

Trimester 1, 2 and 3, 2020 Urgent Unit Amendments

In making preparations to respond appropriately to the emerging COVID-19 situation many staff are considering changes to assessments and to mandatory face-to-face activities such as Intensive Schools, Practicals and Tutorials. Our first priority is the health and wellbeing of staff and students, so to support staff with changes to units and to ensure these amendments are recorded for compliance requirements (e.g., Learning Outcomes are met with a change of delivery mode) we have designed this simplified pro-forma for staff to complete to highlight the proposed amendments. Please direct enquiries to School Academic Managers in the first instance to help prepare these forms.

Item	Unit Information
Faculty	
School	
Discipline	
Unit Code	
Combined Units	
Identify any Cross School consultation required	

Current Information	Required Amendment
Location(s), Mode(s) and Teaching Period(s) for each offering (include partnerships)	
Armidale:	Armidale:
Armidale:	

Current Information	Required Amendment
Mandatory Intensive School	
Days:	
Dates:	
Notes:	

Current Information	Required Amendment
Learning outcomes	
A change to Unit Learning Outcomes is only available for T2 and T3 2020 units where current LOs cannot be met through amended teaching activities and/or assessments. Amending teaching activities and assessments is a priority over changing Unit LOs. Please discuss any proposed amendments with the relevant Course Coordinator, School Academic Manager and Learning Designers prior to submitting this form.	
Upon completion of this unit, students will be able to:	Upon completion of this unit, students will be able to:
1.	1.
2.	2.
3.	3.
4.	4.
5.	5.

ASSESSMENT

Current Information					
Assessments					
Task	Must Complete	Assessment Type	Learning Outcomes	Weighting %	Word Count
1					
2					
3					
4					
5					

Required Amendment					
Assessments					
Task	Must Complete	Assessment Type	Learning Outcomes	Weighting %	Word Count
1					
2					
3					
4					
5					

If this amendment includes a request to change from a face-to-face teaching activity (tutorial, Practical class, Intensive School) to online, please provide a brief rationale for how Learning Outcomes will be met with the amended teaching activity
Please identify any additional resources required to transfer to online delivery (e.g., Learning Design, Moodle support, equipment to record practicals etc.

Does this unit currently have an Online Supervised Exam (OLX)

Do you require an Online Supervised Exam (OLX) to be created for Trimester 1 2020

APPROVALS

Unit Coordinator:
Date:
<input type="checkbox"/> Endorsed by Education Committee (EC) meeting dd/mm/yy: OR <input type="checkbox"/> Endorsed by EC Convenor as urgent business, to be noted at EC dd/mm/yy: OR <input type="checkbox"/> Approved by the Head of School's nominee, XXXXX, as urgent business, to be noted at the Education Committee meeting on XXXXX
Approved by Faculty Dean or Delegate (per Courses and Units Review and Approval of Changes Guidelines)
Name and Position:
Date: