Introduction

The Exam Schools is made available, free of charge, to selected departments and faculties that require teaching space for lectures or seminars due to a lack of suitable facilities within their own premises, or other appropriate locations. Bookings can be placed by authorised bookers via the Planon system using their Oxford Single Sign On (SSO).

Equitable space sharing

Most departments / faculties have long established days and times for their teaching and have been using the Exam Schools alongside one another as a teaching space for many years.

To ensure that the space can continue to be shared in an equitable manner, authorised bookers are required to ensure that:

1. They only book space if there is no suitable availability within their own department / faculty or divisional premises, or other appropriate location.
2. They only book space during the days and times that confirmed teaching has been timetabled, and only for the duration of the timetabled session. Please note, bookings can only start and end on the hour.
3. They only book the size of room required for the number of attendees who will regularly attend the session.
4. They amend and cancel bookings as necessary to ensure maximum availability of space for all users.
5. They do not book space as a contingency.

Availability of space

The following rooms are available to book between the hours of 09:00-13:00, Monday to Thursday throughout Weeks 1-8 of Michaelmas and Hilary Terms, and Weeks 1-3 of Trinity term. Bookings must start and end on the hour to enable the maximum, and most efficient use of space.

- Room 1
- Room 2
- Room 6
- Room 7

- Room 8
- Room 9
- Room 11
- North Schools
- South Schools

There may be occasions where availability is reduced due to exams. This will be reflected in Planon so bookers will only see what space is available at any given time.

If you have a teaching session timetabled for which there is no availability, in the first instance please consider alternative days, times and room capacity for the session which may open up availability. If that does not resolve the matter, please contact your divisional office for assistance. It may be possible occasionally to release additional availability at the Exam Schools however requests for this must be made at divisional level.

Room set ups and capacities

Rooms have the following capacities and layouts. Users are asked not to alter room layouts to ensure space is ready for the next user.

Room	Capacity	Layout
Room 1	62	Lecture – rows of tables & chairs
Room 2	47	Lecture – rows of tables & chairs
Room 6	100	Theatre – chairs only
Room 7	68	Lecture – rows of tables & chairs
Room 8	37	Lecture – rows of tables & chairs
Room 9	67	Lecture – rows of tables & chairs
Room 11	60	Lecture – rows of tables & chairs
North School	330	Lecture – rows of tables & chairs
South School	440	Theatre – chairs only

IT equipment and support

Each room is equipped with:

- Plasma screen
- Laptop with webcam- *you can bring your own device if preferred*
- Lectern
- Speakers
- Slide advancer

- Panopto (lecture capture)- *must be booked with IT Services by emailing AV-support@it.ox.ac.uk*

In addition, the South and North Schools have microphones and PA System, inclusive of a lectern microphone, tie/lapel microphone and handheld microphone.

IT Services provide an on-site AV Technician. If you require their assistance please ask at the Reception desk, or use the bell in the room to attract attention.

Building facilities and accessibility

There are male, female and gender-neutral toilets located throughout the building.

There are water coolers located throughout the building from which water bottles can be refilled.

Room 10 is available as a Rest Room for students.

The building is accessed by the High Street entrance. To the left of the entrance is step free access which requires users to ring a buzzer to gain entry. Doors open at 08:30 daily. Users are asked to please arrive and depart promptly to minimise crowds and ensure availability of space can be maximised.

Once inside the building, there is step free access from the Great Hall to the ground floor teaching spaces, and lift access to the first floor teaching spaces.

A list of bookings is provided on the screens in the Great Hall to direct users to the room in which their session is taking place.

The venue has four portable hearing loops available. Should you require the use of one, please add the details to your booking in Planon (refer to page 6 below for further details). Hearing loops will be allocated on a first come first served basis by the on-site Facilities Management team.

Emergency evacuations

Should the alarm sound, please quickly and calmly vacate the building by the nearest exit leaving all personal belongings behind. Fire Marshals will be on hand to guide users. The assembly point is in the Quad on the ground floor.

It is the responsibility of the booking department / faculty to have suitable personalised emergency evacuation plans in place to ensure teaching staff and students with accessibility requirements have appropriate emergency evacuation plans in place. The landing between North and South Schools is the designated muster point for those who require the use of the Evac Chair. A trained member of the on-site Facilities Management team will assist in its use. If the Evac Chair would be required for an attendee at the teaching session, please add the details to your booking in Planon (refer to page 6 below for further details).

How to seek help on site

If users require support on site with AV, or a health and safety matter please ring the bell located in the room, or visit Reception. There are always first aiders based on site.

Additional information

All teaching and support staff and students, should adhere to the University's standard health and safety policy and roles and responsibilities for health and safety management whilst using University space.

Users are asked to remember that the Exam Schools is a busy working building containing staff offices, hosting exams, and operating as an event venue. All users should behave considerately of one another and treat the space respectfully.

As a free of charge, self-service arrangement, there is limited additional support available to bookers and users however teachingspace@admin.ox.ac.uk can be contacted with urgent and important enquiries for which bookers have no other means of resolving. This email address is monitored throughout the week, but not on a daily basis.

How to book space

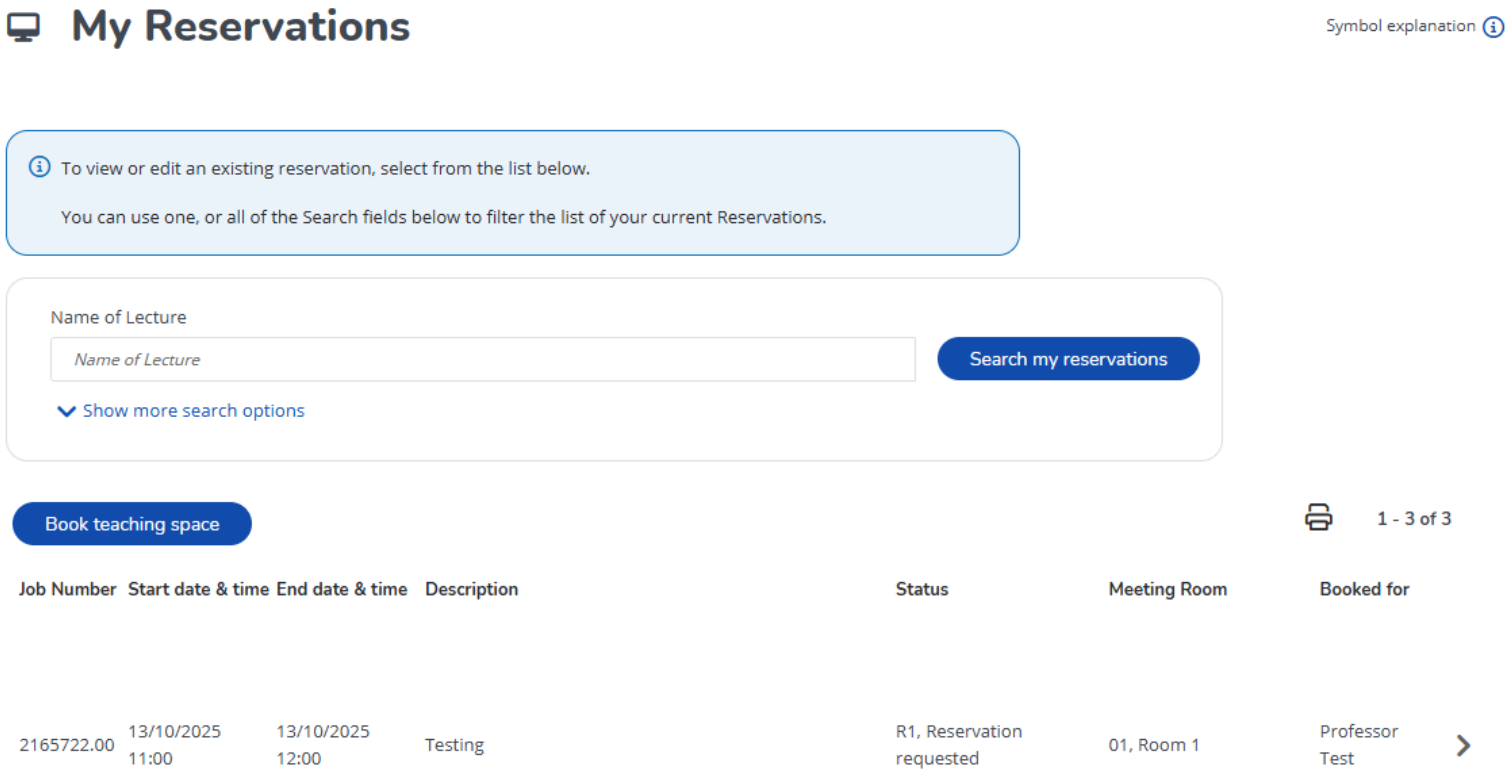
Space can be booked for the full academic year ahead of Michaelmas term. Access to place bookings will be from 1st August annually (for MT25 this is 29th August due to the time required to set up the new self-service system).

Please see the following pages for step by step instructions with screen shots.

Step 1

Log into Planon using your Oxford Single Sign On (SSO) here: https://universityofoxford-prod.planoncloud.com/case/FM/FM_RL_07

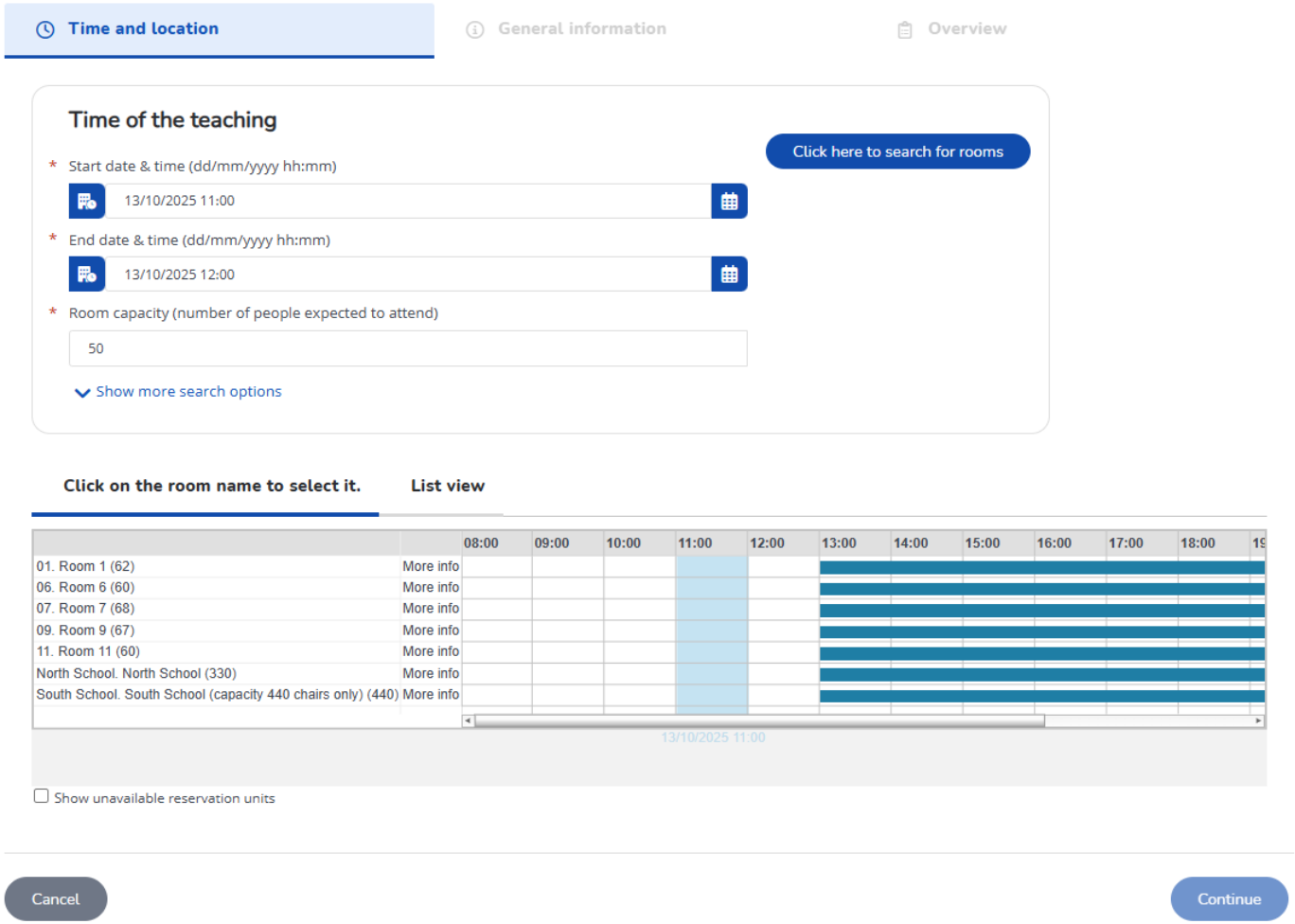
You will be greeted by the screen below. Click the blue button 'Book teaching space' to make your booking. Once you have bookings in place you will see them on this screen where you can also search, amend or cancel existing bookings.



Teachingspace@admin.ox.ac.uk

Step 2

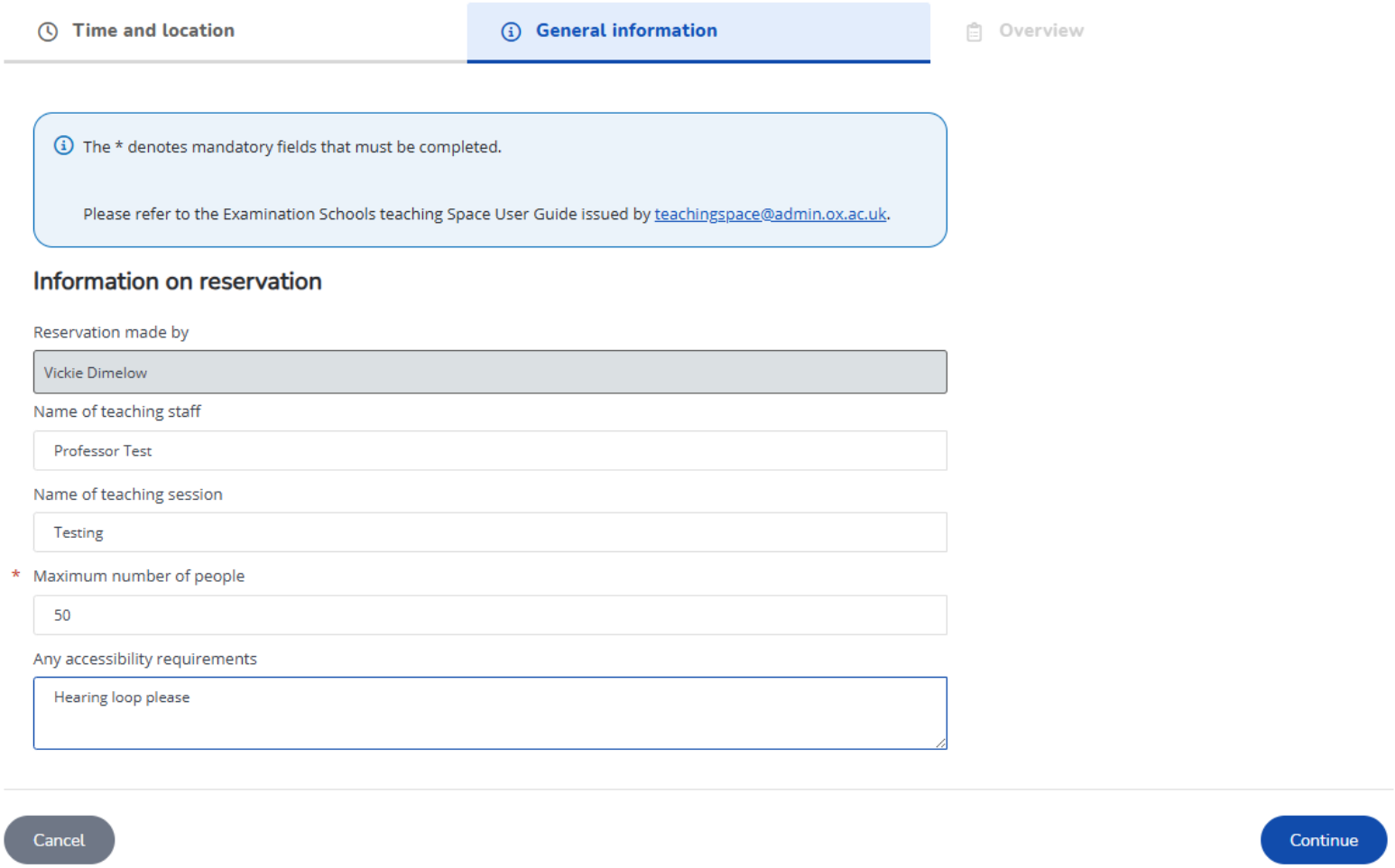
In the *'Time and location'* tab, using the calendar buttons, enter the start date and time and end date and time for the teaching session (reminder: this must be on the hour), along with adding the number of people expected to attend in the free text box. Click the blue button 'Click here to search for rooms'. Click the most suitable room for the session. Click the blue button 'continue'.



Teachingspace@admin.ox.ac.uk

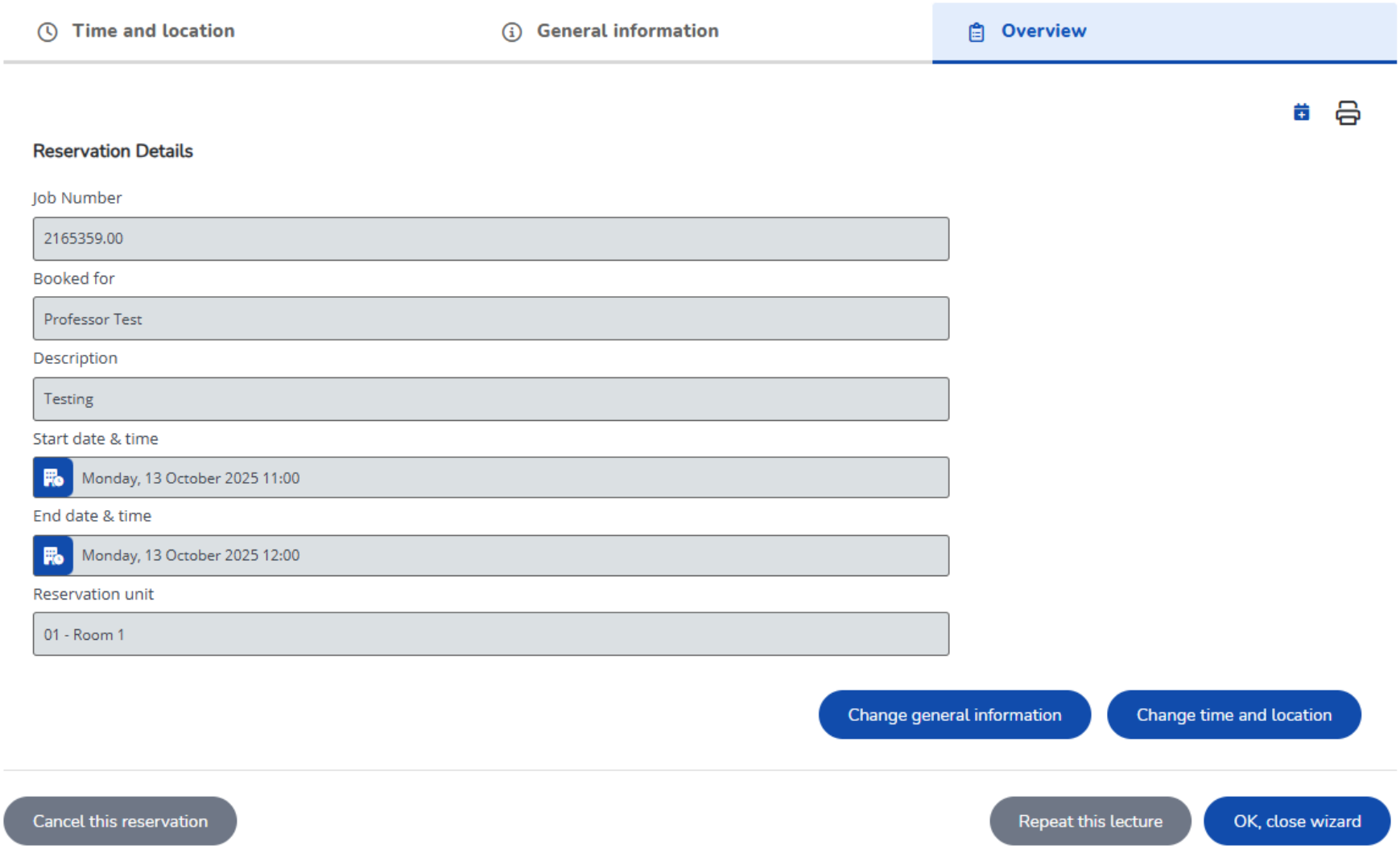
Step 3

In the *'General information'* tab enter the name of the teaching staff and name of the teaching session. This is the information that will be displayed on the screens in the Great Hall at the Exam Schools. Also enter the maximum number of people expected to attend and the details of any accessibility requirements in the free text boxes. The on-site Facilities Management team will use the information from the accessibility requirements box to provide any support required. Click the blue button 'Continue'.



Step 4

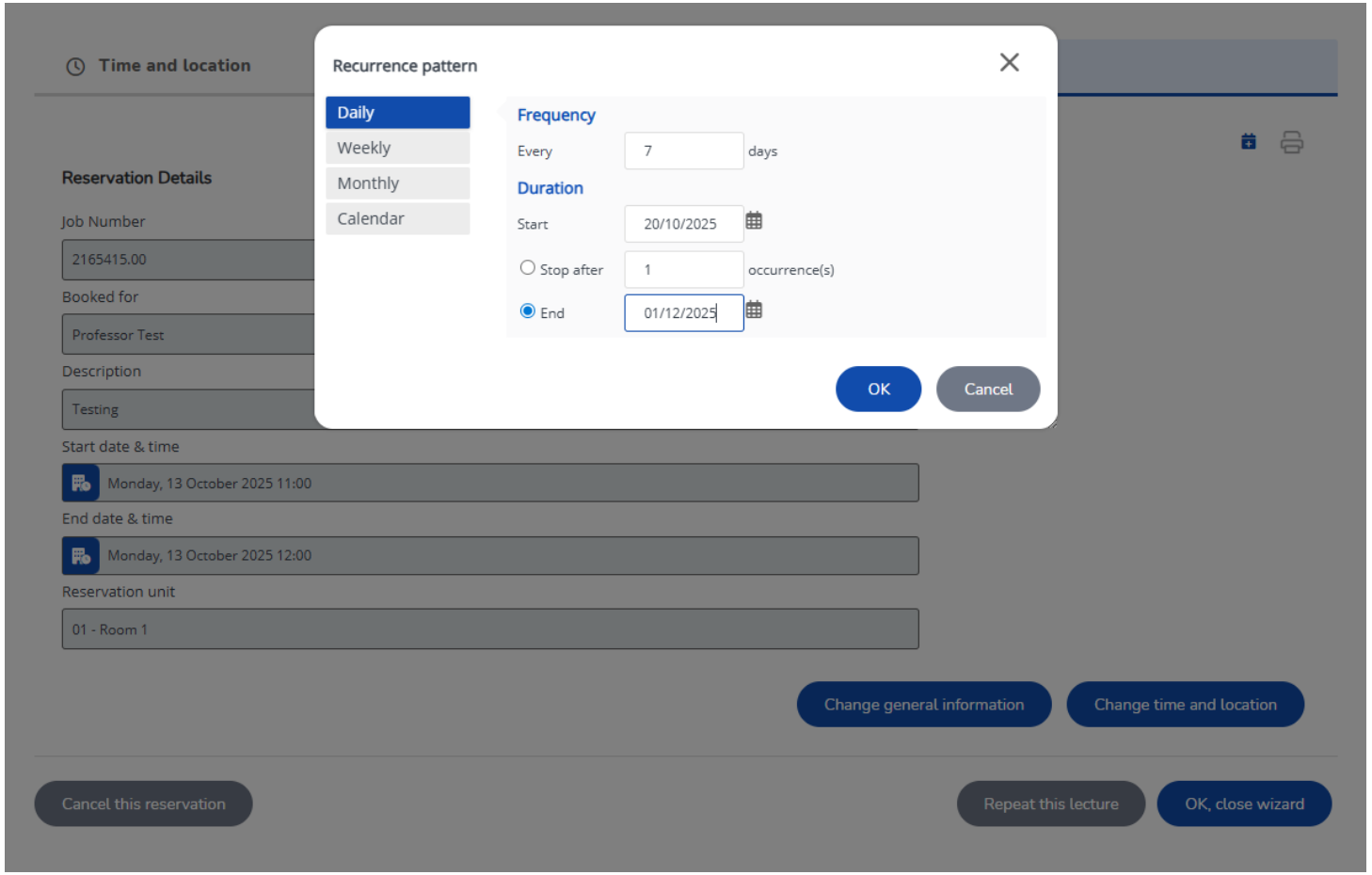
In the *'Overview' tab*, double check that all the information you have entered is correct. You have the option to go back to the previous tabs using the blue buttons 'Change general information' or 'Change time and location' if you need to make amendments. There is also the option here to add the booking to your calendar, or print (either to pdf or physical copy if absolutely necessary) using the icons at the top right.



Teachingspace@admin.ox.ac.uk

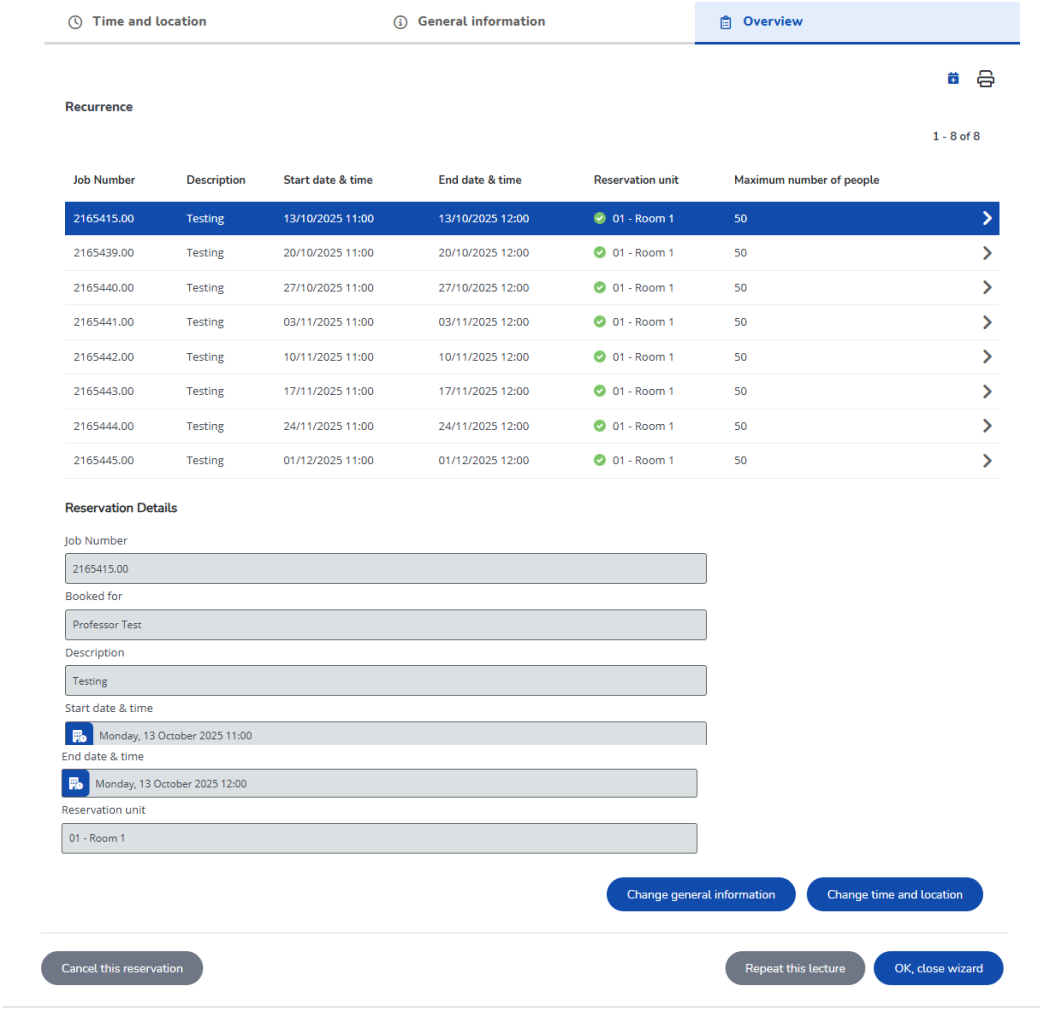
Step 5

If you wish to make a repeat booking, for example for each week of term, click the grey button 'Repeat this lecture'. Select the frequency and duration of the recurrence. Ensure the start date is date on which the first recurrence of the session will be. For example, for a booking placed on 13th October, that you wish to repeat weekly, the start of the recurrence pattern will be 20th October. For accuracy, please use the end date function to select the end of the recurrence pattern as shown below. Click the blue button 'OK'.



Teachingspace@admin.ox.ac.uk

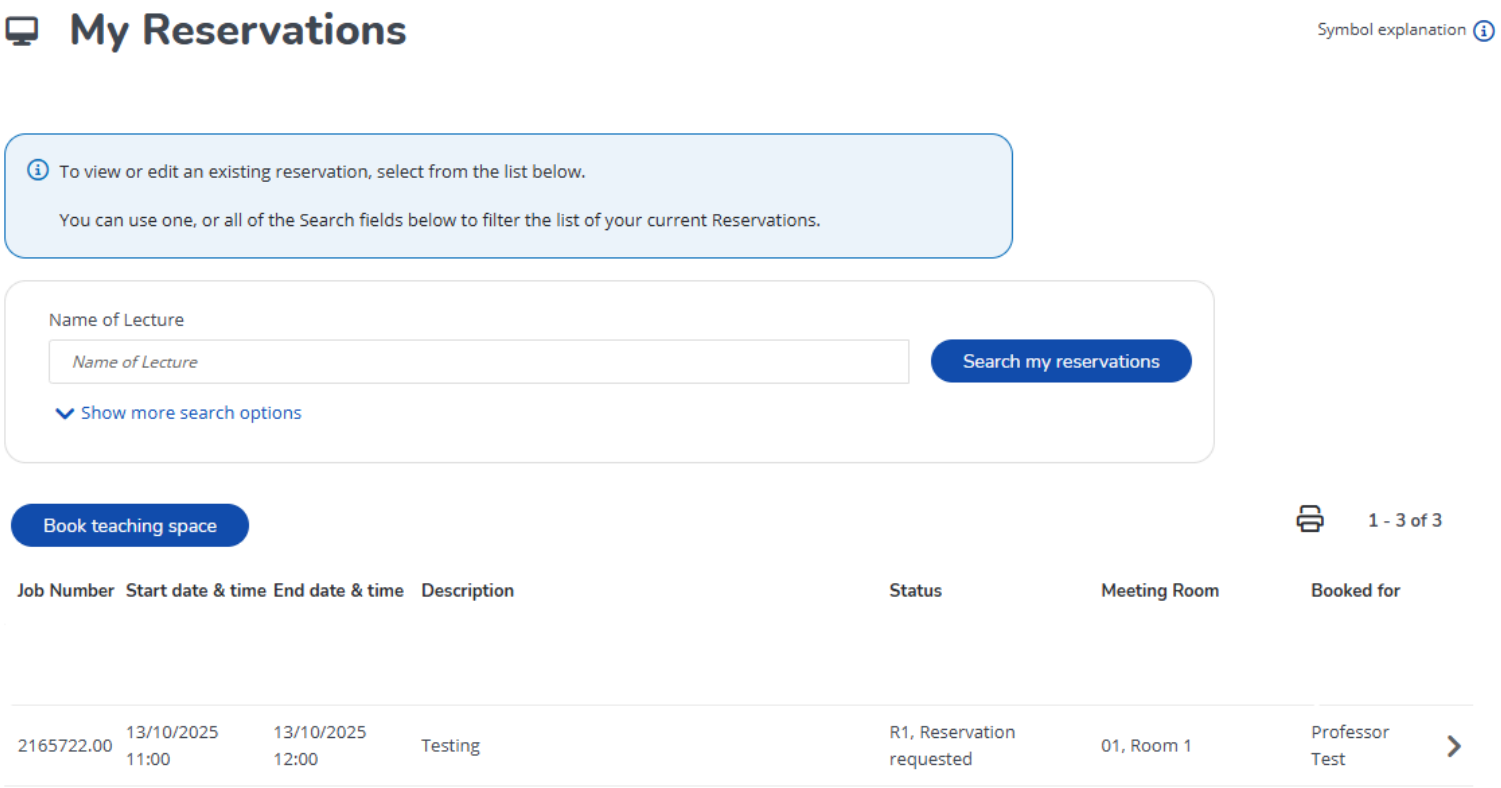
You will be redirected to a screen which shows the details of the recurrence pattern. Once again, at this stage you have the option to change general information, time and location, repeat this lecture, for example for the following term, or to cancel either a single teaching session, or the entire recurrence pattern. Click the relevant blue or grey buttons for whichever action you require next.



Teachingspace@admin.ox.ac.uk

Step 6

Following step 4 or 5, once you are content with the details and wish to complete the booking, click the blue button 'Ok, close wizard'. The page below will be shown which will list all your active reservations.



Step 7

Space is in high demand so any time you are aware that a teaching session is not processing as planned, even if this is on the day, please ensure you log in and cancel the bookings no longer required to ensure space is available for others who may need it. Similarly, if you need to make any amendments,

please ensure these are actioned in a timely manner. A particular example is if the number of attendees has significantly dropped and the session could relocate to a smaller room.

Thank you for your cooperation.