Examination Timetabling User Group (ETUG)

10 Feb 2022

Welcome

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

Dec 2021/Jan 2022

Timed Remote Assessments

- Staff feedback
- Student feedback

WISEflow Exam Software

- Bioengineering pilot?
- Business School

March 2022

Main Exam Activity

w/c 21st March

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

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

Summer 2022 – Exam Requirements

	TT	
Department	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

	TT	
Department	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

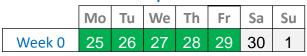
Summer 2022 – Exam rooming



- 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 <u>guidance</u>)
- Rooming workshop Mid-March to resolve remaining issues (placeholder to be sent)

Summer 2022 – College Events (GH/QTR use)

April 2022



May/June 2022

	Мо	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

- Graduation <u>set-up</u> (3rd May)
- Graduation (4th May)

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

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

- Great Exhibition Road Festival <u>set-up</u> (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

Digital Assessment Group (DAG) - Update

Key Activities

WISEflow pilots conducted during Dec 2021/Jan 2022 TRAs

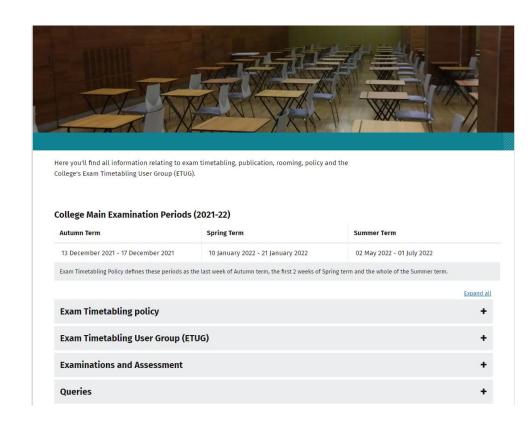
Faculty/Dept	Exam Period	Users
ICBS	Dec 2021 & Jan 2022 TRAs	2,500
CLCC	Dec 2021 pilot	187
FoE (BioEng)	Dec 2021 (Mocks) & Jan 2022 TRAs	TBC
FoM	Pilot via Coursera license, if successful, implement across on-campus PGT programmes	300

- 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/

2021/22 ETUG meetings

TBC

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