

Examination Timetabling User Group (ETUG)

19th June 2019

Welcome

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

Interim Examination TT Policy - Update

Summary of Changes – for approval (Annex 1)

- Purpose
 - Goals/Scope
 - Definitions

 - Policy item 2, 4, 10 & 15
 - Longer term policy goals

 - Appendix 2-6
-

2018/19 - Interim Exams TT Policy progress

Winter (Dec 2018/Jan 2019)

- 8 depts with 29 exams (totalling 1,916 student papers)
- 1,169 student papers 'roomed' into suitable exam space (exams for credit prioritised)

Spring (March 2019)

- 5 depts with 44 exams (totalling 5,307 student papers) required suitable exam space
- 5,307 student papers 'roomed' into suitable exam space
- QTR and Great Hall exam space maximised (around BGA Rankine event)
- Horizons allocated additional 406 seats in QTR not previously available (reducing room bookings)

Summer (May/June 2019)

- 12 depts with 495 exams (over 38,000 student papers)
- Most challenging period, later start following Winter/Spring rooming
- Delay with obtaining all requirements, available exam space
- Week 1 = Most issues. All resolved within first rooming workshop

WEEK 1 2019 – Summary metrics (workshop)

Pre	Indicator	Post	Resolved
23	Un-roomed examinations	0	23
15	Unsuitable venues	1	14
1,394	Students in unsuitable venues	170	1,224
13	Undesirable venues	8	5
785	Students in undesirable venues	424	361
4	Exams held in disparate rooms	1	3
1,058	Students examined in disparate rooms	254	804
3	External venues	1	2
5	Exams held in other Department rooms	24	
373	Students examined in other Departments	2,177	
113	# examinations this week	113	
10,515	# students examined this week	10,515	

2018/19 - QTR & Great Hall (Summer)

- Standard exam setup provided
 - ✓ Exam desks setup (as per standard layout)
 - ✓ Clocks
 - ✓ Microphone
 - ✓ Exam signage outside venue
 - ✓ Desk numbers
 - ✓ Whiteboards
 - ✓ Temperature, layout, microphone, lighting issues – support during exams
- Both QTR and Great Hall exam spaces managed by Examination Timetabling Manager during exam periods
- Reset comms established with rehearsal groups, ensuring Great Hall shared evenings without disruption to exam layout
- Soft Services daily checks arranged (reset back-up)
- QTR exam periods now established via College comms, inc managing space around internal events (inc Graduation, Maquee builds, lecture events etc)

2018/19 - QTR & Great Hall known incidents (Summer)

Date	AM /PM	Issue	Impact	No of Stu	Action/Resolution
09/05/2019	PM	QTR AM exam take-down (1pm finish) clashing with PM set-up (2pm start)	Potential delay in PM exam set-up		QTR/Great Hall Exam guidance update to highlight scenario and requirements of AM dept to clear space (students/materials) promptly. Similar scenario reported in EENG 508 (invigilator awareness)
23/05/2019	AM	Sherfield building fire evacuation (only Great Hall exam running)	Exam disruption	207	End time extended following re-occupation. Led to additional discussion on exam evacuation, assembly point and interim evacuation procedure for QTR/Great Hall exam events
29/05/2019	AM	QTR Section C light failure	Inadequate lighting level for small group of desks (if used in 175+ range)	5-10	Raised with Building Manager and lights replaced by for next day's AM session
17/06/2019- 18/06/2019	AM/ PM	Great Hall - ceiling rig installed over weekend (for Summer Ball), 2-3 lights disconnected	Slightly reduced lighting in some areas of Great Hall. No impact had been expected by Events team		Raised with Events team, who requested Student Union to arrange re-connecting lights or adding lights during Mon evening. Resolved by Wed morning for remaining exams.

2018/19 – Dept roomed known incidents (Summer)

Date	AM/ PM	Room	Issue	Impact	No of Stu	Action/Resolution
29/04/2019	AM	Dyson Building	No clear first aid contact in Dyson Building (Security not available)	Delay in receiving first aid	N/A	Suggest centralised first aider list for each building
30/04/2019	PM	RSM 151	Interruption during exam (booking had exceeded but exam ongoing)	Exam disruption	40	Investigation ongoing (within dept)
17/05/2019	AM	RSM G38	RCM works causing disturbance	Exam disruption	30	CTSO investigated with RCM directly and works moved until after exam
17/06/2019 – 28/06/2019	N/A	RSM 151/ RSM G38	RSM/RCM works affecting early June exam rooms (Business School)	Exam disruption	63	All exams potentially affected - re-roomed

2019/20 - Exam Priorities

- Earlier rooming process – Dec/Jan exams requirements
- Establish requirements timeline (core Summer exam rooming by early Dec)
- Increase exam space scope during exam periods (alongside Great Hall/QTR)?
- Explore Celcat Exam Scheduler use (currently Maths only)

Discussion: What are your priorities/goals for exams in 2019/20?

2019/20 – Curriculum Review changes (exam demand)

Dept	Dec '19	Jan '20	Sum '20
Aeronautics			
Bioengineering			
Chemical Engineering			
Chemistry		x3-4 gain	x3-4 loss
Computing			
CLCC			
Civil Engineering			
Mech Engineering			
Earth Science & Engineering			
Electrical and Electronic Engineering		x1 gain	

Dept	Dec '19	Jan '20	Sum '20
Life Sciences (BCHM/BIOL)			
Mathematics			
Materials	x2 gain		x4 loss
Business School	x5 gain	x5 loss	
Dyson School of Design Engineering			
NQEFL Energy Futures Lab			
Physics		x1 gain	x1 loss
Medicine	x1 loss	x1 loss	x2 gain
TOTAL	x6 gain	Neutral	x7 loss

Responses

Dec 2019
x6 **additional** exams

Jan 2020
No **additional** exams

Summer 2020
x7 exams **no longer running**

Results

- Based on responses, exam shifts not caused as big an issue with exam demand as first feared
- Should pattern continue in 2020/21 (e.g. Yr 2), exam demand will cause further issues

2019/20 - Dec 2019 Large space

Dec 2018 Allocations: x4 Unused sessions

QTR

		MON	TUES	WED	THU	FRI
w/c Mon 10th Dec	AM	Bioengineering	Bioengineering	Medicine	Unused*	Unused*
	PM	Business School	Business School	Computing	Physics	Unused

Great Hall

		MON	TUES	WED	THU	FRI
w/c Mon 10th Dec	AM	Business School	Business School	Business School	Business School	Business School
	PM	Business School	Business School	Business School	Unused	Business School

*CEP (Centre for Environmental Policy) no longer running exams

Curriculum Review – Exam demand

- x5 **additional** exams (large space)
- x1 **additional** EENG exam (less dept space)
- x4 **unused** sessions last Dec (x20 available)

Results

- Majority of x6 exams shifted into Dec period can be absorbed by unused sessions
- x1 additional exam (large space) remains requiring large dept space

2019/20 - Jan 2020 Large space

Jan 2019 Allocations: x1 Unused sessions

QTR

		MON	TUES	WED	THU	FRI
w/c Mon 7th Jan	AM	Business School	Business School	Business School	Business School	Business School
	PM	Bioengineering	Chemistry	Chemistry	Chemistry	Chemistry

Great Hall

		MON	TUES	WED	THU	FRI
w/c Mon 7th Jan	AM	Life Sciences	Business School	Business School	Unused	Business School
	PM	Medicine	Earth Science & Engineering	Life Sciences	Bioengineering	Bioengineering

Curriculum Review – Exam demand

- x6 **additional** exams (large space)
- x6 exams **no longer running**
- x1 **unused** session last Jan (x20 available)

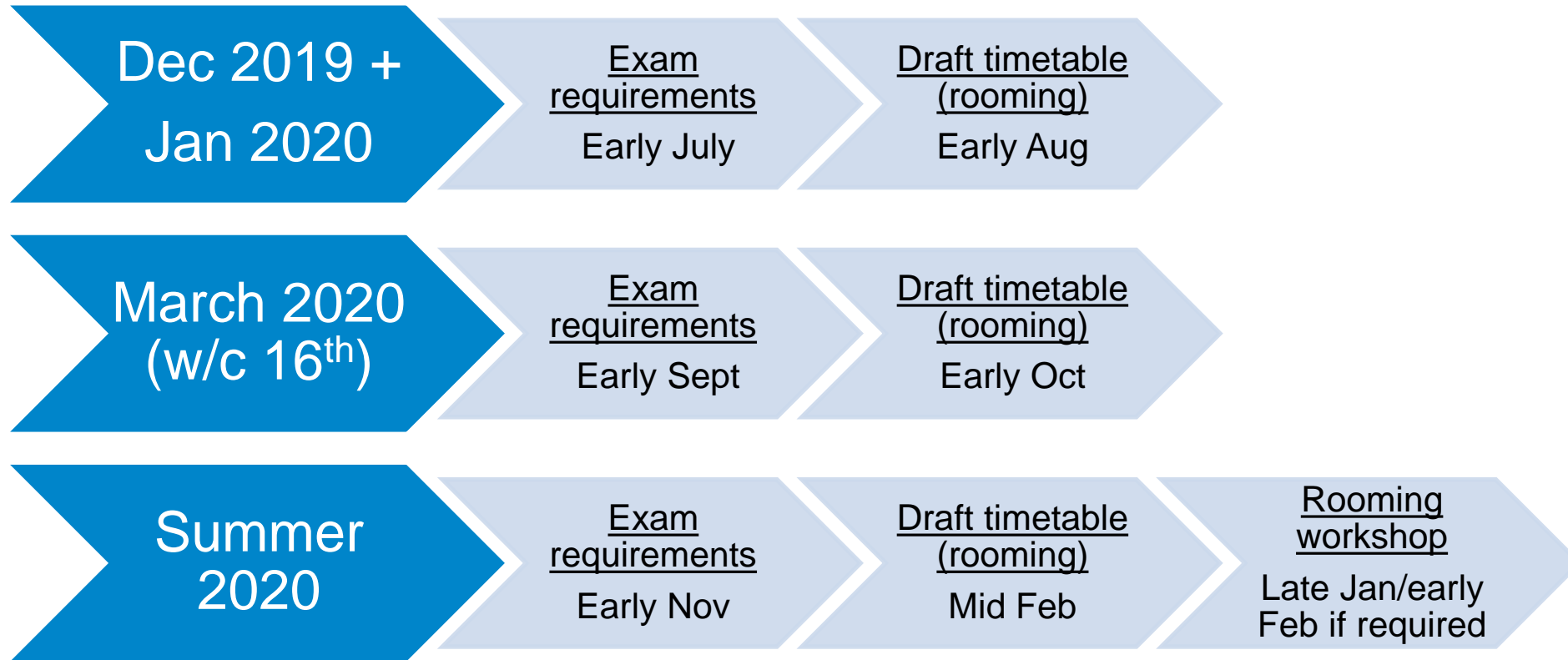
Results

- All x6 exams shifted into Jan period can be absorbed by x6 exam sessions no longer running
- No additional demand for large space during Jan week

How to solve (options)

- 1) Dec/Jan rooming workshop to allocate Great Hall/QTR and room any remaining exams?
- 2) Identify best large space alternatives for x1 remaining Dec exam?

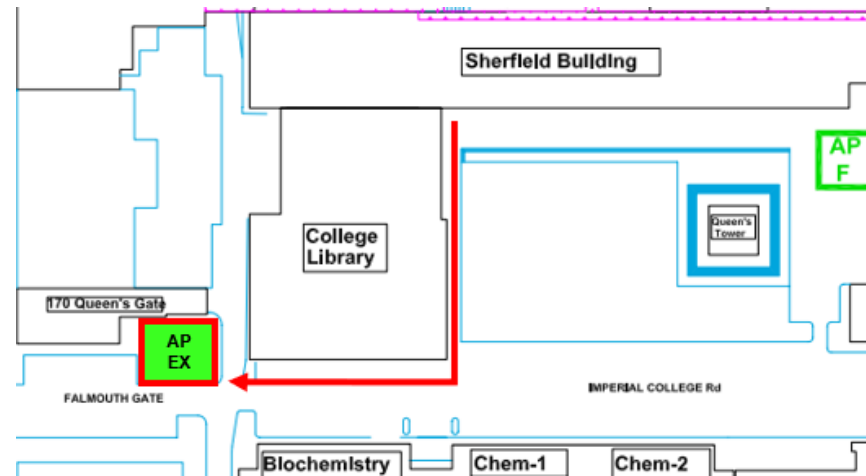
2019/20 – Exam requirements timeline



- Summer exam timetabling – Accepting not inclusive of elective choices/high modularity

Emergency Evacuation Procedure – QTR/Great Hall

- Interim procedure agreed - following Sherfield alarm (mid-May)
- Exam Assembly Point



- Any other considerations?
e.g. retain students in hall until emergency confirmed (via Security team)?

Future ETUG meetings

- Next planned meetings
 - Early November
 - Early February
 - Mid-late June
 - Thank you!
-