

Examination Timetabling User Group (ETUG)

10 Feb 2022

Welcome

- Minutes from the last meeting
 - Action Tracker
 - Matters Arising
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Dec 2021/Jan 2022

Timed Remote Assessments

- Staff feedback
- Student feedback

WISEflow Exam Software

- Bioengineering pilot?
 - Business School
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March 2022

Main Exam Activity

- w/c 21st March

In-person

- Great Hall/QTR allocations, space set-up, support
- PC exam room allocations (3 exams, x 310 students each) – 14th, 22nd, 24th March (9am-2pm)

Remote/Online

- Co-ordinate ICT support
- Circulate at wider College-level

Remote	In-person
Business School	School of Medicine
CLCC	Materials (TBC)
Computing	
Life Sciences	

Summer 2022 – Exam Requirements

Department	TT Received	Format
Aeronautics (UG)	No	TBC
Aeronautics (PG)	No	TBC
Bioengineering	No	TBC
Business School	No	TBC
Centre for Academic English	No	TBC
Chemical Engineering	No	TBC
Chemistry	No	TBC
Civil and Environmental Engineering (UG)	No	TBC
Civil and Environmental Engineering (PG)	No	TBC
Computing	No	TBC
Design Engineering	No	TBC
Earth Sciences (UG)	No	TBC
Earth Sciences (PG)	No	TBC
Electrical and Electronic Engineering	No	TBC
IMSE	No	TBC

Department	TT Received	Format
NQEFL Energy Futures Lab	Yes	Remote
Life Sciences	Yes	In-person
Materials	No	TBC
Mathematics	Yes	In-person
Mechanical Engineering	No	TBC
Physics	Yes	In-person
School of Medicine	Yes	In-person
School of Public Health	No	TBC

Summary

- **5 / 23 Depts** exam TT requirements **received**
- **4 Depts** confirmed running **In-person** exams
- **1 Dept** confirmed running **Remote** exams

Summer 2022 – Exam rooming



- Exam requirements (in-person) **to be submitted ASAP**
- GH/QTR allocation via rooming process (as per policy)
- IPEWG – Finalise exam arrangements, space risk assessments/capacity
- Dept space – Exam reservation bookings (see Celcat exam booking [guidance](#))
- Rooming workshop – Mid-March to resolve remaining issues (placeholder to be sent)

Summer 2022 – College Events (GH/QTR use)

April 2022

	Mo	Tu	We	Th	Fr	Sa	Su
Week 0	25	26	27	28	29	30	1

May/June 2022

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

June 2022

Week 6	6	7	8	9	10	11	12
Week 7	13	14	15	16	17	18	19
Week 8	20	21	22	23	24	25	26
Week 9	27	28	29	30	1	2	3

- Graduation set-up (3rd May)
- Graduation (4th May)

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

- Great Exhibition Road Festival set-up (17th June)
- Great Exhibition Road Festival (18th – 19th June)
- President's Awards (TBC),
- Summer Ball (TBC)
- Open Day (TBC)

In-Person Exam Working Group

Working group to review in-person exam arrangements and ensure a standard way of managing them in the context of a pandemic. This will include invigilator training and availability, recording attendance, space challenges and accessing additional resource.

- IPEG Report, Education Committee (Dec 2021)

- Exam spaces/capacity
 - Student entry/exit
 - Masks/testing/cleaning
 - Invigilation (plus external environment if required)
 - Exam support
 - AEA students
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Digital Assessment Group (DAG) - Update

Key Activities

- WISEflow pilots conducted during Dec 2021/Jan 2022 TRAs

Faculty/Dept	Exam Period	Users
ICBS	Dec 2021 & Jan 2022 TRAs	2,500
CLCC	Dec 2021 pilot	187
FoE (BioEng)	Dec 2021 (Mocks) & Jan 2022 TRAs	TBC
FoM	Pilot via Coursera license, if successful, implement across on-campus PGT programmes	300


- Banner/Wiseflow integration activated during BioEng pilot (Jan 2022 TRAs)
- Wiseflow requirements for future increments shortlisted – review due Feb 2022
- Peer review assessment via Digital Tools sub-group
- Remaining 2021/22 assessment formats, considering 2022/23 assessment
- E Exam/lockdown of PC Cluster room service - ICT gathering faculty requirements (before user testing)
- BYOD on-campus exams – Recommencing ICBS project (Great Hall, QTR etc)

Exam Timetabling - Webpage

Revamped staff webpages including:

- College main exam period dates
- Exam TT policy
- ETUG info
- Exam room layouts
- Exam room guidance for staff
- Exam room directions for students

<https://www.imperial.ac.uk/timetabling/process-policy/examination-timetabling/>



Here you'll find all information relating to exam timetabling, publication, rooming, policy and the College's Exam Timetabling User Group (ETUG).

College Main Examination Periods (2021-22)

Autumn Term	Spring Term	Summer Term
13 December 2021 - 17 December 2021	10 January 2022 - 21 January 2022	02 May 2022 - 01 July 2022

Exam Timetabling Policy defines these periods as the last week of Autumn term, the first 2 weeks of Spring term and the whole of the Summer term. [Expand all](#)

- Exam Timetabling policy +
- Exam Timetabling User Group (ETUG) +
- Examinations and Assessment +
- Queries +

2021/22 ETUG meetings

TBC

- March 2022?
 - Early April 2022 (Pre-Summer)
 - July 2022
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