

## Process Guidance Sheet - Assessment Changes Process Semester 1, 2020

### Background:

The purpose of this document is to outline how to complete a **course assessment modifications that is relevant to Semester 1 assessment where it does not align with existing** Course Outlines.

This process was previously documented via a word document. It has now been incorporated into online FDL fields to automate this process, streamline the approval process and facilitate ease of reporting.

This document describes the electronic process for instigating an assessment change that is beyond the current Course Outline. For any additional questions, please contact your Associate Dean (Teaching Quality) (ADTQ)

**Step 1:** Review the current assessment tasks for your course to determine if any changes are needed e.g. field-trip / lab activity will not run, no invigilated exam possible.

- No, changes needed = message students to indicate that there are no amendments to the Course Description and all assessment tasks will remain the same.

Send an email to your Program Coordinator, Deputy Dean and ADTQ

- Yes, changes are needed – move to Step 2.

**Step 2:** Once you know which assessment tasks will need to be changed, check the learning outcomes to see which ones need to be assessed.

**Step 3:** Meet with your teaching team to discuss how options for revising/replacing the assessment task.

- You might also like to discuss your options with the learning designer, Program Coordinator, Discipline Leader, ADTQ.

**Step 4:** Where assessment can't align with that described in the Course Description, assessment can be amended where possible to within the current Course Outline boundaries

- a) Course Coordinator - change Course Description status to 'Draft mode'
- b) Course Coordinator - updates Course Description assessment in line with current Course Outline and sets to 'Ready for Approval'
- c) Program Coordinator (or equivalent) - checks Course Description sets the Course Description to 'Approved'
- d) Program Officer - 'Copy' the newly approved course description across to **ALL locations / terms** that the course is being offered (including partners)
- e) Course Coordinators / Partner Course Coordinators – generate a pdf and upload into Moodle
- f) Course Coordinators / Partner Course Coordinators – notify students of the change to the Course Description as per normal process (Moodle, email, etc.)

### Step 5:

- Where assessment can't align with that described in the Course Outline, normally, we could expect a Course Outline change through School Board and HECC. Given the time frames and that we are in week 5 of Semester 1, this form has been designed to ensure that staff who need to change their assessment, do not have to go through the normal 2 committee process.
  - a. NO changes to current Course Outline within fdlGrades are to be made

- b. Course Coordinator - complete the new form on fdIGrades – this is to record why the updated Course Description will not align with the current Course Outline. The Course Assessment Modification form is under **Courses** and will appear once you have opened a course in the main screen.
  - i. Please describe why the original task is unable to be completed and why this change is necessary
  - ii. Please describe how deliberations have considered program and course learning outcomes, volume of learning, student experience, mapping to program learning outcomes, graduate attributes, articulation and accreditation requirements etc
  - iii. Please explain how equivalency will be maintained with the amended assessment task
- c. Course Coordinator - to email Coordinator, Programs of the school to advise the form has been completed.
- d. Coordinator, Programs (in ASSD) – to facilitate the school approvals with school leadership and HECC
- e. Once form is approved:
  - i. Coordinator, Programs - change Course Description of **one location / term** that it is currently being offered back to 'Draft' mode
  - ii. Course Coordinator - update Course Description in line with changes outlined on the form and sets to 'Ready for Approval'
  - iii. Program Coordinator or equivalent - checks Course Description sets the Course Description to 'Approved'
  - iv. Course Coordinator (or Program Officer) to 'copy' the newly approved course description across to **ALL locations / terms** that the course is being offered. (Coordinator, Programs team can do this step if required)
  - v. Course Coordinators / Partner Course Coordinators – generate a pdf and upload into Moodle
  - vi. Course Coordinator to Record Communication to stakeholders in the form

#### **Step 6:** Notify students about the approved changes

Message to students to be posted:

- As an 'announcement' via the forum
- Under the 'Course Information' tab under the course description
- Under the 'Assessment' tab

#### **Step 7:** Collation of the Course Assessment Modification Form

- Coordinator, Programs to generate Course Assessment Report to collate all of the completed forms for noting at School Board and HECC

End of document