM**	**PM**	**AM**	**PM**	**Total**
0	33								14	65	112
1	520	315	80	22	500	162	130		404	130	2263
2	482	125	217	415	780	140	247	63		120	2589
3	190	63	50	205	57	125	255	59	128	283	1415
4	113	61	389	77	248		63		99	12	1062
5			125		54	45					224
6											
7	150				3		45		19		217
8	709	50	52		38		103		420		1372
9					300		110				410
									TOTAL		9,664

Bank Holiday

Unavailable (Internal Event)

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Summer 2020 – Draft GH/QTR allocations

Bank Holiday
Unavailable (Internal Event)

Great Hall

	Mon		Tues		Wed		Thurs		Fri	
Wk	AM	PM	AM	PM	AM	PM	AM	PM	AM	PM
0	2	1	1	2	1	1	1	1	1	1
1	1	1	1	1	1	1	1	1	1	1
2	1						1	1		
3	1	1	1	1	2	1	1	1	1	1
4	1	1	1		1		1		1	1
5			2	1	1	1	1	1	1	1
6	2	1	1			1			1	
7	1		1				1		1	
8	1		1		2		1			
9	1		2						2	

QTR

	Mon		Tues		Wed		Thurs		Fri	
Wk	AM	PM	AM	PM	AM	PM	AM	PM	AM	PM
0	2	2	1				2	1	3	1
1	1	1	1	1	1	1	1		1	1
2	1	1					1	1		
3	1	1	1	1			2	1		
4	1	1	1		2	1	1		1	1
5			1	1	1	1	2	1	1	
6	1		1						1	
7	2						1		1	
8	1		2		1		1			
9	1		1							

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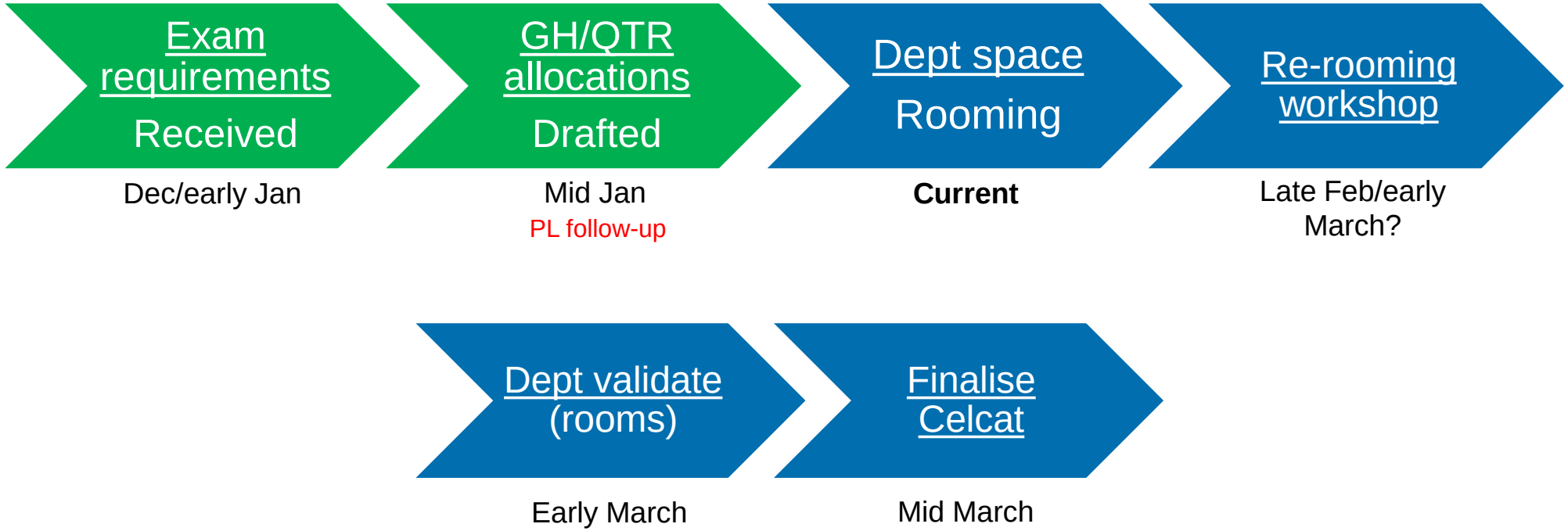
Summer 2020 – Next steps



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Summer 2020 – Dept exam space

- Room set-ups arranged/support?

- Soft Services available to set-up exam space where required
  - Advance notice (ideally 4 weeks ahead, min 2 weeks)
  - Space booked weekend prior for set-up (where possible)
  - Most current exam room layout provided

- PL/CTSO support during exams (Exams phone – 07517 551938 or ext. 49705)

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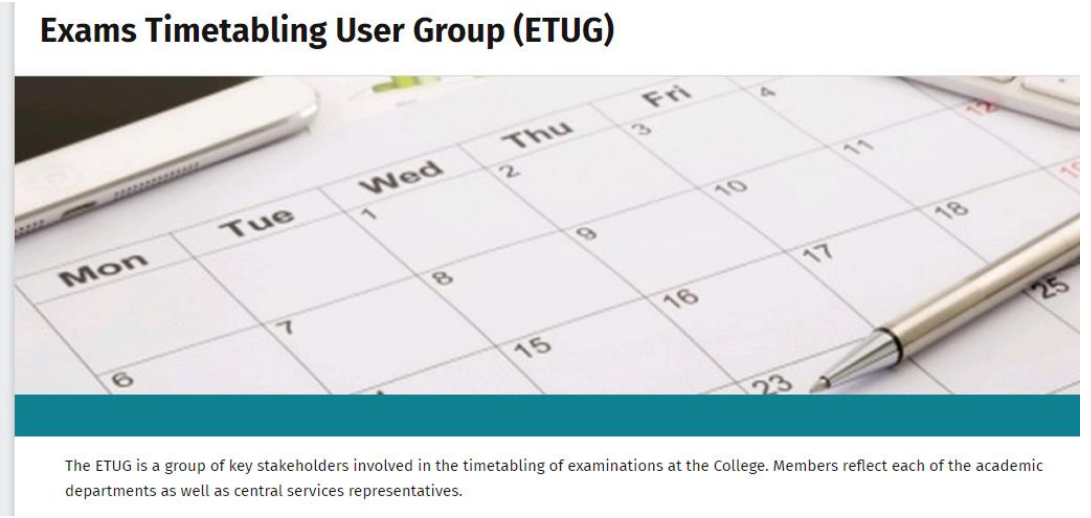
ETUG Webpages

- Build on as a staff resource for exam timetabling (link)

- Exam room layouts
- Exam room guidance
- Access guides (students)
- Recording exam events in Celcat guidance

- Other additions/requests?



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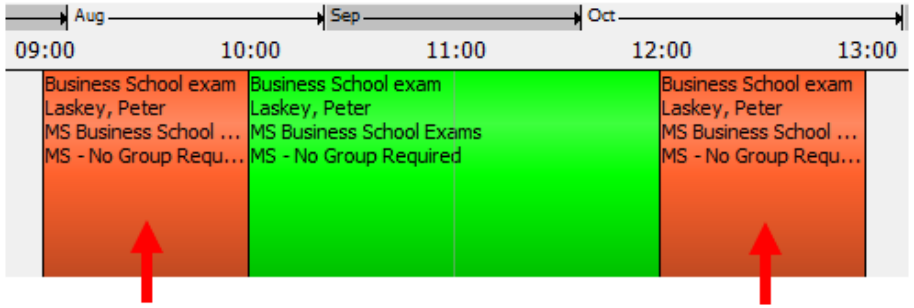
Celcat – Exam event guidance

- Adding an exam event, set-up/take-down
- Reserving exam space
- Highlighting available exam space

- **Feedback/comments?**

Adding exam 'Set-up' & 'Take-down' events

When booking an exam event, time should be allocated for any exam *set-up* prior to the exam itself and the same for *take-down* following the event. This should also be reflected in Celcat.



For any exam *set-up*, min 1 hour should be designated to allow sufficient set-up time for invigilators and min 30 mins for take-down (collecting scripts/packing up) as required.

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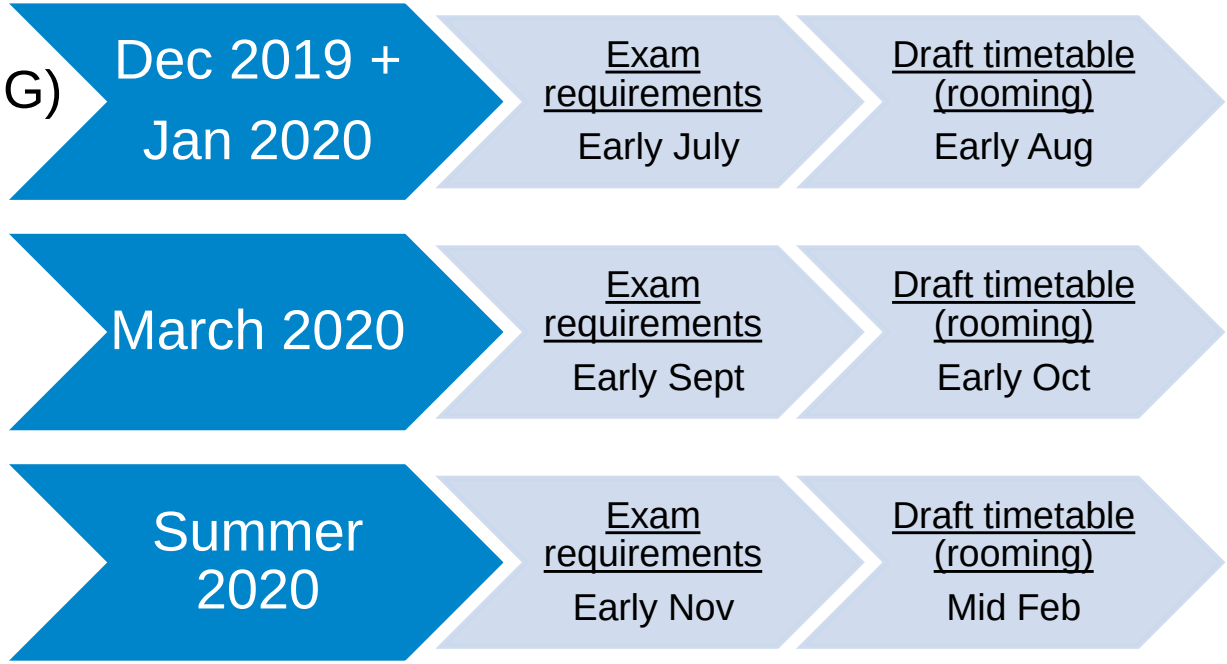
2020-21 Exam Cycle

- Exam requirements timeline (prior to July ETUG)
- Reserving dept exam space (peak periods)

Challenges

- Dec rooming (late Aug) – Dependent on Timetabling
- Dec - Teaching events ongoing (space)
- PC room availability (teaching/student study events)

2019/20 proposed timeline



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Next ETUG meetings

- ETUG meetings
  - Summer rooming workshop late Feb/early March (placeholder)
  - July 2020 (Doodle poll)