# Imperial College London

# Examination Timetabling User Group (ETUG)

6th Nov 2019

**Imperial College London**

# Welcome

- Minutes from the last meeting

- Action Tracker

- Matters Arising

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# Dec 2019/Jan 2020 – Exam rooming

**Requirements**

- 12 depts, 160 exams - 16,845 student papers
- Exams running 5th to 13th Dec + 2nd to 16th Jan

- 14,687 student papers (137 exams) 'un-roomed' requiring suitable exam space

**Suitable Exam Space**

- 9,486 allocated to Great Hall/QTR
- 5,201 remained (any dept exam space)

*Note - External space pre-booked by Business School - 1,105 student papers (prior to rooming)*

# Dec 2019/Jan 2020 – Exam rooming

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### Written exams
Pre-rooming
(27/08/19)

**December 2019**

| Week | Date | AM | PM |
|------|------|------|------|
| 10 | 02/12/2019 | 175 | |
| 10 | 04/12/2019 | | 70 |
| 10 | 06/12/2019 | 172 | |
| 11 | 09/12/2019 | 106 | |
| 11 | 10/12/2019 | 152 | 130 |
| 11 | 11/12/2019 | 115 | 105 |
| 11 | 12/12/2019 | | 18 |
| 11 | 13/12/2019 | | 85 |
| | | **TOTAL** | **1,128** |

**January 2020**

| Week | Date | AM | PM |
|------|------|------|------|
| 15 | 06/01/2020 | 318 | 180 |
| 15 | 07/01/2020 | 169 | |
| 15 | 08/01/2020 | 110 | 50 |
| 15 | 09/01/2020 | 317 | 87 |
| 15 | 10/01/2020 | 288 | |
| | | **TOTAL** | **1,519** |

### Dept exam space

- EENG
- Materials
- Computing/Maths
- Earth Sciences
- Civil Eng, Aero, Mech Eng
- Bioeng

### Written exams
Current

**December 2019**

| Week | Date | AM | PM |
|------|------|------|------|
| | | **TOTAL** | **0** |

**January 2020**

| Week | Date | AM | PM |
|------|------|------|------|
| 15 | 09/01/2020 | 16 | |
| 15 | 10/01/2020 | 5 | |
| | | **TOTAL** | **21** |

# Dec 2019/Jan 2020 – Exam rooming

**PC exams**
Pre-rooming
(27/08/19)

**December 2019**

| Week | Date | AM | PM |
|------|------|-----|-----|
| 10 | 06/12/2019 | | 45 |
| 11 | 09/12/2019 | 200 | |
| 11 | 12/12/2019 | 65 | |
| 11 | 13/12/2019 | 95 | |
| | | **TOTAL** | **405** |

**January 2020**

| Week | Date | AM | PM |
|------|------|-----|-----|
| 15 | 06/01/2020 | 160 | |
| 15 | 07/01/2020 | | 175 |
| 15 | 08/01/2020 | 120 | 160 |
| | | **TOTAL** | **615** |

**Dept exam space**

- Maths
- Earth Sciences
- Materials
- Life Sciences
- Civil Eng, Aero, Mech Eng

**PC exams**
Current

**December 2019**

| Week | Date | AM | PM |
|------|------|-----|-----|
| | | **TOTAL** | **0** |

**January 2020**

| Week | Date | AM | PM |
|------|------|-----|-----|
| | | **TOTAL** | **0** |

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# Dec 2019/Jan 2020 – Exam rooming

**Challenges**

- Rooming from late Aug - Timetabling incomplete/different stages
- Dec - Teaching events ongoing
- Space available to exam rooming
- Computer room availability (amongst teaching/student study events)

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# Dec 2019/Jan 2020 – Great Hall/QTR

- Summer 2019 feedback – expected set-up
  - ✓ Exam desks setup (as per standard layout)
  - ✓ Clocks
  - ✓ Microphone
  - ✓ Exam signage outside venue
  - ✓ Desk numbers
  - ✓ Whiteboards
  - ✓ Invigilator trestle tables
  - ✓ Temperature, layout, microphone, lighting issues – CTSO support

- Updated GH/QTR guidance (emergency evac etc) to be circulated for exam staff

# Dec 2019/Jan 2020 – Dept exam space

- Room set-ups arranged/support?
- Access guides - to be circulated
- Exam layouts - available

- PL/CTSO support during exams (Exams phone – 07517 551938 or ext. 49705)

- Any accessibility issues?

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# March 2020 – Exam rooming

**Requirements**

- 5 depts - Business School, CfAE, Computing, Horizons & Medicine
- 65 exams – 8,086 student papers
- Exams running w/c 9th March & w/c 16th March

**Suitable Exam Space**

- Great Hall/QTR allocation underway
- Depts exam space to be explored
- Problem exam sessions to be circulated

# March 2020 – Exam rooming

**Horizons exams**

<u>Monday 16 March (16.00-18.00)</u>**:** German, Japanese, Russian, Arabic, Italian (all levels)

<u>Tuesday 17 March (16.00-18.00)</u>**:** French, Spanish, Mandarin, Korean (all levels)

- 850 students per exam date
- 410 students roomed in Great Hall/QTR
- 440 to room in suitable exam space this year

- Dept exam space 3pm onwards

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# Summer 2020 – Exam rooming

| Exam requirements Late Nov | Space allocation | Rooming workshop | Finalise Celcat |

- Core exam requirements – Late Nov submission realistic?
- Summer 2019 GH/QTR events – No room rollover (same as Summer 2019)

- GH/QTR allocation as per policy not 'equivalent dates' (due to CR changes)

- Dept space – Exam rooming reservations?

- Rooming workshop – Late Jan/early Feb to resolve remaining issues

# Summer 2020 – College events (GH/QTR use)

## April/May

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

- Graduation set-up (5th),
- Graduation (6th)

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

## June

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

- President's Awards (16th PM),
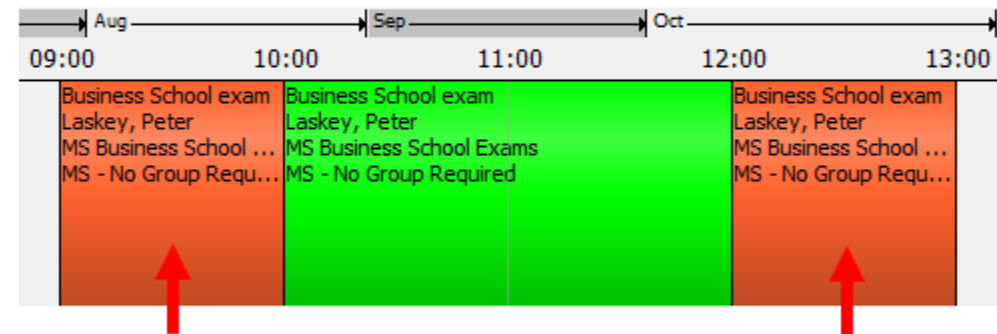- Summer Ball (19th)
- Open Day (23rd-25th)

# Examination TT Policy

- Recent update July 2019
- Annual November review cited

- Any comments?

# Celcat – Exam event guidance

- Adding an exam event, set-up/take-down
- Reserving exam space
- Highlighting available exam space

- To be circulated for comment



Adding exam 'Set-up' & 'Take-down' events

When booking an exam event, time should be allocated for any exam *set-up* prior to the exam itself and the same for *take-down* following the event. This should also be reflected in Celcat.

For any exam *set-up*, min 1 hour should be designated to allow sufficient set-up time for invigilators and min 30 mins for take-down (collecting scripts/packing up) as required.