

Examination Timetabling User Group (ETUG)

08 Feb 2023

Welcome

- Minutes from the last meeting
 - Action Tracker
 - Matters Arising
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Dec 2022/Jan 2023 – Exam Rooming

Remaining students (Oct ETUG)

	Dec 2022	Jan 2023
Written	28	1,335
BYOD/PC	418	625

Remaining students (Dec 2022)

	Dec 2022	Jan 2023
Written	0	0
BYOD/PC	0*	0

Solutions

- Large exam slot moves (GH/QTR)
 - CHEM L6 space (x174)
 - SAFB G28 (x100)
 - Maximising dept space
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- BYOD suitable space established
e.g. fold-down PC rooms/power points
 - Supplemented with ICBS LTs

Dec 2022/Jan 2023 - Exams



Feedback/Discussion

- Great Hall/QTR spaces – Set-up, changeover notice, digital clock
- Department exams/student feedback
- PC rooms – Lockdown solution, room readiness, access during exam periods

March 2023 – Exam Rooming

Main Exam Activity

- w/c 13th & 20th March
- Great Hall/QTR set-up
- Medicine PC exam room allocations (7th, 9th 13th March)
 - x3 exams (311 students per exam)

Departments
Bioengineering
Business School
Computing
Life Sciences
Materials
Medicine

	Total	To be roomed	Roomed
Written	6,284	4,474	0
BYOD/PC	1,563	1,563	0

March 2023 – Operational Arrangements

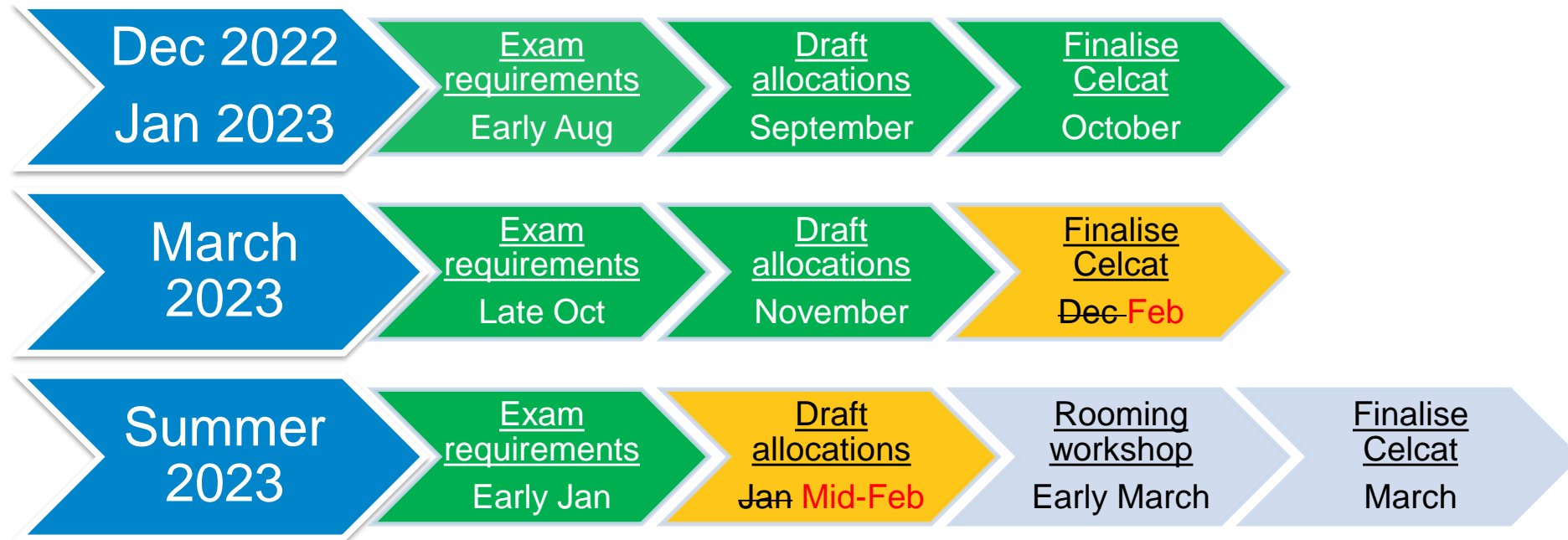
Great Hall/QTR

- 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

- Furniture set-up/evening blocks (ICU Student group issues)
 - Support
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2022/23 – Rooming timeline



Summer 2023 – Exam Requirements

Exam Format/No of Students

	Total*	To be roomed
Written	21,519	19,187
PC	2,212	1,595
BYOD	4,947	4,947

**Awaiting all full dept exam timetables*

Week	Date	No of Students
ICBS	17/04/2023	1,090
ICBS	24/04/2023	1,756
1	01/05/2023	6,896
2	08/05/2023	8,450
3	15/05/2023	6,859
4	22/05/2023	3,074
5	29/05/2023	1,150
6	05/06/2023	428
7	12/06/2023	1,166
8	19/06/2023	759

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

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)

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

- Great Exhibition Road Festival (16th -18th June)
- President's Awards (TBC)
- Summer Ball (21st to 24th June)
- Open Days (TBC)

Summer 2023 – Exam rooming



- Submissions received from departments requiring space
- GH/QTR draft allocations this week (as per policy)
- Dept space allocations (Mid-Feb)
- Dept space – Exam block bookings (see Celcat exam booking [guidance](#))
- Rooming workshop – Early March to resolve remaining issues (placeholder)

Updates

Invigilation

- Support required for Summer 2023?
- Recruitment comms/share responses Staff & Graduate School newsletters
- Use of Casual Worker process (recruitment, right to work, timesheet/pay tools)

AEA

- Student Records data, full process review
- Space issues

Policy

- Consecutive exam sessions (Maths/Earth Sciences) e.g. Jan week
 - Wed PM exam slot use – ARC institution responses
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2022/23 ETUG meetings

- 5th April 2023
- 12th July 2023
- Placeholder invites sent