

UCL Central Assessment Team Academic Services

Central Assessment Timetable Data 2021/22

Reference:Exam Timetable Data v2Date:November 2021

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1. Introduction

This document provides a guide to completing this year's Exam Timetable Data Task (previously known as Pro-forma Exercise). This task is only concerned with the review of undergraduate and postgraduate modules which are to be organised centrally by the Central Assessment Team, not those organised by departments, even if they fall within the main assessment period. This is NOT to change assessment methods from i.e. Exam to Coursework.

The purpose of this exercise is to ensure that the details held on Portico for each assessment to be centrally run and timetabled are accurate. This information is then used to produce the central assessment timetable. Please note that failure to carry out this task thoroughly may result in an incorrect examination timetable.

Before you begin the Exam Timetable Data task please read this user guide carefully. In order to ensure that the assessment timetable can be produced in a timely manner it has been necessary to place some limitations on the type of teaching department preferences that can be taken into account.

2. Key dates for 2021/22

Please note the following key dates associated with the central assessment timetabling process:

Start of the Timetable Data Exercise	w/c 8 November 2021	
Deadline for completion of the Timetable	3 December 2021	
Deadline for staff approval of students' (January Starters)	25 January 2022	
Draft timetable review period		14-18 February 2022
Deadline for receipt of externally approv	ved question papers	11 March 2022
Deadline for the publication of the final	timetable	28 February 2022
Central Assessment Period:	Start date	25 April 2022
	27 May 2022	

3. Assessment Operating Model 2021/22

There have been significant changes made to the Assessment Operating Model for the current academic year. You are strongly advised to familiarise yourselves with the new regulations which can be found at: <u>https://www.ucl.ac.uk/academic-manual/assessment-operating-model-2021-22</u>

For unseen written exams the default operating model for 2021/22 is "Controlled Condition Exam" where the duration accurately reflects the amount of time which a student should spend on the assessment and where the regulations replicate, as far as possible, the strict conditions in a face-to-face exam hall. Departments are strongly encouraged to use short-duration, Controlled Condition Exams as these have significant benefits for both student wellbeing and academic integrity.

For Controlled Condition Exams departments should base exam durations on the former face-to-face durations of two or three hours. However, if an exam has substantial upload requirements as a result of being delivered online (e.g. multiple files, large-format files, taking photographs), departments can extend the exam to a maximum of four hours (this is the maximum duration which can be included in the central assessment timetable).

For some subjects, there may be sound educational reasons for giving students 24 hours (for example where a 24-hour assignment might be an authentic replication of a real-world task) and so this type of assessment is still possible. Where 24-hour assessments are used they will be categorised as Take-Home Papers rather than examinations.

The Central Assessment Team will timetable Controlled Condition Exams and 24-Hour Take-Home Papers that fall within the main central assessment period (25 April – 27 May). However, we will NOT schedule any Take-Home Papers which have a duration of more than 24 hours.

All exam durations in Portico have been changed to display the pre-Covid-19 timed durations (where these are known) as this will be the default arrangement. You will be asked, as part of this task, to advise us of your preferred durations for 2021/22 where these differ from those displaying in Portico.

4. Overview of the Timetable Data Task

The process for completing the Examinations Timetable Data task is as follows:



Central Assessment Team

Processing of data provided by departments for use in producing the central assessment timetable

5. Opening of Examination Timetable Data Task

During the week commencing 8 November 2021, a Portico Task containing centrally organised assessment information will be opened to enable Examination Liaison Officers [ELOs] for each department or division to review the records that are currently held. An email notification will be sent to all ELOs to advise when the task has been opened.

Changes can be made within the task whilst the timetable data capture process is underway. Once the deadline has passed the task will be closed and no further updates can be made.

 Step 1
 Log into Portico and SELECT Curricular Management

 SELECT Exam Timetable Data

 Step 2
 Read the information on the displayed screen, scroll to the end of the page SELECT Continue to search

 Step 3
 Enter search parameters

 You can search by Module Code (new codes only) or Module Subject prefix or Department and UG and or PG Click on Retrieve records

 Image: Select Continue to search

 Step 3

 Enter search parameters

 You can search by Module Code (new codes only) or Module Subject prefix or Department and UG and or PG Click on Retrieve records

 Image: Select Continue to search or Sear

All ELOs will be able to view all module information.

6. Timetable Data

The current data will be displayed, any assessments organised by your department will **not** be included in this exercise.

The details listed reflect the assessment information as approved as part of the annual module maintenance process. You must review carefully all the details of each exam/assessment record for which you are responsible and indicate whether or not the details are correct, and submit any amendments required where necessary.

The following information will be displayed. Against each module code and title, the timetable data displayed is displayed as follows:

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Explanation of Fields:

Туре	Description
Module Code	The module code plus an additional character to distinguish different patterns of assessment.
Module Title	The title of the Module that will be displayed on examination timetables
Assessment Pattern	There may be more than one assessment pattern for each module
Seq no.	The unique three digit sequence number for each assessment component within its pattern of assessment.
Assessment Description	The type of assessment that the module is assessed by. This will ONLY show information for modules that are centrally managed and will only display the central exam component.
Assessment Type	EC01 – centrally managed Exam BC01 – open book centrally managed exam

Туре	Description
	Departmental tests will NOT be displayed
Duration	The duration of the examination paper (as confirmed during the Module Maintenance process).
Timetabled with	Details of all assessments that are to be timetabled at the same date and time.
Candidates	Indicative number of students registered on the current module (First sit)
Resit Candidates	Number of students currently registered for a re-sit
Status	Indicator whether the module displayed is correct/incorrect – this is populated by the module being selected and set to correct or reporting a data error

Please note that where multiple assessment patterns exist for a single module they will automatically be timetabled together.

Step	Review the data displayed and select those which are showing as correct (you may select
4	multiple items via the tick box on the left hand side of the screen). Carefully check each
	item of information against each module code
Step	If Correct: Select the Green Confirm items are correct box. This will action a status update
5	to CORRECT and will not be looked at by the Central Assessment Team for any further
	action and the timetable will be produced using this data
Step	If Incorrect: Select the module (one at a time) and select the RED Report a Data error box.
6a	The following screen will appear.
	Select the type of error that is showing and ensure that a note is populated in the text box.
	This will generate an email to the Central Assessment Team to update the appropriate
	record.
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	All assessment records must be reviewed and recorded as correct or incorrect before the
	exam timetable data review period closes
Step	Check Exam Druations (see Operating Model information above). Submit any changes as a

Step	Timetable selected assessments together where an assessment needs to be timetabled at											
6c	the same date and time due to common exam paper content. Select the modules as											
	required and select the task Timetable Exams Together. By selecting this Portico will be											
	automatically updated and fed straight into the exam timetable process. Please note that											
	students must only be registered for one module in any "timetable with grouping"											
Step	Do not timetable together This action only applies to exams that are currently indicated as											
6d	being timet	abled toget	her along with modu	iles t	hat are cited in the Time	etabled Wit	th					
	Column. If	one or mor	e module needs to b	e un	grouped select the mode	ule code or	n the LHS					
	(this may no	ot be specif	ic module code that	you	wish to ungroup). You a	re only abl	e to					
	select one r	nodule cod	e at a time.									
	SELECT the	module coc	de									
	SELECT the	task "Don't	timetable selected e	xam	s together"							
	A screen wi	ll be display	ed listing all current	asso	ciated modules that are	grouped to	ogether.					
	Select the n	nodule/s th	at are to be ungroup	ed.								
	You can sele	ect more th	an one module to be	ung	rouped on the following	g screen;						
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exam that is currently managed in the department to now be included in the central examination processes.

SELECT the task Add Departmental Test to Exams

This will then change the assessment type to exam. Please note that an examination that is to be centrally managed will be timetabled in accordance with the central timetable principles alongside all other modules. Specific dates cannot be accommodated unless they fall within one of the permitted reasons for a timetable request.

This process does not include changing assessment type from a non-exam i.e. CW to an exam. If such a request needs to be made this should be indicated by reporting a data as per step 6a – in this instance DO NOT select a specific module code and provide full information in the text box

7. Timetable Requests

There is extremely limited scope for timetable requests. In order to ensure that the timetable is published to students on time it has been necessary to place limitation on the departmental preferences that can be taken into account, while acknowledging that some of these requests are essential.

All examinations have been set to the pre-Covid durations, where known (see Operating Model information above). If any of the durations displayed are incorrect or you wish to offer the assessment as a 24-hour "take-home paper" instead, then please submit the correct duration via the Exam Timetable Request task.

However, if you have a large number of changes, then we recommend that you consider collating these in list form sending the information through to us in that format, rather than devoting time to creating multiple timetabling requests

Standard Constraints which departments need not request

Wherever possible the Central Assessment Team will produce a timetable for the Central Assessment Period which adheres to the following constraints:

- (a) Candidates will only be given two assessments in one day where no alternative date can be found.
- (b) The Central Assessment Team will endeavour to provide as reasonable a spread of assessments as possible.
- (c) Wherever possible larger exams/take-home papers will be scheduled for the earliest dates to facilitate marking.

Requests which will be adhered to whenever timetabling complexities permit

- (a) Dates to avoid where students are required to undertake other work during the assessment period (such as field trips, professional placements). Departments should try to avoid such activities during the central assessment period as this has an impact on other students registered on the effected modules and can result in a more concentrated timetable.
- (b) Specific dates for assessments will be adhered to only in the following circumstances:
 - a. Externally set dates (e.g. History Group 2 and 3 papers)
 - b. Common teaching/examining with another institution requiring a common exam date and time.
- (c) Departments can request that large assessments (those with more than 200 candidates) can opt out of the early scheduling requirement. If this is requested the assessment can then be scheduled at ANY other time during the central assessment period, this may mean that the assessment could be scheduled on the last day of the period.

Requests which will NOT be included

- (a) Specified individual examination/assessment dates (except those covered above).
- (b) Specified sequences for groups of examinations/take-home papers.
- (c) Dates to avoid due to unavailability of examiners.
- (d) Requests made by the department after the deadline.

Request Approval Status

By selecting the request and entering the details the examinations team will view and approve/reject and update the request in the status bar. The status of any request is viewable in the "Exam Timetable Requests" tab – please ensure that your search criteria is selected for the module/s that you wish to view.

8. Resit Candidates/Candidate Lists

Resit/Deferred candidates are identified by the fail/defer grade that has been entered on Portico. If the appropriate grade has not been populated this will NOT create a re-sit record for the candidate/s.

The number of resit students that are showing are the number of re-sit students on the "Exam Group" and will therefore include all re-sit students that are included on the group of modules that have been indicated to be timetabled together.

To view the resit students that will be included run the Candidate Report from the reports tab and a full list of all candidates will be downloaded. If there are any students that are missing report this as a Data Error. The details will then be passed to student records to amend Portico before work commences on the production of the examination timetable.

9. Reporting a data error

Select the module which is showing a data error and select Report a data error - on the next screen enter the details of the error. This will generate an email to the examinations team.

The following data errors need to be reported:

Please review the details carefully and notify the Central Assessment Team immediately if any of the following apply:

- The student is repeating the module with further attendance;
- The student has been given approval to substitute the module listed for another;
- You have been informed by the student that they do not intend to re-sit the examination;
- You have been informed by the student that s/he has discontinued his/her studies at UCL.

10. Field Trips

Where a field trip must take place during the central assessment period, this will impact all exams/assessments being taken by students on the field trip module. This is likely to result in a concentrated examination timetable for many candidates regardless of whether they are on the field trip or not. Therefore every effort must be made to ensure that such activity is kept out of the UCL Examination Period.

The field trip dates should be recorded against the module associated with the trip. The Central Assessment Team will do the necessary checks to ensure that ALL exams being taken by the affected students are scheduling accordingly, where this is possible. Where it is not possible to avoid the field trip dates for an assessment, alternative arrangements may need to be made for the candidates concerned.



To request Field Trip timetable request

Step 2	Enter the Field Trip Module Code – this is the module that only the field trip candidates are on. It is essential to include the correct module code so that all associated modules can be linked to identify the date restriction that has to be applied to all other modules that the students are registered on. DO NOT DO THIS FOR ANY OTHER MODULE THAT IS NOT A FIELD TRIP MODULE <pre></pre>
Step 3	Enter the Field trip start date and end date
Step 4	SELECT add record
	A request will be sent to the Central Assessment Team to review the request.

Request Approval Status

By selecting the request and entering the details the examinations team will view and approve/reject and update the request in the status bar. The status of any request is viewable in the "Exam Timetable Requests" tab – please ensure that your search criteria is selected for the module/s that you wish to view.

11. Reports

There are some reporting tools available to assist with the exam timetable task:

- a) Exam Timetable Requests
- b) Placement/field trip details
- c) Candidate lists

To run a report select the REPORTS tab ensuring that the results screen in search criteria is on the modules that a report is required on.

12. Contact Details

If you have queries about any aspect of the Timetable Data Task, please contact the Central Assessment Team.

Email:examinations@ucl.ac.ukTelephone:020 3108 9744 (internal 59744)