



**UCL Central Assessment Team
Academic Services**

Central Assessment Timetable Data 2021/22

Reference: Exam Timetable Data v2
Date: November 2021

Contents

1.	Introduction.....	2
2.	Keys Dates for 2021/22	2
3.	Assessment Operating Model 2021/22.....	3
4.	Overview of the Timetabling Data Task	4
5.	Opening of Exam Timetable Data Task	5
6.	Timetable Data	6
7.	Timetable Requests	9
8.	Resit Candidates/Candidate Lists	11
9.	Reporting a Data Error.....	12
10.	Field Trips	12
11.	Reports	14
12.	Contacts.....	14

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 Data Exercise	3 December 2021	
Deadline for staff approval of students' module selections (January Starters)	25 January 2022	
Draft timetable review period	14-18 February 2022	
Deadline for receipt of externally approved question papers	11 March 2022	
Deadline for the publication of the final timetable	28 February 2022	
Central Assessment Period:	Start date	25 April 2022
	End date	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: <https://www.ucl.ac.uk/academic-manual/assessment-operating-model-2021-22>

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).

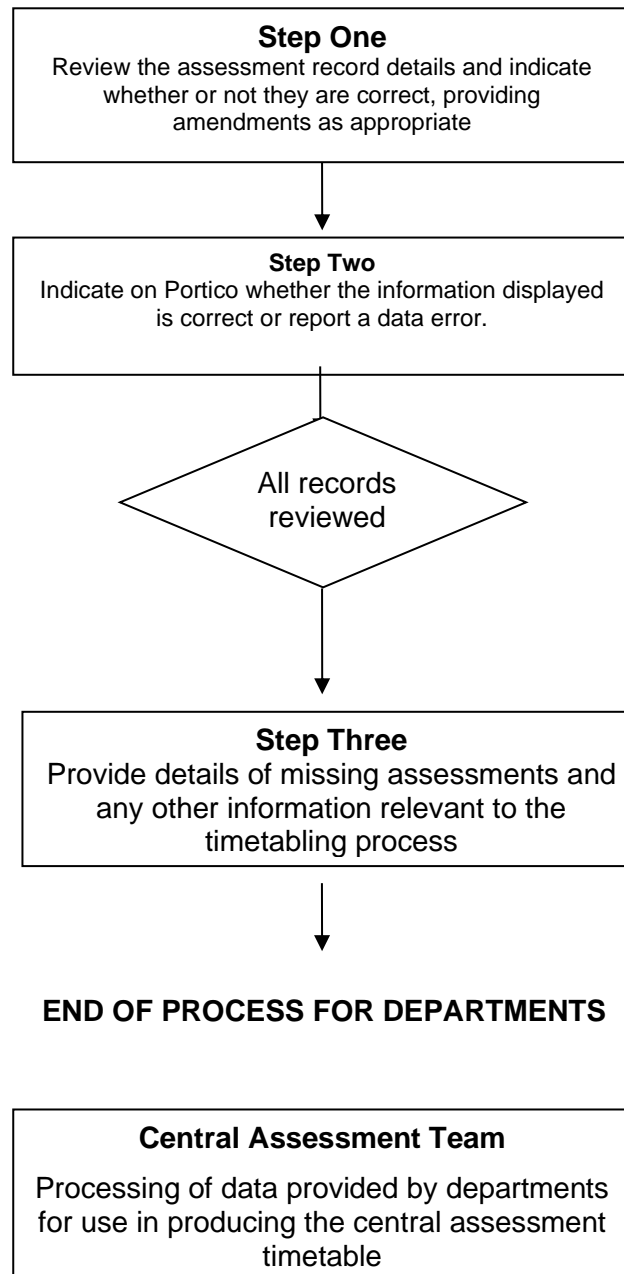
For some subjects, there may be sound educational reasons for giving students 24 hours (for example where a 24-hour assignment might be an authentic replication of a real-world task) and so this type of assessment is still possible. Where 24-hour assessments are used they will be categorised as Take-Home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

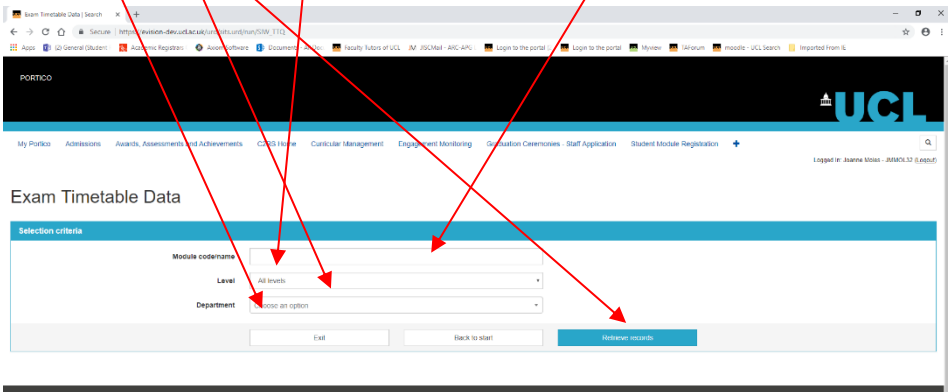


5. Opening of Examination Timetable Data Task

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.

All ELOs will be able to view all module information.

Step 1	Log into Portico and SELECT <i>Curricular Management</i> SELECT <i>Exam Timetable Data</i>
Step 2	Read the information on the displayed screen, scroll to the end of the page SELECT <i>Continue to search</i>
Step 3	<p>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 <i>Retrieve records</i></p> 

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:

Exam Timetable Data

Retrieved results

Select rows in the table below and click an option to perform the action. (Please note that this page only lists components included in the timetable.)

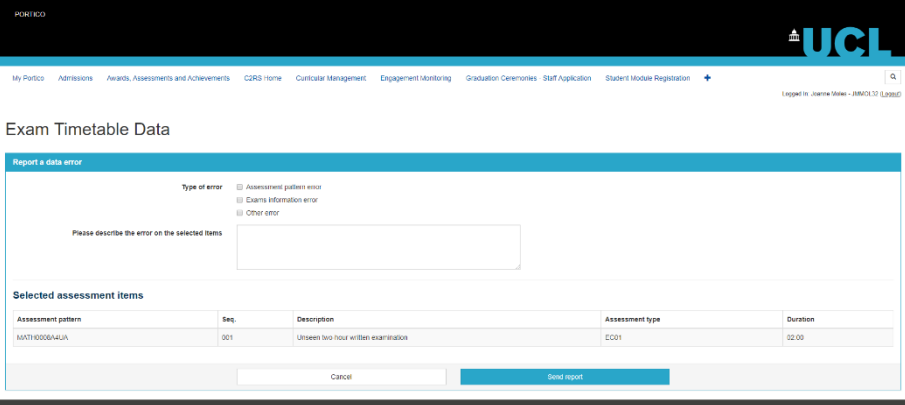
Module code	Delivery	Module title	Assessment pattern	Seq.	Assessment description	Assessment type	Duration	Timetabled with	Candidates	Resit Candidates	Status
MATH0001	A7P	Numerical Analysis for Finance	MATH0001A7PA	001	Two and a half hour unseen written examination	EC01	02:30		0	0	
MATH0002	A4J	Economics 1 (Combined Studies)	MATH0002A4JA	001	Unseen three-hour written examination	EC01	03:00	ECON1004	9	7	
MATH0003	A4J	Analysis 1	MATH0003A4JA	001	Unseen two-hour written examination	EC01	02:00	MATH1101	0	16	Correct
MATH0004	A4J	Analysis 2	MATH0004A4JA	001	Unseen two-hour written examination	EC01	02:00	MATH1102	2	7	Correct
MATH0005	A4J	Algebra 1	MATH0005A4JA	001	Unseen two-hour written examination	EC01	03:00	MATH1301	0	13	Correct

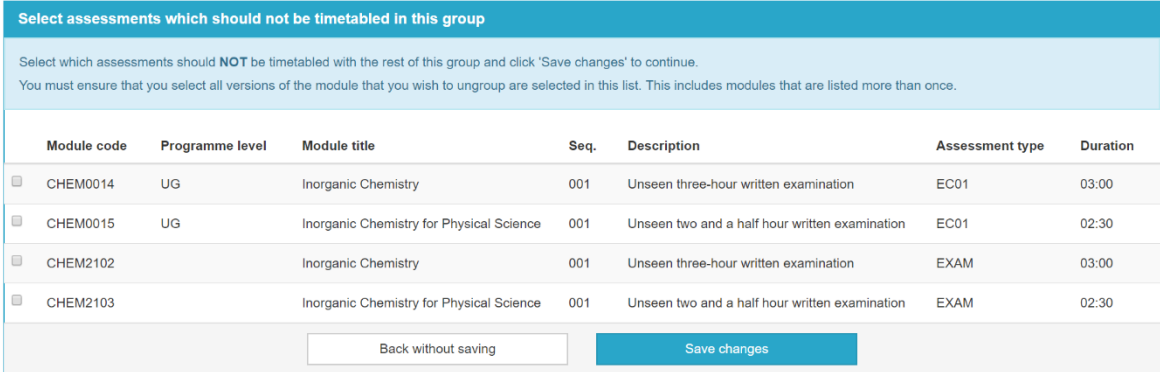
Explanation of Fields:

Type	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

Type	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 4	Review the data displayed and select those which are showing as correct (you may select 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 5	If Correct: Select the Green <i>Confirm items are correct</i> box. This will action a status update 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 6a	<p>If Incorrect: Select the module (one at a time) and select the RED Report a Data error box. The following screen will appear.</p> <p>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.</p> 
	All assessment records must be reviewed and recorded as correct or incorrect before the exam timetable data review period closes
Step 6b	Check Exam Druations (see Operating Model information above). Submit any changes as a timetable request (see Section 7 below)

Step 6c	<p>Timetable selected assessments together where an assessment needs to be timetabled at the same date and time due to common exam paper content. Select the modules as required and select the task <i>Timetable Exams Together</i>. 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”</p>																																																						
Step 6d	<p>Do not timetable together This action only applies to exams that are currently indicated as being timetabled together along with modules that are cited in the <i>Timetabled With</i> Column. If one or more module needs to be ungrouped select the module code on the LHS (this may not be specific module code that you wish to ungroup). You are only able to select one module code at a time.</p> <p>SELECT the module code SELECT the task “Don’t timetable selected exams together” A screen will be displayed listing all current associated modules that are grouped together. Select the module/s that are to be ungrouped.</p> <p>You can select more than one module to be ungrouped on the following screen;</p> <p>DO NOT REMOVE THE OLD MODULE CODE FROM THE GROUPING UNLESS THIS CAN BE TIMETABLED INDEPENDENTLY</p> <p>Exam Timetable Data</p>  <table border="1" data-bbox="304 1115 1469 1485"> <thead> <tr> <th colspan="7">Select assessments which should not be timetabled in this group</th> </tr> <tr> <td colspan="7">Select which assessments should NOT be timetabled with the rest of this group and click 'Save changes' to continue. You must ensure that you select all versions of the module that you wish to ungroup are selected in this list. This includes modules that are listed more than once.</td> </tr> <tr> <th></th> <th>Module code</th> <th>Programme level</th> <th>Module title</th> <th>Seq.</th> <th>Description</th> <th>Assessment type</th> <th>Duration</th> </tr> </thead> <tbody> <tr> <td><input type="checkbox"/></td> <td>CHEM0014</td> <td>UG</td> <td>Inorganic Chemistry</td> <td>001</td> <td>Unseen three-hour written examination</td> <td>EC01</td> <td>03:00</td> </tr> <tr> <td><input type="checkbox"/></td> <td>CHEM0015</td> <td>UG</td> <td>Inorganic Chemistry for Physical Science</td> <td>001</td> <td>Unseen two and a half hour written examination</td> <td>EC01</td> <td>02:30</td> </tr> <tr> <td><input type="checkbox"/></td> <td>CHEM2102</td> <td></td> <td>Inorganic Chemistry</td> <td>001</td> <td>Unseen three-hour written examination</td> <td>EXAM</td> <td>03:00</td> </tr> <tr> <td><input type="checkbox"/></td> <td>CHEM2103</td> <td></td> <td>Inorganic Chemistry for Physical Science</td> <td>001</td> <td>Unseen two and a half hour written examination</td> <td>EXAM</td> <td>02:30</td> </tr> </tbody> </table>	Select assessments which should not be timetabled in this group							Select which assessments should NOT be timetabled with the rest of this group and click 'Save changes' to continue. You must ensure that you select all versions of the module that you wish to ungroup are selected in this list. This includes modules that are listed more than once.								Module code	Programme level	Module title	Seq.	Description	Assessment type	Duration	<input type="checkbox"/>	CHEM0014	UG	Inorganic Chemistry	001	Unseen three-hour written examination	EC01	03:00	<input type="checkbox"/>	CHEM0015	UG	Inorganic Chemistry for Physical Science	001	Unseen two and a half hour written examination	EC01	02:30	<input type="checkbox"/>	CHEM2102		Inorganic Chemistry	001	Unseen three-hour written examination	EXAM	03:00	<input type="checkbox"/>	CHEM2103		Inorganic Chemistry for Physical Science	001	Unseen two and a half hour written examination	EXAM	02:30
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Step 6e	<p>Moving an exam out of the central exam timetable. If the module is not to be included in the central assessment timetable and to be departmentally managed, it will need to be removed from the current data set and the assessment type change from Centrally Managed Exam to Departmental Test</p> <p>SELECT the module (one at a time) and SELECT the task <i>Remove from Central Exam Timetable</i></p> <p>Please note that by selecting this and removing the exam from the timetable will require the department to manage the end to end process for the departmental test</p>																																																						
Step 6f	<p>Moving a departmental test into the exam timetable The exam that you wish to add will not be displayed on the main data display list. To add an</p>																																																						

	<p>exam that is currently managed in the department to now be included in the central examination processes.</p> <p>SELECT the task <i>Add Departmental Test to Exams</i></p> <p>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.</p> <p>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</p>
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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.

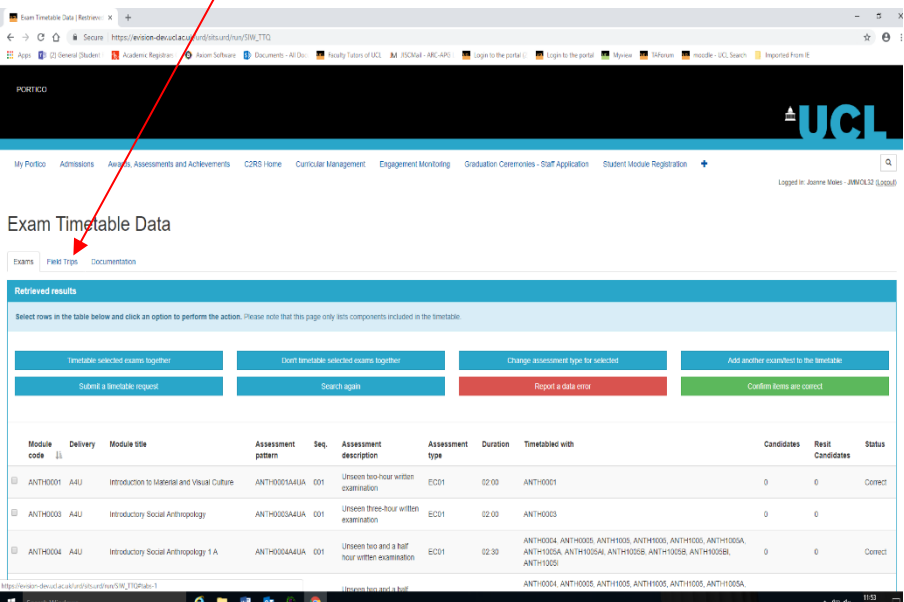
10. Field Trips

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.

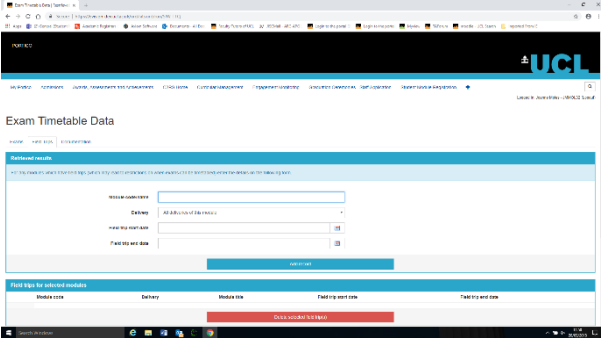
To request Field Trip timetable request

Step 1 **SELECT the Field Trip Tab**



The screenshot shows the 'Exam Timetable Data' page on the UCL system. The 'Field Trips' tab is highlighted in blue and selected. Below the navigation bar, there are several action buttons: 'Timetable selected exams together', 'Don't timetable selected exams together', 'Change assessment type for selected', 'Add another exam/test to the timetable', 'Submit a timetable request', 'Search again', 'Report a data error', and 'Confirm items are correct'. A table of exam data is displayed below, with columns for Module code, Delivery, Module title, Assessment pattern, Sec., Assessment description, Assessment type, Duration, Timetabled with, Candidates, Resit Candidates, and Status.

Module code	Delivery	Module title	Assessment pattern	Sec.	Assessment description	Assessment type	Duration	Timetabled with	Candidates	Resit Candidates	Status
ANTH0001	AJU	Introduction to Material and Visual Culture	ANTH0001AJUA	001	Unseen two-hour written examination	ECC01	02:00	ANTH0001	0	0	Correct
ANTH0003	AJU	Introductory Social Anthropology	ANTH0003AJUA	001	Unseen three-hour written examination	ECC01	02:00	ANTH0003	0	0	Correct
ANTH0004	AJU	Introductory Social Anthropology 1A	ANTH0004AJUA	001	Unseen two and a half-hour written examination	ECC01	02:30	ANTH0004, ANTH0005, ANTH1003, ANTH1005, ANTH1005A, ANTH1005B, ANTH1005C, ANTH1005D, ANTH1005E, ANTH1005F, ANTH1005G, ANTH1005H, ANTH1005I, ANTH1005J, ANTH1005K, ANTH1005L, ANTH1005M, ANTH1005N, ANTH1005O, ANTH1005P, ANTH1005Q, ANTH1005R, ANTH1005S, ANTH1005T, ANTH1005U, ANTH1005V, ANTH1005W, ANTH1005X, ANTH1005Y, ANTH1005Z	0	0	Correct

Step 2	<p>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.</p> <p>DO NOT DO THIS FOR ANY OTHER MODULE THAT IS NOT A FIELD TRIP MODULE</p> 
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.uk
Telephone: 020 3108 9744 (internal 59744)