Course Assessment Modifications (2020)

The purpose of this form is to document any **course assessment modifications** to Course Outlines that are required in exceptional circumstances and that cannot meet university approval timelines. Approval for any such changes must be given by at least two school senior staff and a HECC nominee prior to implementation (as outlined in Table 5). **This document becomes an addendum to the existing Course Description document** that was provided to students at the beginning of the semester. The timeframe for the amended assessment tasks must also be specified on this form. **This option is only available for Semester 1 (2020).**

|  |  |
| --- | --- |
| Table 1: Course Details |  |
| Course Code | Type here |
| Course Name | Type here |
| Course Coordinator | Type here |
| Semester offered | Type here |
| Location | Type here |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Table 2: Please list all course assessment tasks | | | |  |
| No. of assessment  (for ex. 1, 2, 3 etc) | **Due Date** | **Task Weighting (%)** | **Assessment type** | **Learning task** |
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| Table 3: Additional consideration factors | |
|  | Indicate ‘Yes’ or ‘No’ |
| The current Course Outline is attached |  |
| Is this assessment task aligned to accreditation requirements? |  |
| Is this assessment task aligned to any articulation agreement? |  |

**Please indicate any assessment task that requires amendment. Fill out a Table 4 for each assessment task that is to be amended.**

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| --- | --- | --- | --- | --- | --- |
| Table 4: Assessment change details | | | | | |
| Current assessment details | | | **Proposed assessment details** | | |
| Learning Task | Assessment Type | Weighting | Learning Task | Assessment Type | Weighting |
| Reasons for change:   * Please describe why the original task is unable to be completed and why this change is necessary * 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 * Please explain how equivalency will be maintained with the amended assessment task * Note 1 - No change to the assessment weighting can be implemented | | | | | |
| Course Coordinator to type here | | | | | |

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| --- | --- | --- | --- |
| Table 5: Approval for assessment modifications from at least two school senior staff and Chair, Higher Education Curriculum Committee (or nominee) | | | |
| Role | **Date** | **Name** | **Signatures** |
| Associate Dean (Teaching Quality), Dean, or Deputy Dean |  |  |  |
| Program Coordinator |  |  |  |
| Discipline Lead |  |  |  |
| Chair, HECC or nominee |  |  | |

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| --- | --- | --- |
| Table 6: Communication to key stakeholders: | | |
| Key stakeholder | Responsibility by | Completion Date |
| Teaching Team | Course Coordinator via electronic communication such as email and/or/TEAMS |  |
| Program Coordinator | Course Coordinator via electronic communication such as email and/or/TEAMS |  |
| Students | Course Coordinator via moodle forum and highlighting addendum to current Course Description (highlighting key changes) |  |
| Academic Services regarding storage of document | Course Coordinator to send completed form to member of the Academic Services in FDL |  |
| School Board | Course Coordinator to send completed form to the next School Board for inclusion on the agenda |  |
| Indicate when this addendum is being noted at HECC (Meeting 3 or Meeting 4) (2020) | Executive Officer of School Board to send item to HECC for agenda for meeting 3 or 4 (2020) |  |

* Note 1: The Course Coordinator is responsible for gathering approval
* Note 2: Approvals must be returned to the Course Coordinator within 48 hours (where practical)
* Note 3: Once school senior staff have signed off the document, it needs to be submitted to Academic Secretariat Mailbox [academic.secretariat@federation.edu.au](mailto:academic.secretariat@federation.edu.au) for further follow-up
* Note 4: Once the Chair, HECC or nominee signs the document, it needs to be returned to the Course Coordinator for communication (See Table 6).

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