

# Examination Timetabling User Group (ETUG)

27 Oct 2021

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# Welcome

- Minutes from the last meeting
  - Action Tracker
  - Matters Arising
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## 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
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## 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
<b>Total</b>	<b>22</b>

Room/Space	Type	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
	<b>Total</b>	<b>43</b>

## 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
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## March 2022 – Exam rooming

### Historically on-campus:

- 5 depts - Business School, CfAE, Computing, Horizons & Medicine
- Exams running around w/c 7<sup>th</sup> March & w/c 14<sup>th</sup> 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*

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## Summer 2022 – Exam rooming



- College on-campus decision required
- Plan for on-site and move online if required? (less difficult than alternative?)
- Core 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

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

### May/June 2022

	Mo	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

### 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

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

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

- 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 (29<sup>th</sup> Sept 2021), to be uploaded shortly by QA team
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# 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/>



Here you'll find all information relating to exam timetabling, publication, rooming, policy and the College's Exam Timetabling User Group (ETUG).

**College Main Examination Periods (2021-22)**

Autumn Term	Spring Term	Summer Term
13 December 2021 - 17 December 2021	10 January 2022 - 21 January 2022	02 May 2022 - 01 July 2022

Exam Timetabling Policy defines these periods as the last week of Autumn term, the first 2 weeks of Spring term and the whole of the Summer term. [Expand all](#)

- Exam Timetabling policy +
- Exam Timetabling User Group (ETUG) +
- Examinations and Assessment +
- Queries +

## 2021/22 ETUG meetings

- 2<sup>nd</sup> February 2022

### **TBC**

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