

Examination Timetabling User Group (ETUG)

13 July 2022

Welcome

- Minutes from the last meeting
 - Action Tracker
 - Matters Arising
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Summer 2022 – Feedback

Remote exams

- Preparation
- Running exams
- Exam platform
- Submission
- Exam integrity
- Student feedback

Department	Format	Platform (if known)
Aeronautics (UG)	Remote	
Aeronautics (PG)	Remote	
Business School	Remote	WISEflow
Centre for Academic English	Remote	
Chemical Engineering	Remote	
Chemistry	Remote	
Civil and Environmental Engineering (UG)	Remote	
Civil and Environmental Engineering (PG)	Remote	
Computing	Remote	AnswerBook (CO Platform)
Design Engineering	Remote	
Earth Sciences (UG)	Remote	ESESIS
Earth Sciences (PG)	Remote	ESESIS
Energy Futures Lab	Remote	
Mathematics	Remote	

Summer 2022 – Feedback

In-person exams

- Preparation
- Exam spaces (inc Great Hall/QTR)
- Safety/attendance
- Invigilation
- AEA students
- Student feedback

Department	Format
Bioengineering	In-person
Electrical and Electronic Engineering	In-person
Life Sciences	In-person
Materials	In-person
Physics	In-person
School of Medicine	In-person
Mechanical Engineering	In-person

Academic Year 2022/23

Great Hall/QTR bookings

2022		2023	
December	Wed 7 th to Fri 16 th	January	Tues 3 rd to Fri 13 th
		March	Mon 13 th to Fri 24 th
		Summer	Mon 24 th April to Fri 30 th June

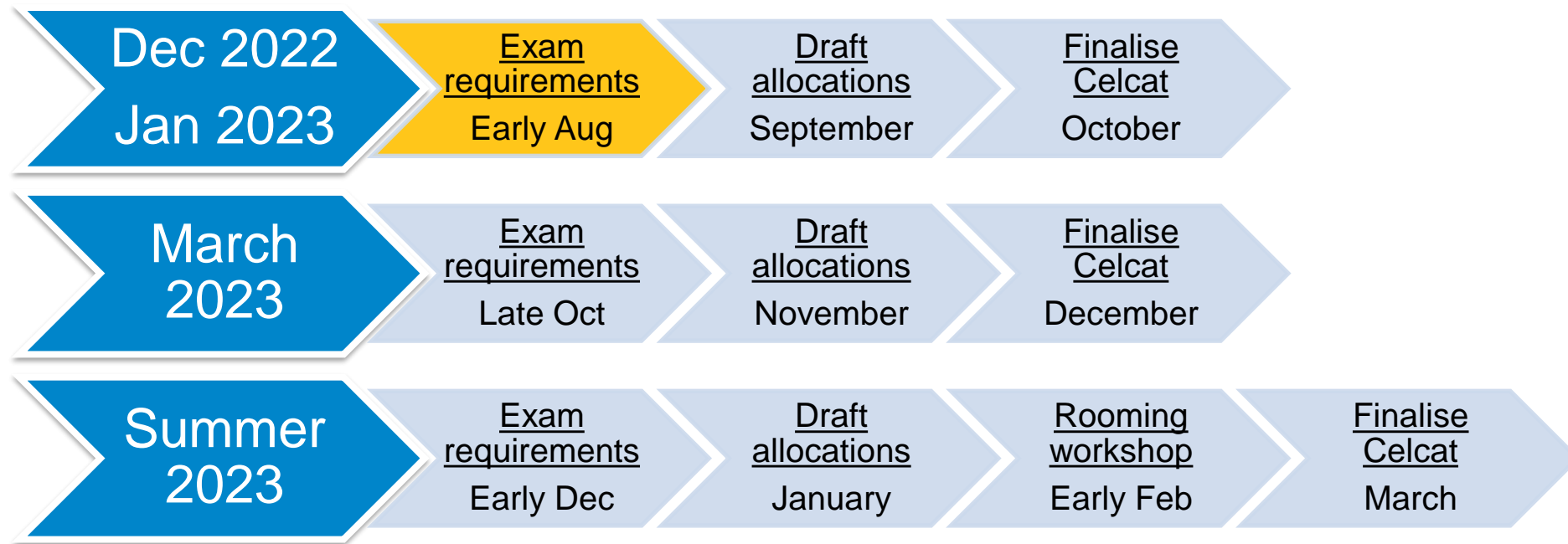
- Exam format – Remote or in-person?
- Increased student cohorts, impact on space

Exam Formats 2022/23

Department	Format
Aeronautics (UG)	Remote
Aeronautics (PG)	Remote
Business School	Remote
CPELQ Centre for Academic English	Remote
Chemical Engineering	Remote
Chemistry	Remote
Civil and Environmental Engineering (UG)	Remote
Civil and Environmental Engineering (PG)	Remote
CLCC Centre for Languages, Culture and Communication	Remote
Computing	Remote
Dyson School of Design Engineering	Remote
Earth Sciences (UG)	Remote
Earth Sciences (PG)	Remote
IMSE Imperial and the Institute for Molecular Science and Engineering	Remote
NQEFL Energy Futures Lab	Remote
Mathematics	Remote

Department	Format
Bioengineering	In-person
Electrical and Electronic Engineering	In-person
Life Sciences	In-person
Materials	In-person
Mechanical Engineering	In-person
Physics (UG)	In-person
Physics (PG)	In-person
School of Medicine	In-person

2022/23 – Rooming timeline



- GH/QTR & dept space allocations
- AEA rooming requests

Digital Assessment Group

Proctoring

- Facilitator chosen to help College find common definitions, cross-College agreement on assessment types, discuss balance between in-person and remote assessment
- 3 workshops - now seeking faculty reps to ensure appropriate College representation
- Workshop dates planned over Summer (July)

WISEflow Exam Software

- Further WISEflow developments currently paused following Ed Tech consensus
- Alternative platforms list being collated by group to explore

Peer Assessment Project

- Platform testing has now been completed by faculties
- Preferred vendor to be disclosed by each faculty shortly

Exam Lockdown Solutions (College PC rooms)

- ICT commence work with EUC to deliver a solution for Oct 22 (in time for Dec 22 exams)

Policy

Exam Timetabling Policy 2022/23

- Review underway (PL/HS)
- Updates include:
 - Definitions (College Main Exam Periods, Remote Assessment)
 - Roles & Responsibilities (CTSO/Depts)
 - Exam requirements submission
 - General document language, form etc
- Feedback
- Revised version to be shared via ETUG

2022/23 ETUG meetings

- Late Oct 2022
 - Late Feb 2023
 - Early April 2023
 - July 2023
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- Placeholder meeting invites to be circulated shortly
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