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Examination Timetabling User Group (ETUG)

21st Oct 2020
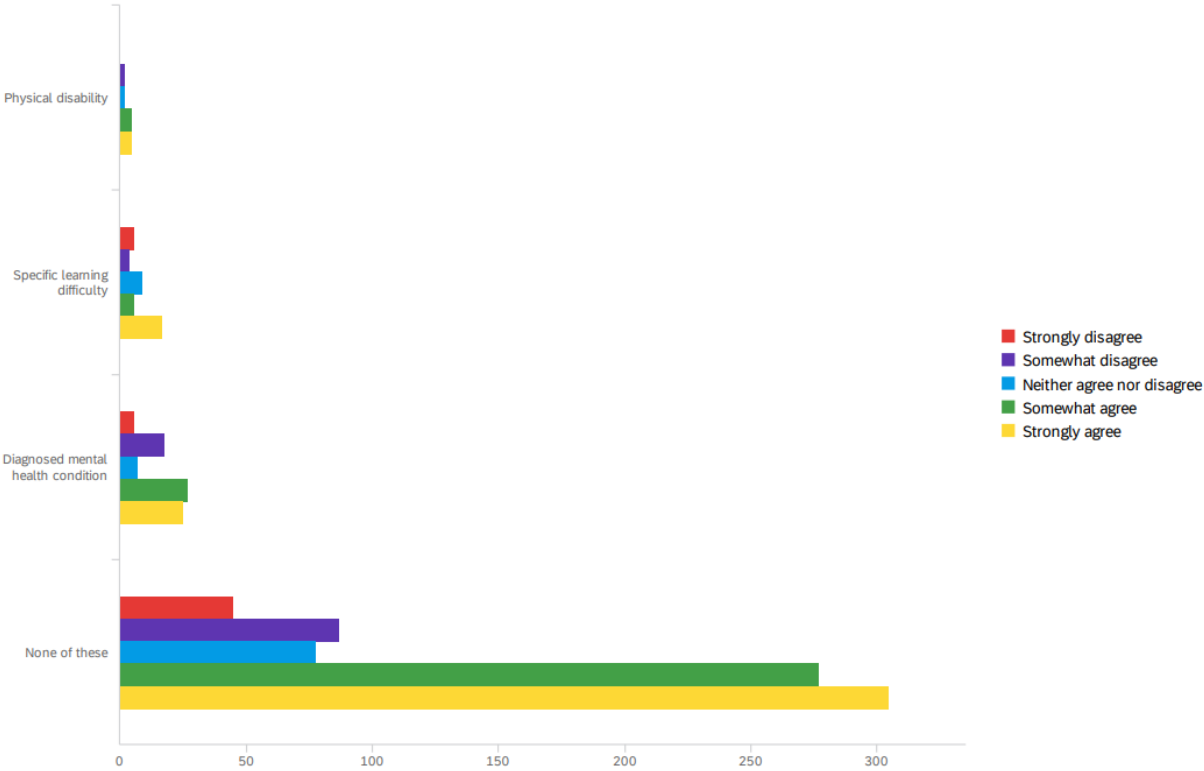
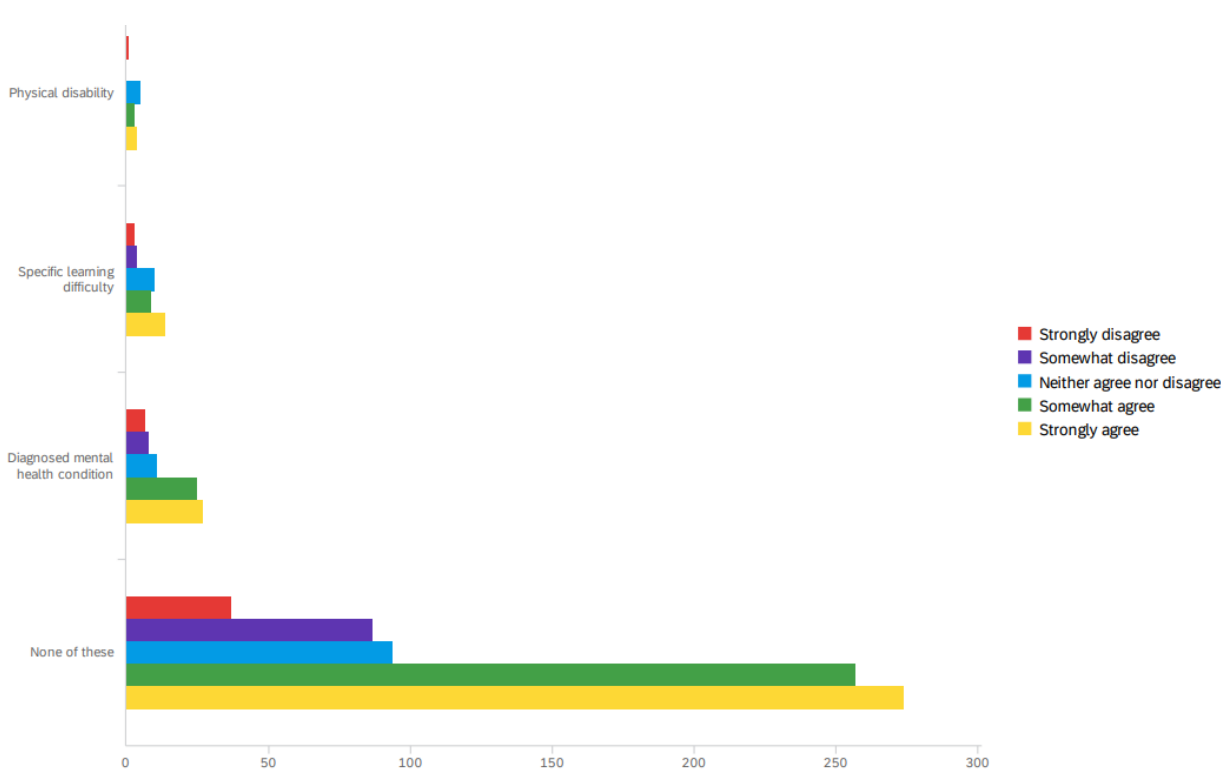**Imperial College London**

Welcome

- Minutes from the last meeting

- Action Tracker

- Matters Arising

Summer 2020 TRA's - ICU Student Feedback

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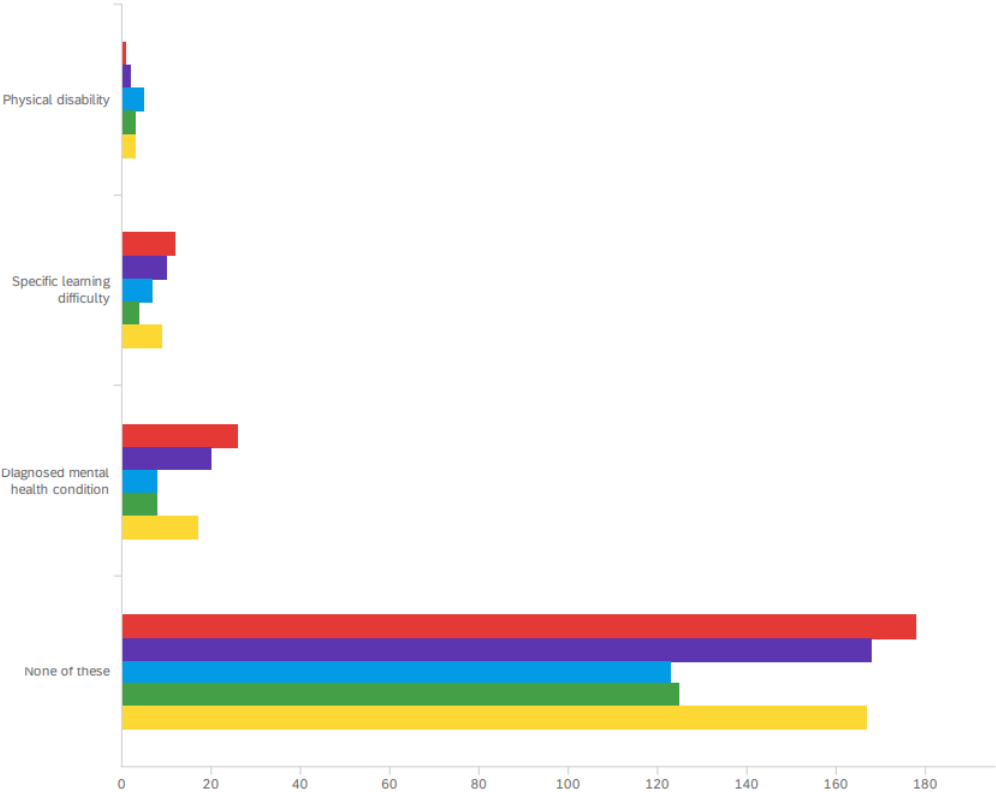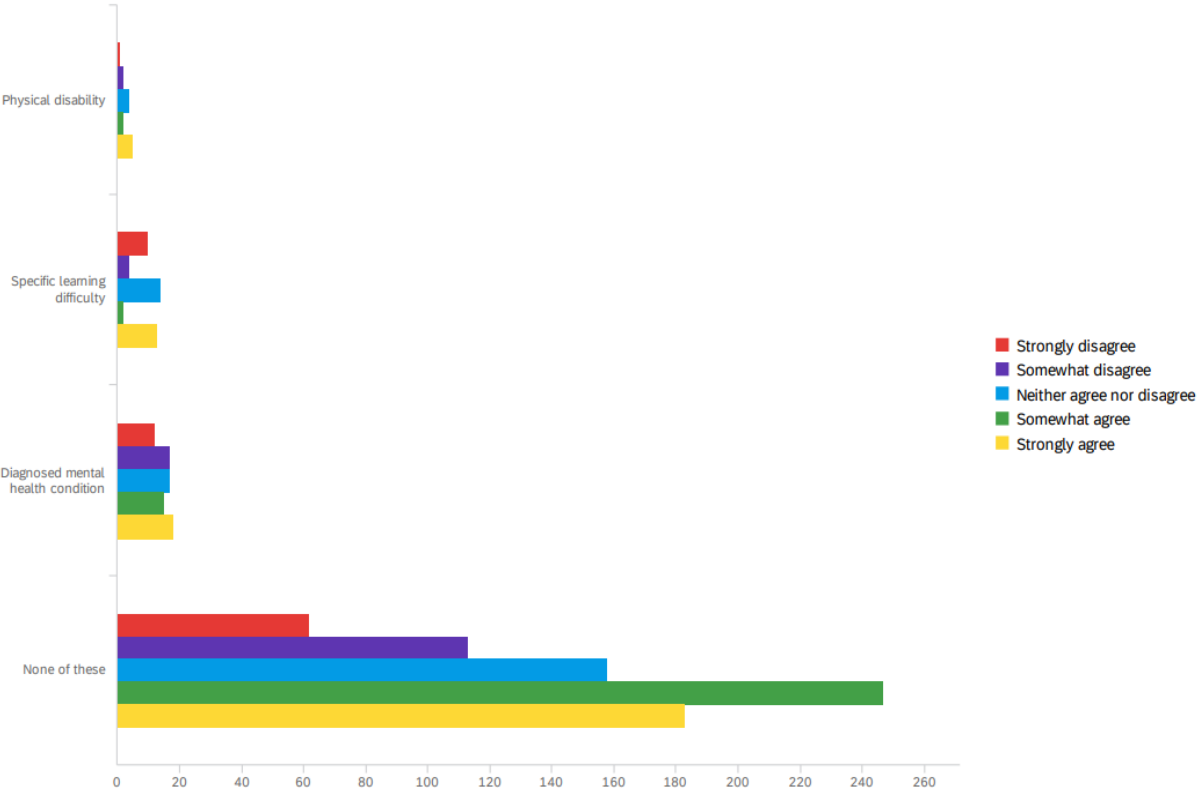
ICU Student Feedback – Comments

- (x18) Uploading assessments (internet conditions, allocated time and MS lens issues, staying focused to fill out fields, discrepancy between departments)

- (x16) Environmental and neighbourhood noises affect both exams and revision

- (x8) Technology issues

- (x8) Nope, virtual exams are nice actually

- (x6) Concerns about other students cheating (authentication and collaboration)

- (x5) Inflexible time slots - time zones

ICU Student Feedback - Suggestions

"More opportunities for TRAs – some issues arose in the exam that had not been encountered in the TRAs"

"Exam announcements should be communicated via email rather than expecting students to actively check Blackboard"

- ICU to re-survey students following Dec/Jan exam period

Summer 2020 TRA's – Staff feedback (Policy)

- **Exam Timetabling** – Student location, time-zones, longer gaps (AEA etc)
- **Academic Timeline** – Receiving exam content, converting to online, delivering exams, marks/results

- **IT Irregularities** – Internet connection, illegible scripts/Q's, delayed submission, attendance
- **Student Expectations** – Exam integrity, transparency, late comms, scenarios

- **Mit Circs/Misconduct** – Increase due to above uncertainties
- **Dept Guidance** – Individually developed to manage assessments, lack of collaboration

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Summer 2020 TRA's – Staff feedback (Policy)

"Guidance on how to deal with assessments should really come from a College level. This includes the expectations of students, what they can/can't do during a remote assessment, and also most importantly how to deal with issues."

- Survey feedback noted & circulated at high-level (ESOG etc)
- Quality Assurance discussion, existing Online policy in sector (Brunel, Oxford)
- PC-based assessment policy, RA guidance, feedback into <u>one policy</u>

Assessment Approval → Exam Timetabling → Assessment/Delivery → Post-Assessment → Student Expectations

- QA/PL drafting policy, circulate via ETUG

2020/21 – Policy/Guidance Docs

1. [Conducting Online Assessments 2020-21](#) (QA/PL)
   - *ESOG (E) approved*
   - *QUAEC approved*

2. Pedagogy Guidance (Martyn Kingsbury - CoHE)
   - *ESOG (E) finalising*

3. Technical Guidance (Shireen Lock – Behalf of Learning Technologists)
   - *Ed Tech Guild finalising*

Conducting Online Assessments 2020-21

Areas of Policy

- Approval Process/Alternative Assessment
- Assessment Timetabling
- Assessment
- Submission of Assessment
- Academic Integrity

- Provide College-level steer for departments
- Establish best practice
- Evolving document, staff feedback following Dec/Jan exams

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Dec 2020/Jan 2021 – Exam Timetabling

Collate Requirements

- Draft/final exam timetables by Wed 28th Oct
- Estimated student numbers
- CTSO support available – Exam timetabling or creating Celcat exam events

Circulate Exam Timetables

- ICT resources to support
- Wider College-level awareness

Exam Timetable Publishing

- Earlier release this year (no rooming delays?)
- Same publishing method or changed this year?

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Celcat – 2020/21 Exam events

- Event Category - *'Remote Assessment'* used for Summer 2020 TRA's

Other options (agree <u>one</u>):

- 'Online Assessment'

- 'Assessment – Online'

- 'Examination – Online'

2020/21 ETUG meetings

- Late Jan/early Feb – Dec/Jan feedback, March & Summer 2021 exam periods

- July