**Assessment Amendment Approval form**

**Completed form to be returned to the Dean of Programs and Academic Services Team**

Please rename file to include your course code in place of *ABCD1234*

**Process for Major Change - Expedited Support and Process for changes in assessment related to COVID response**

This expedited approval process has been temporarily put in place in response to the COVID-19 pandemic.

The Assessment Amendment Approval form is for changes to assessment that require an update to PCMS. These changes will be approved outside the normal University timelines and processes. Such changes may include

* Change of exam duration, e.g. from 3 hours to 2 hours
* Change in assessment type, e.g. *Exam* to *Essay*
* Change in assessment weighting
* Change in number of assessments (refer to APPM Section 1.2.5)
* Change in Learning Objectives (LOs) assessed

All changes must be made be made prior to Census Date (refer to [2020 Academic Calendar](https://www.unisa.edu.au/Student-Life/Support-services/Student-administration/Academic-calendars/Academic-calendar-2020/))

If such a change in assessment is required:

1. Discuss all assessment changes with your Program Director (PD).
	* If the assessment required a change in type, review the online options and consider an appropriate mode to suit the proposed assessment type. Review the [table](https://i.unisa.edu.au/staff/teaching-innovation-unit/TIU/divisional-support/covid-19-teaching-support/assessment/matrix-of-online-tools/) on the TIU website which lists traditional face-to-face assessment and alternate options for delivery in the online environment.
	* If the assessment requires a change in duration, weighting, LOs assessed, or a change in assessment number, consult your PD and Dean of Programs.
2. The educational rationale for the change in assessment must be discussed with your Dean of Programs, and if required an Academic Developer in the TIU (booking can be made via the [online booking system](https://lo.unisa.edu.au/course/view.php?id=20251)).
3. Student consultation must take place; this may be via an email notice to all students in the course (APPM Section 2.1.3).
4. Amendments to assessment must be approved by the Dean of Programs on behalf of the Provost and Chief Academic Officer.
5. Amendments in assessment must be published in PCMS. Out of timeline amendments in PCMS will be co-ordinated by the local [PCMS Administrators](https://mymailunisaedu.sharepoint.com/teams/SAS/pat/programs/_layouts/15/Doc.aspx?sourcedoc=%7B02BF94DB-D420-4316-A14E-194ED9334C9C%7D&file=PCMS%20Administrator%20staff%20list%20and%20process.docx&action=default&mobileredirect=true&cid=41edc86b-ff4f-4719-98cf-5ebb1f3905ba) and SAS.
6. Course Coordinators must [re-publish the Course Outline](https://lo.unisa.edu.au/mod/page/view.php?id=1697286?id=1697286?id=1697286\?id=1697286) with the updated assessment information (APPM Section 2.1.3).
7. Assessment information (instructions) must be clearly summarised in the learn**online** course site.
8. A copy of this approval form must be filed for future reference

**Assessment Amendment Approval Form**

**MAJOR CHANGES – EXPEDITED SUPPORT AND PROCESS**

**Course Details (copy/paste/attach details from PCMS)**

|  |  |
| --- | --- |
| Course Name  |  |
| Course Code  |  |
| Course Coordinator name |  |
| Timetabled study period |  |
| Program name |  |
| Program Director name  |  |
| Unit Value  |  |

|  |  |
| --- | --- |
| Course Pre-requisites | Co-requisites |
|  |  |
|  |  |

|  |  |
| --- | --- |
| Course aim |  |

|  |  |
| --- | --- |
| Course Objectives  |  |
|  |  |
|  |  |
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|  |  |

**Current Assessment Details**

*Course Assessment Description (copy/paste from PCMS)*

|  |  |
| --- | --- |
| Assessment type being changed |  |
| Length and/or duration (i.e. 2,000 words / 3h duration) |  |
| Percentage weighting |  |
| Objectives assessed |  |

**Completed the following sections through consultation with an:**

[ ]  Dean of Programs

[ ]  [Academic Developer](https://lo.unisa.edu.au/course/view.php?id=20251) from the TIU

[ ]  Program Director

|  |
| --- |
| Description of **existing assessment** requiring change and why an online equivalent (change in mode) will not work |
|  |

|  |
| --- |
| **Proposed online equivalent**: Include description of new assessment *type* and how assessment learning objectives will be met.*Note: It may be that during your consultation with the Academic Developer a suitable change in mode is identified. If so, please use the “Change in mode’ process document and the Program Director to approve.*  |
|  |

**Are the proposed changes for 2020 only?**

[ ]  No

[ ]  Yes. Please ensure the changes are reversed prior to the next delivery.

Program Director Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_/\_\_\_\_/\_\_\_\_

**How will you consult with students to inform them of the change?** (You may use a combination of email, text instructions, video instructions, Zoom call). Please provide details of when, how and what you will do.

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**Approval process**

|  |  |  |
| --- | --- | --- |
| **Approval**  | **Signature**  | **Comments**  |
| **Consulting Academic Developer** |  |  |
| **Dean of Program** |  |  |