

## Mathematics Examination Spaces

### 1. Bookable spaces to sit online examinations

We have received feedback from some students who need quiet spaces to sit their online examinations. In response to this we will make Room 5205 available. This room will be available from Monday to Friday (on specified dates) until 6pm and spaces must be booked in advance using the online booking system. **ALL BOOKINGS MUST BE SUBMITTED BY THE END OF MONDAY 7<sup>TH</sup> DECEMBER.** This will allow us to identify if we need to provide additional rooms as examination spaces, which we will then communication out to our student community.

This room should only be booked for the taking of online examinations. This does not mean that the room will be classed as an examination venue (for example with invigilators etc) but those using the room should keep any noise to a minimum and should not interact with other occupants.

### 2. How to book a room

Exam spaces must be booked in advance via <https://apps.maths.ed.ac.uk/room-bookings/index.php>.

You will be asked for your university login name and password before you can access the booking system.

On initially accessing the system the page will show the current day view for room 5310.

The screenshot shows the 'School of Mathematics Study Space Booking System' interface. At the top, there's a navigation bar with the university logo, the system name, a date selector (10/13/2020), a 'Go to' button, a search bar, and links for Help, Report, Import, Seats, and a user profile (2 cjowell, Log off). The main content area is for 'Tuesday 13 October 2020'. It includes a calendar on the left for October and November 2020, with the 13th of October selected. A 'Select Room' dropdown is set to '5310'. A red banner contains 'Important information regarding bookings' with instructions on booking study spaces based on on-campus teaching blocks. Below this is a table showing booking slots for different spaces (Space 1 to Space 6) across four time periods: 9am to 11am, 11am to 1pm, 2pm to 4pm, and 4pm to 6pm. The table shows 'Study time' for Space 1 (9am-11am), Space 2 (11am-1pm), Space 3 (2pm-4pm), Space 4 (4pm-6pm), Space 5 (9am-11am), Space 6 (11am-1pm), and Space 6 (2pm-4pm). A legend at the bottom indicates 'School Reserved' (green), 'Standard' (teal), and 'Cleaning' (yellow).

You should use the calendar on the left hand side to navigate to the correct date. You can then use the Select Room box in the middle of the page to pull through Room 5205.

It is important to note that spaces do not correspond to specific seats. You can choose any available seat for your exam space booking and when you go to the room for this booking you can choose which seat to use (though please don't change seats during that session).

To move to the booking stage you can click on a Space/slot and a new window will pop up.



## Add Entry

Created by:

Brief description:

Full description:

Start:

☒ All day

End:

Room:

Seats:

Type:

Privacy status: ☐ Public ☒ Private

Repeat type: ☒ None  
☐ Daily  
☐ Weekly  
☐ Monthly  
☐ Yearly

Repeat end date:

Skip past conflicts: ☐



**In the Brief description box please put the name of the course which is being examined.**

If you set the Privacy status of your booking request to Public then other students will be able to see the brief description that you have entered for the booking as well as your student number. If you set the Privacy status to Private this information should be hidden.

After submitting your booking entry the School Office will receive this request – they will check that the booking meets the School’s criterion for booking. You will then receive a booking confirmation email. If there are issues with your booking you will be contacted with a request to revise or, in some cases, delete the request.

### 3. Using 5205

Information about Room 5205 is attached.

We have reconfigured the room to support social distancing and room will have been cleaned at the start of each day.

The University requires that we regularly monitor our spaces throughout the day and you may be asked for your student number so that staff can check that you have pre booked. With this partly in mind please arrive and depart in accordance with your booked slot.

On arrival to the room you can chose any available seat but please do not change seats during your slot. **Chairs/furniture must not be moved.**

**Face coverings are required in this space as per Scottish Government guidelines and must be worn throughout your time in the room.**

**The maximum capacity for the room is 9 people and this must not be exceeded.**

There is hand sanitizer and sanitizing wipes in the room and **you should wipe down your desk before and after use.**

**Social distancing must be maintained.**

### 4. Further information/reporting of issues

If you are unable to access the online booking system please email [queries@maths.ed.ac.uk](mailto:queries@maths.ed.ac.uk).

If you have any issues whilst using 5205 you can visit JCMB Room 5319 to flag any issues.

If you need any further information or wish to provide comments or to report issues any questions please email [maths.health.safety@ed.ac.uk](mailto:maths.health.safety@ed.ac.uk).

Further information on using our buildings is available via:

<https://teaching.maths.ed.ac.uk/main/teaching2020/school-health-safety-and-building-guidance>

Version1: 30 November 2020

### 5205, JCMB, Teaching Room

This is the School IT Lab but will be used as aa bookable examination space during 20/21.

Chairs within the room have been moved and **the room now has a maximum capacity of 9.**



The following videos may be helpful for users of the room:

- Video 1 – [from the building entrance to the 5<sup>th</sup> floor](#)
- Video 2 – [5<sup>th</sup> floor loop](#)

Other relevant information is available from

<https://teaching.maths.ed.ac.uk/main/teaching2020/school-health-safety-and-building-guidance>

Summary location/access notes:

- The room is easily accessible from the main stairwell (Stair M) and the stairwell just after the room exit (Stair D) provides easy access to the lower floors, including the ground floor (Floor 2) for exit from the building.
- The nearest toilets using the one way system are on 53/52 corridors (en route to the room) and the 53 corridor (after leaving the room).

