Examination Timetabling User Group (ETUG)

27 Oct 2021

Welcome

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

Dec 2021/Jan 2022 – Exam rooming

Collate Requirements

- Draft/final exam timetables (email request following meeting)
- Estimated student numbers
- CTSO support available Exam timetabling or creating Celcat exam events

Circulate Exam Timetables

- 10 week publishing window (Exam TT policy)
- Co-ordinate ICT support
- Wider College-level awareness

Dec 2021/Jan 2022 - Priority space

Department priority exam space?

Library service usage (Summer 2021)

Department	Registered Students
Medicine	5
Mechanical Engineering	3
Physics	3
Bioengineering	2
Chemistry	2
Civil Engineering	2
Aeronautics	1
Centre for Environmental	
Policy	1
Life Sciences	1
Mathematics	1
School of Public Health	1
Total	22

Room/Space	Туре	No of bookings
Study Room 1D	Individual	16
Training Room 1 (with PCs)	Multi	12
Training Room 2 (with PCs)	Multi	1
Room 2A (no PCs)	Multi	6
Room 3A (no PCs)	Multi	8
	Total	43

Dec 2021/Jan 2022 – DAG update

Next steps (following Summer 2021 TRAs)

- Take feedback to Digital Assessment Group
- Discuss exam platform needs with ICT and furthering WiseFlow support
- Review of College exam platforms

Digital Assessment Group

- Feeding into T&L (Product) Board under Education Committee (new governance model)
- Focus on WISEflow pilots amongst interested depts
- Identified process, student numbers, config, 'flows' and training requirements
- Training currently underway with ICT/Ed Tech staff

March 2022 – Exam rooming

Historically on-campus:

- 5 depts Business School, CfAE, Computing, Horizons & Medicine
- Exams running around w/c 7th March & w/c 14th March
- Great Hall/QTR space fully utilised
- Some dept exam space required
- March 2022 requirements submission ASAP (prompt required?)*
- Exam space risk assessments/capacity (Dec/Jan)

^{*}Subject to College on-campus decision

Summer 2022 – Exam rooming



- College on-campus decision required
- Plan for on-site and move online if required? (less difficult than alternative?)
- <u>Core</u> exam requirements Late Nov/early Dec submission?
- GH/QTR allocation via rooming process (as per policy)
- Dept space Exam reservation bookings in place (see Celcat exam booking guidance)
- Rooming workshop Late Jan/early Feb to resolve remaining issues

Summer 2022 – College events (GH/QTR use)

April 2022

	Мо	Tu	We	Th	Fr	Sa	Su
Week 1	25	26	27	28	29	30	1

May/June 2022

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

- Graduation set-up (TBC)
- Graduation (TBC)

GH/QTR Available

No Exams

Bank Holiday

Unavailable (Internal Event)

June 2022

Week 7	6	7	8	9	10	11	12
Week 8	13	14	15	16	17	18	19
Week 9	20	21	22	23	24	25	26
Week 10	27	28	29	30	1	2	3

- President's Awards (TBC),
- Summer Ball (TBC)
- Open Day (TBC)

COA Policy 2021-22

Conducting Online Assessments policy – published Oct 2020

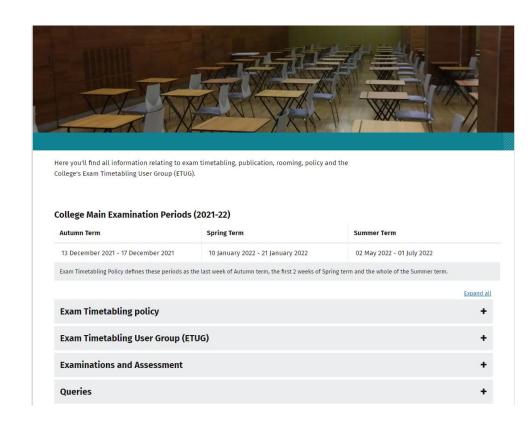
Following Summer 2021 TRAs feedback, vast majority of policy content remained relevant upon review. Some minor updates were made including:

- References updated for 2021-22 academic year
- Assessment Timing section Start times guidance reflects Summer 2021 time zone guidance
- TRAs Operational Guidance (Time zones) now added as Annex 1
- Approved at QAEC (29th Sept 2021), to be uploaded shortly by QA team

Exam Timetabling - Webpage

Revamped staff webpages including:

- College main exam period dates
- Exam TT policy
- ETUG info
- Exam room layouts
- Exam room guidance for staff
- Exam room directions for students



https://www.imperial.ac.uk/timetabling/process-policy/examination-timetabling/

2021/22 ETUG meetings

2nd February 2022

TBC

- Early April 2022 (Pre-Summer)
- July 2022