Imperial College London

Examination Timetabling User Group
03 Feb 2021 (2pm-3.30pm)

Microsoft Teams

Present:

Adcock, Raj (RA)	Teaching Operations Manager, Materials
Badshah, Dilshad (DB)	Teaching Support Officer, Chemical Engineering
Canning, Eleri (EC)	Head of Assessment Records, Registry
Cerase, Damian S (DC)	Teaching Quality Officer, Computing
Curniffe, Marlon (MC)	Senior Student Office Administrator, Materials
Dray, Thomas (TD)	Postgraduate Education Administrator, Earth Sciences & Engineering
Eves, Gavin J (GE)	MSc in Sustainable Energy Futures Coordinator
Farrar, Kate (KF)	Education Support Officer, Electrical & Electronic Engineering
Giorgi, Linda (LGi)	Examinations Officer, Life Sciences
Green, Louise C (LG)	Undergraduate Office Manager, Civil and Environmental Engineering
Haines, Helen C (HH)	Education Office Manager, Mathematics
Harbert, Nicole (NH)	Teaching Operations Manager, Bioengineering
Kaiserman, Antoine (AK**)**	Timetabling Officer, Mathematics
Laskey, Peter (PL)	Examination Timetabling Manager, CTSO
Macdonald Robert (RM)	Programme Officer (Assessment), Faculty of Medicine
Mullin, Melanie (MM)	Centre Manager, CLCC
Ni Dhonnabhain, Fionnuala (FN)	General & PG Office Manager, Civil & Environmental Engineering
O'Connor, Louise E (LOC)	Timetabling Manager, Business School
O'Neill, Jackie (JO)	Undergraduate Office Manager, Aeronautics
Power, Philip W (PP)	Head of Education & Student Experience Strategy, Faculty of Engineering
Rahim, Momo (MR)	Senior UG & PG Administrator, Design Engineering
Russell, Veronica L (VR)	Director, Education Quality, Business School
Sandhu, Raj (RS)	Admissions & Exams Administrator, Chemistry
Smith Helena (HS)	Director of Central Timetabling, Registry
Smith, Rebecca A (RS)	Undergraduate Education Manager, Earth Science & Engineering
Stewart, Derryck L (DS)	Education Manager, Physics
Tite, Jo (JoT)	Postgraduate Education Coordinator, School of Public Health
Toutoudaki, Katerina	Senior Timetabling Officer, CTSO
Urubusi, Victor (VU)	Examination and Information Officer, Physics
Varleigh, Anique C (AV)	Head of Exams & Assessment, Business School
Vera-Valderrama, Conchi (CVV)	CfAE Administrator, Education Office

Apologies:

Harris, Chris D (CH)	Head of Programme Management, Faculty of Medicine Centre
Howard, Josie Ann (JH)	Senior Undergraduate Administrator, Mechanical Engineering
Middleton, Rebecca J (RM)	Faculty Education Manager, Faculty of Natural Sciences
Owens, Joanna (JO)	MSc Administrator, Earth Sciences and Engineering
Pocsova, Dominika (DP)	Senior Undergraduate Administrator, Mechanical Engineering
Symmonds, Samantha (SS)	Postgraduate Education Manager, Earth Sciences and Engineering
Trick, Jemma (JeT)	Education Coordinator, National Heart & Lung Institute

ETUG Chair	**Helena Smith**
Minutes	**Peter Laskey**

#	Item Description	Action
1	**Welcome and Matters Arising** 1. Previous meeting's minutes were agreed. 2. HS went through Action Tracker' items for 2020-21 meetings. All were completed, excluding three ongoing actions. Also noted EC attendance following a Student Records/AEA related action arising from the last meeting.	
2	**Dec/Jan 2021 - TRAs** Staff Survey 3. PL summarised findings over the three survey areas: Exam Timetabling, Preparing TRAs, Administrating TRAs and Conclusion. 4. Under Exam Timetabling, the number of publication methods employed by departments was noted, including 41% published via email. Looking at publication dates, the majority published 8-10 weeks prior to exams (55%) and remaining published 6-4 weeks prior. No one published less than 4 weeks prior to exams. 5. Under Preparing TRAs, multiple platforms were being used across the College, with 55% using Blackboard, whilst submission platforms also varied. Following some issues with exam paper submission/conversion last Summer, the consensus was that exam papers were submitted on time where deadlines existed. The majority of staff agreed enough local support was in place and Ed Tech support seen as invaluable. 6. Under Administrating TRAs, email was heavily relied upon to contact students during exams (54%) and majority of depts (81%) required students to handwrite/scan scripts, with multiple platforms used. Most depts (62%) allocated 15-30 mins for submission post-exam. Challenges varied with post-exam issues highest (30%), followed by student technical difficulties (25%). 7. Additional staff comments related to technical issues, stressful upload periods, Blackboard error comms via ICT, supporting exam staff and difficulty with student engagement prior to exam week. 8. Under Conclusion, the overall staff experience compared to Summer 2020 TRAs was positive or about the same and similar amongst students. Academic integrity was largely seen as good (50%) but comments included policing being difficult and no real idea on the scale of any cheating. HS: What is the staff feeling on academic integrity, is it assumed or is it based on any evidence over the last two TRA periods? LG: Don't think there's large problem, difficulty in staff assuming students up to no good as part of process running on-campus but in online environment internationally, no idea what's going on in own environment e.g. Hong Kong. Good mark analysis from Summer 2020 and did not see marked difference. AV: Difficult defining misconduct, cloudy definitions. Varied opinion within faculty, around student collusion or looking at adapting questions more. Not able to compare/analyse marks fully just yet but increase in student perception that more opportunity exists within cohort to cheat. Increased student questions on how it's being policed. No increase in terms of misconduct this year, if based on tangible evidence. RS: Agree most students honest, one collusion case last Summer. Averages not much higher but multiple-choice assessments were markedly higher but difficult to prove. This	

year using Blackboard survey with randomised answers to prevent collusion. Difficult to police, Registry investigations hard, TRAs more stressful in that sense.

VU: Similar perception, most students not cheating but had some collusion cases last Summer. Physics assessments closed-book prior to TRAs, worked to make open-book but resulted in lots of scaling (high marks). Unsure if due to collusion or exam design. Will investigate this year following assessment redesign and any further scaling.

HS: Noted in comments from RS that they had concerns over students writing during submission window.

9. Under improving student experience, comments touched on time-stamping scripts, platforms used to submit, identify further writing during window, instant messaging students during exam and faculty engaging more with TRAs. For staff, comments related to recognition of work, resource required and management of post-exam queries.

HS: Anyone able to speak on the survey comment that Banner module registrations replacing DSS method, exam candidate lists taking weeks instead of hours?

JoN: Data flow process not understood, data kept in DSS and handed over to Banner. ICA reporting tool not great (from Banner) and not used due to errors so using DSS. Should be reliable data flow but not in place at present.

10. PL & HS to take dataflow issue away and investigate further with Student Records. | PL/HS

11. To conclude, the survey highlighted the following areas to address: Submission process (technical issues, time-stamping, post-exam query volume), Academic integrity (potential collusion), Student comms (during exam), Student engagement (pre-exam) and Dept TRA resource.

LG: On time-stamping, Blackboard Learn analysis allows submission times to be seen following exam. Kept on file to field any queries (inc multiple) including student/examiner as evidence. For late submissions, would be uncomfortable with College prescribing how to handle post-submission time scripts, complex situations.

RA: Concerns on DL lists provided by Banner for student instructions, as need to include internal/external students, ensure no-one missed and given opportunity for appeals due to missing instructions.

12. PL asked if any other depts used Blackboard Learn submission analysis. LGi made note to look into, KF confirmed used in EEE. MM used but problem if not submitted into Blackboard due to technical issues and difficulties relying on PDF timestamp itself or further student evidence. AV and VU confirmed PDF metadata not reliable as can be edited by student.

13. PL confirmed ICU conducting student survey on Dec/Jan TRAs (PL suggested questions included) and results to be circulated via ETUG once available. | PL

Policy

Digital Assessment Group

14. PL outlined purpose, process and input into this group and opportunity for ETUG to feedback concerns, improvements from surveys to improve TRAs, College support. Group will evaluate suite of digital assessment tools, how much online assessment post-pandemic, investigate online proctoring (scoping exercise), update College policy.

15. Dec/Jan TRAs survey to be presented by PL at upcoming DAG meeting and further concerns, issues from ETUG members can be highlighted going forward.

	16. PL to provide updates on DAG progress via ETUG Teams site in future.	PL
	Conducting Online Assessments 2020-21	
	17. Policy highlighted again and how survey feedback can improve areas or bridge gaps following Dec/Jan TRAs. PL to re-circulate Conducting Online Assessments document and requested members provide any comments following meeting.	PL
	2020-21	
	Summer TRAs – Exam Timetabling, Publishing, Horizons slot	
	18. PL outlined intention to continue collating exam requirements this year (although no rooming process required) for wider College-level awareness and to assist ICT plan any support required during exam periods.	
	19. PL to contact members regarding Summer exam requirements/timetables and advise of submission deadline for collation purposes following meeting.	PL
	20. PL advised CTSO support still available for anyone within exam timetabling or creating Celcat exam events. Members asked to contact PL if any further support required.	PL
	21. MM highlighted difficulty with Horizons Summer exam slot (post-March majority sitting) for students who have timezone issue with 4-6pm March exam slot. 28th April date found to be problematic for some depts. Informed depts further consultation will take place and want to avoid teaching.	
	22. If any depts can see Summer sessions or dates that appear preferable, MM requested members contact her. Otherwise suggested dates/slots will be presented by MM in due course.	Depts/ MM
	23. PL noted the 10 week publishing date prior to start of Summer exams (w/c 26th April) would be 15th Feb, as per the Exam Timetabling policy.	
	March TRAs	
	24. PL asked members about planned TRA activity in March, whether comparable to previous year's exam periods and whether collating exam timetables was required.	
	25. LGi advised some Life Science February exams had moved into March this year.	
	26. PL to contact members regarding March TRAs and request any exam timetables are provided for collation/ICT purposes.	PL
3	**AOB**	
	27. HS to flag staff feedback on TRAs workloads, difficulties at future ESOG meeting.	HS
4	**Summary of actions from the meeting**	
	See ETUG Action Tracker	
5	**Future ETUG meetings**	
	28. PL to poll members on whether a pre-Summer ETUG meeting is required for further updates, discussion going into Summer TRAs.	PL
	• Next planned 2020/21 ETUG meetings are:	

- 14th April 2021 (pre-Summer TRAs meet)

- 14th July 2021