**Minor Changes in Assessment Type for approval by Program Director**

**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*

**Purpose**

This document is to support Program Directors in their decision to evaluate a change in assessment mode required as a consequence of moving teaching online in response to COVID-19.

|  |  |
| --- | --- |
| **Course name and code:** |  |
| **Original assessment:** |  |
| **Proposed modified assessment:**  |  |

Program Directors may approve a minor changes to assessment *mode* only. For example, the assessment type “Presentation” could be an online presentation, video, voice over PowerPoint etc.

**Approval Process**

In many cases it is expected that a change in assessment mode will be sufficient to meet the needs of online submission. Please 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 TIUs website which lists traditional face-to-face assessment and alternate options for delivery in the online environment.

**Before approval please confirm that:**

|  |  |  |
| --- | --- | --- |
| Key questions | Yes | Comments |
| 1. The proposed change is a change in mode only
 | □ |  |
| 1. The change will have no adverse effect on the integrity of the assessment
 | □ |  |
| 1. Any flow on effects to other courses in your program have been addressed.
 | □ |  |
| 1. The relevant Program Directors have been notified if other programs are affected.
 | □ |  |
| 1. The Course Coordinator has consulted the students (this may be via an email notice to all students in the course)
 | □ |  |

If the answers to all the questions above are “yes” then you can approve the change.

**Course assessment change approved**

|  |  |
| --- | --- |
| Program Director name | Sign and date |
|  |  |

If approved, please ensure that the Course Coordinator:

* re-publishes the course outline
* Presents clearly summarised assessment information in learn**online**