FIELD LABEL	Field formatting	Mandatory	Function/Explanation	What to put here - convener	Things to check for in CAT
COURSE INFORMATION					
Course Convener					
Photo	File upload	No	Will display in P&C in course contact details tab	Staff can upload a photo if they desire. It will be published on Programs and Courses website on the class summary page. The photo field supports: jpeg or png format up to 5Mbs in size minimum dimensions of 155 x 200px	Check photo is relevant to convener if there has been a convener change. # Photo does not always publish to P&C - double-check after publication.
UID	Strict formatting	Yes	Will display in P&C course overview information.	This field uses the UID to search for known user details: UID. The 'U' must be included when entering the UID, then select the search symbol. Name. Unable to be edited. Email address. Can be edited e.g. to a functional account if desired Phone number. Preferred contact number Note: The UID can be found using Microsoft Outlook, right click on the name (from an email), open outlook properties and the UID for the user can be selected, and then pasted into this form.	Check that the UID and the name match. If they do not match, check the "pin" button. This field is prone to errors upon publication, especially if staff use this field to change their title. This fields pulls information from the Central HR System, changes to title must be done through the Human Resources/People and Culture Division. Make sure there are no blank spaces before or after the number as this will cause a publish fail.
Name	Autopopulated, unless pinned	Yes	Will display in contact details tab	It pre-populates when the UID is entered and searched. If edited usually displays with HTLM tag in published Class summary, under the ontact details tab.	Check if the name has been pinned. If it has, then UID will not autopopulate correct details. Conveners like to add their title in this field.
Email	Autopopulated, unless pinned	No	Will display in contact details tab	This field will autopopulate with ANU ID email address **but we advise this is changes to name.surname@anu.edu.au or to a functional account** for the course if more appropriate (and in existance). Note, you can pin this field to keep functional email address unaffected by UID change.	Make sure email address is an alias (name.surname) or a functional email account if relevant, not the UID@anu.edu.au
Phone	Free text	No	Will display in contact details tab	Best contact number e.g. (6125 XXXX)	If a mobile number is added, confirm this is a deliberate choice by the convener as it will be visible to the general public
Student consultation Days and Hours		Yes	Please list the days and hours for student consultation in the table provided: Although the form states this table is not mandatory and can be left blank, leaving them blank can cause a publish fail.	Add a data row per day or state "By Appointment". At least one data row must be filled.	Check for valid formatting or the information will not publish to P&C. This section is prone to errors upon publication, and might default to Sunday if "by Appointment" has not been entered at least once.
Days	Strict formatting	Yes	Days: Monday, Tuesday, Wednesday, Thursday, Friday	Days of availability or "By Appointment"	Check for valid formatting or the information will not publish to P&C.
Hours (from)	Strict formatting	No	Hours (From) and Hours (To) are 24 hour clock in the format hh or hh:mm e.g. 15:00 or 09 "By Appointment" can be used as an entry in either the days or hours (from) fields	Time or “By Appointment”	When “Copy Class Summary” is used to create a class summary, the existing time format is updated to include seconds i.e. HH:MM:SS which will prevent class summary from being published. The time format must be updated to HH:MM.
Hours (to)	Strict formatting	If "By Appointment" has been entered in Hours (from) field, this field is not mandatory	Hours (From) and Hours (To) are 24-hour clock in the format HH or HH:MM e.g. 15:00 or 09	Time or leave blank if "By Appointment" was entered in previous box	When “Copy Class Summary” is used to create a class summary, the existing time format is updated to include seconds i.e. HH:MM:SS which will prevent class summary from being published. The time format must be updated to HH:MM.
Course convener - Research Interests	Free text	No	Provide details on areas of interest. This is a free text field and will be published to programs and courses website.	Can be taken from "Researchers" page or other similar profile page	Check info has been updated or removed if there has been a change to convener.
Administrative contact					
UID	University number	No	The 'U' must be included when entering the UID, then select the search symbol. Once the details are displayed the email address can be changed e.g. to a functional account if desired and the appropriate phone number can be added.	Curriculum architecture administrator. A UID must be provided or the form will not progress.	To change or edit the administrative contact, first delete the existing details, then enter the new admin details.
Name	Autopopulated, unless pinned	Yes	Will display in contact details tab	It pre-populates when the UID is entered and searched.	Check if the name has been pinned. If yes, then UID will not autopopulate correct details.
Email	Autopopulated, unless pinned	No	Will display in contact details tab	This field will autopopulate with ANU ID email address but should be changed to name.surname@anu.edu.au or to a functional account for the course if more appropriate (and in existance). Note, you can pin this field to keep functional email address unaffected by UID change.	If school administrator details have been added, make sure functional email address is provided unless there is a preference for a specific person.
Phone	Free text	No	Will display in contact details tab	Best contact number (6125 XXXX)	
Add Lecturers, Tutors or demonstrators below		Yes	At least one entry should be included in this table. Multiple course conveners can be recorded in addition to the primary course convener above. The same staff member cannot be listed in the form more than once with the same role. Please list any staff involved in delivering the class in the table provided.	At least one data row must be completed. If only the course convener is known then add course convener details (again).	Check for valid formatting or the information will not publish to P&C. If changes are made, check the name matches the staff ID. If this is not checked, there is risk of the incorrect name publishing to P&C as it will pull from the staff ID, not the free text field in the staff name. If no staff ID is provided search for the staff ID using Outlook contacts. If in doubt, return to the convener and ask them to provide.

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Role	Strict formatting	Yes	Lecturer, Demonstrator, Tutor, Course Convener/Convenor	Use correct formatting. Use of abbreviations e.g. CC, is not supported and will cause publish fail.	Refer to the "i" icon for the list of roles available and more information. This field is prone to causing publication errors and should be checked upon final publication to ensure details are correct.
UID	University number	Yes	University ID of the staff member	The 'U' must be included when entering the UID.	This is free text, but if it is entered incorrectly, will cause the form to error. If UID is not entered, the form may error upon change of state or publication.
Name	Free text	Yes	Name of the staff member	Title can be added here, but does not impact the way it displays to P&C	Check that the UID matches the staff member's name and email address
Phone	Free text	Yes	Preferred contact number	Best contact number (6125 XXXX)	If a mobile number is added, confirm this is a deliberate choice by the convener as it will be visible to the general public
Email	Free text	Yes	ANU email address. Can be edited e.g. to a functional email address.	Not autopopulated. If there is a staff member change, make sure the UID is also updated accordingly.	Make sure email address is an alias (name.surname) or a functional email account if relevant. Only use the UID@anu.edu.au if no other email address is available.
Student Consultation Day	Days only or "By Appointment"	No	Monday, Tuesday, Wednesday, Thursday, Friday, or "By Appointment"	If this field is left blank the system will default to Consultation day "Sunday"	Please note that the student system only allows for one entry per day. If you make more than one entry on any day, only the last one will appear on P&C. Other text is not allowed and will result in an error message on publishing. Note: if this field is left blank it will default to Consultation day "Sunday" and display on P&C
Student Consultation From	Number only or blank	No	24-hour clock HH:MM e.g. 15:00 or “By Appointment”	Time or leave blank if "By Appointment" was entered in Consultation Day box	Check for valid formatting or the information will not publish to P&C.When “Copy Class Summary” is used to create a class summary, the existing time format is updated to include seconds i.e. HH:MM:SS which will prevent class summary from being published. The time format must be updated to HH:MM.
Student Consultation To	Number only or blank	No	24-hour clock HH:MM e.g. 16:00	Time or leave blank if "By Appointment" was entered in Consultation Day box	Check for valid formatting or the information will not publish to P&C.When “Copy Class Summary” is used to create a class summary, the existing time format is updated to include seconds i.e. HH:MM:SS which will prevent class summary from being published. The time format must be updated to HH:MM.
Tutorial Registration	Prepopulated text. Check against the "default statement" table for most recent version	No	Default text: ANU utilises MyTimetable to enable students to view the timetable for their enrolled courses, browse, then self-allocate to small teaching activities / tutorials so they can better plan their time. Find out more on the Timetable webpage.	Information relevant to tutorial, workshop, prac, lab sign ups . For example: "Tutorials begin in week 2. All Tutorials are conducted in a classroom on campus at ANU. Signup is via MyTimetable. ANU utilises MyTimetable to enable students to view the timetable for their enrolled courses, browse, then self-allocate to small teaching activities / tutorials so they can better plan their time. Find out more on the Timetable webpage."	Check timetabling information (if published) to confirm whether there are multiples of tutorials, labs etc. Consider whether this information is best located in another field depending on what the convener may have provided.
Support for Students	Fixed text	Yes	Support services information	N/A	N/A
CLASS OVERVIEW					
Class Structure and Content		Yes	Outline of the intended content to be covered in each week or session of the teaching period. Including a summary of activities and any relevant assessment or other information.	Information can be entered on a "week per row" or varied if content is delivered in blocks (e.g. Part 1 - weeks 1-6). Seek advise from science.curriculum@anu.edu.au if necessary. Additional rows can be added or extra rows can be deleted as required.	Check formatting and that data co-relates to other field (such as assessment summary table). If references have been made to assessment tasks, make sure they do not contradict information in the assessment summary table or details boxes. If you have access to the Canvas site, check for alignment of the table in the Canvas site and consider building out this table so that they can be more similar.
Week/Session	Strict formatting	Yes	Week/session number (each semester has 12 weeks and a 2 week teaching break between weeks 6-7)	Integers only. If multiple rows are added, or if the rows are moved around, the numbers must be in sequence.	Check for valid formatting and sequence or the information will not publish to P&C.
Summary of activities	Free text	Yes	Information on the content to be delivered, or the format in which content will be delivered (or both)	Ideally this section should provide additional information to what is published in the course overview page and should enrich the student experience so that the class summary is value add.	Check for meaning suitability. While this section can be formatted, it does not display properly to P&C and the lines run together. If the information goes across multiple paragraphs consider reformatting using the bullet points and underlining functions in CMS.
Assessment	Free text	Yes	Assessment and other information: Any assessments in the week/session or other information related to activities for the week/session.	Use this section to indicate whether an assignment is due. This is particularly useful for indicating weeks of submission. Specific dates if available can be provided in the assessment summary table.	Cross-check against assessment summary table and assessment details boxes If the information goes across multiple paragraphs consider reformatting using the bullet points and underlining functions in CMS.
Research led teaching	Free text	No	Describe in 200 words or fewer the distinctive, research-led features of this course.	At convener discretion	This should not be a list of the research interests/areas of the course convener. Update or remove if the convener has changed.
Field Trips if Relevant	Free text	No	Outline details of field trips, if required, as a component of this course. Associated costs should be outlined in the additional class cost field below. Leave blank if not required.	Provide details of location, dates, times, accommodation, transport, expenses etc. If an alternative assessment is available also indicate in this section. Explain whether this is compulsory or non-compulsory field trip/work. Add link to the ScienceShop https://scienceshop.anu.edu.au if students are expected to contribute towards costs, and to the College of Science Field trips website https://students.science.anu.edu.au/program-admin/college-science-field-activities	Cross-reference with information in P&C entry and College based webpage https://students.science.anu.edu.au/program-admin/college-science-field-activities

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Additional Class Costs	Free text	No	Include a brief sentence about additional costs that students undertaking this course may incur, such as materials, excursions, travel, accommodation. Note the legislative requirements below. Students should be able to complete the requirements of their program without fees that are additional to the course charge. However, additional fees may be charged if it fits into any one or more of the following categories: (a) not compulsory (b) alternative forms are available at no additional cost (e.g. required texts are available in the library) (c) the student has the choice of acquiring from a supplier other than the higher education provider and is for equipment or items which become the physical property of the student and are not consumed during the course. (e.g. lab coat, art supplies) (d) costs associated with field trips (e.g. airfares, meals) Leave blank if not required.	Costs associated with field trip, reading bricks specific materials such as Personal Protective Equipment. Include a link to Scienceshop https://scienceshop.anu.edu.au/ if appropriate.	If additional costs are incurred and paid through Scienceshop, make sure a link to Scienceshop is included and remind convener to submit the relevant paperwork through standard channels (school administrator > College Students Services Team).
Required Resources	Free text	No	List resources that are required for students undertaking this course. e.g. text books, safety and other equipment. Note the legislative requirements below. Students should be able to complete the requirements of their program without fees that are additional to the course charge. However, additional fees may be charged if it fits into any one or more of the following categories: (a) not compulsory (b) alternative forms are available at no additional cost (e.g. required texts are available in the library) (c) the student has the choice of acquiring from a supplier other than the higher education provider and is for equipment or items which become the physical property of the student and are not consumed during the course. (e.g. lab coat, art supplies) (d) costs associated with field trips (e.g. airfares, meals)	Lab or technical equipment, compulsory reading materials, etc.	
Recommended Resources	Prepopulated text. Check against the "default statement" table for most recent version	No	Default text: Whether you are on campus or studying online, there are a variety of online platforms you will use to participate in your study program. These could include videos for lectures and other instruction, two-way video conferencing for interactive learning, email and other messaging tools for communication, interactive web apps for formative and collaborative activities, print and/or photo/scan for handwritten work and drawings, and home-based assessment. ANU outlines recommended student system requirements to ensure you are able to participate fully in your learning. Other information is also available about the various Learning Platforms you may use.e.	This field can be used to identify other resources that would be beneficial to the student including readings or specific Information Technology resources. There is default text that can be edited, that points to ANU recommendations relating to IT systems, to ensure students have the key software required to undertake their studies at ANU. Other resources should be added below this text.	Recommended student system requirements ANU courses commonly use a number of online resources and activities including: video material, similar to YouTube, for lectures and other instruction two-way video conferencing for interactive learning email and other messaging tools for communication interactive web apps for formative and collaborative activities print and photo/scan for handwritten work home-based assessment. To fully participate in ANU learning, students need: A computer or laptop. Mobile devices may work well but in some situations a computer/laptop may be more appropriate. Webcam Speakers and a microphone (e.g. headset) Reliable, stable internet connection. Broadband recommended. If using a mobile network or wi-fi then check performance is adequate. Suitable location with minimal interruptions and adequate privacy for classes and assessments. Printing, and photo/scanning equipment For more information please see https://www.anu.edu.au/students/systems/recommended-student-system-requirements
Examination material or equipment	Free text	No	Details about the material or equipment that is permitted in an examination room. If not known at the time of completing the outline, please insert a URL where students will be able to find the relevant information.	List whether calculators, dictionaries, notes etc can be taken into the exam.	
ASSESSMENT TASKS					
Assessment Summary Table	Strict formatting	Yes	Complete details of assessment tasks in the table provided all fields are compulsory. **Add extra rows as required using the "+ Add Row"** button. When published to P&C, each data row will appear against the assessment details. Please ensure there are commensurate assessment tasks details boxes to data rows in the assessment summary table. Please also make sure sequence of the data rows in the table match the assessment tasks. This **MUST** be checked manually if rows are moved around.	Essential details of the tasks. Please refer to Policy: Student assessment (coursework) at: https://policies.anu.edu.au/ppl/document/ANUP_004603 Procedure: Student assessment (coursework) at: https://policies.anu.edu.au/ppl/document/ANUP_004604 Guideline: Code of practice for teaching and learning at: https://policies.anu.edu.au/ppl/document/ANUP_000726	Check for valid formatting or the information will not publish to P&C; In most instances, there will need to be more than 1 assessment task; Check that at least one assessment task is due and feedback returned in the first half of the course as per item 41 of the Policy; Check major items are reasonably distributed across the semester as per Item 505 of the Procedure; Cross-check items in the table against the sequencing of the assessment tasks details boxes to make sure they have not been accidentally moved out of sequence, and also check to see if there is a reference to tasks in the course structure and content section.
Task Number	Strict formatting	Yes	Integer only e.g 1	Assessment Task Number: Integer e.g 1	Check numbers align with the assessment details boxes
Value	Strict formatting	Yes	% contribution of the assessment task towards the final grade.	Value: integer e.g. 10 indicating the percentage value of the assessment, do not include the % symbol in the table	Check they add up to 100%. Cross-check with published Indicative Assessment. Radical changes in assessment type or weighting will require ADE approval.

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Due Date	Strict formatting	Yes	Due Date: In the format yyyy-mm-dd or can be left blank	Punctual tasks that have the same due date for the entire cohort must have a specific due date; Punctual tasks that are deliverable on different dates due to cohort variability (e.g. tute groups) do not need a date, but should indicate a week in the assessment details box. Recurring tasks (e.g. weekly quizzes) can have a date range applied or be left blank; Exams can have a date range (e.g. start and end of exam period); If left blank, provide details in the assessment details box (e.g., Quizzes will be held in the tutorial of even weeks)	Check for HTML tags that could appear and cause publish fail. Use **University calendar (https://www.anu.edu.au/directories/university-calendar?year=2026) and Timetabling calendar (https://anu365.sharepoint.com/:b:/r/sites/TimetablingTest/SiteAssets/SitePages/Home/TT-Calendar-2027-v1.pdf?d=w5155ac5ff95a42869eec6893df9339fb&csf=1&web=1&e=mCa9e8)** to confirm validity of dates. Check whether punctual dates fall in non teaching days such as public holidays. Technically it is allowable for assignments to be due on weekends or public holidays but this is not good practice see table 8.1 of the coursework assesment policy for details. CoSM local policy does not allow assignments to be due in the mid-semester teach break (https://stlc.anu.edu.au/files/CHM_CoS%20Mid-Semester%20assessment%20principles_endorsed.pdf) . Cross-reference assessments with the late submission policy. If no late submission is allowed then there is less impact than if it is allowed (e.g. it is not possible to penalise a student extra days if they hand in on a Tuesday after a public holiday if the task were due on a Friday. Item 51.c of the assessment procedure states no assessment tasks are due during the period between the end of teaching and the beginning of the examination period. The due date is an important consideration for extensions request per Item 12.b of the coursework assessment policy.
Date for return of assessment	Strict formatting	Yes	Date for return of assessment: Date assessments will be returned to students in the format yyyy-mm-dd or can be left blank	If a specific date cannot be provided, an acceptable range must be provided in the relevant assessment details box eg: it is intended marked assessment will be returned within X days/weeks from submission / in the following tutorial It is important that SOME information is provided to students regarding the return of assignments to set appropriate expectations. It also impacts the Extensions and Extenuating Circumstances Application process. (https://www.anu.edu.au/students/program-administration/assessments-exams/extenuating-circumstances-application)	Check for HTML tags that could appear and cause publish fail. If the details box includes the relevant information this field can be left blank but there should be some indication as to when tasks will be returned as this is linked to the late submission/extension policy. The return date for end of Semester exams is the date results are published. The return date is an important consideration for extensions request per Item 12.b of the coursework assessment policy.
Linked Learning Outcomes	Strict formatting	Yes	Integer e.g. 1,2	Only Integer e.g. 1,2. All published LO should align against one or more assessment tasks noting that if an LO is only aligning against one assessment task this constitutes a hurdle and needs to have been approved as such by the College Education Committee through a course amendment.	Cross-check alignment against the published course overview in the P&C. If a Learning Outcome is only asssed by one assessment task, this is considered a hurdle requirement and should be clearly identified as such. Unless this requirement is also clearly articulated in the course overview, it will need Associate Dean Education approval.
Assessment Task #	Free text	Yes	<u>Please note:</u> If you have not included dates in the assessment summary table, then these details must be included within the assessment task. Assessment hurdle(s) must be outlined if they are applicable Written items must include an expected word count (excluding examinations and quizzes) Examinations, quizzes and non-written items such as presentations and musical performances etc. must indicate a time length (mins). Examinations must state if they will be held in class or in the formal mid-semester or final examination periods. Class attendance cannot be assessed, however, class participation can (see Section 5 of the Student Assessment (Coursework) Policy) <u>As a guideline:</u> Undergraduate assessment is expected to be 5,000 words maximum (or equivalent) total per 6 units (i.e. a 12 unit course will have 10,000 words or equivalent). Postgraduate (coursework) assessment is expected to be 6,000 words maximum (or equivalent) total per 6 units (i.e. a 12 unit course will have	All relevant information associated with the assessment task should be provided here. Where possible, a rubric should also be provided unless the template does not support the course rubric type/style.	Cross-check the information against the published assessments in the P&C overview page. Minor differences in % or task type do not need to be referred to the ADE, but significant changes eg essay instead of exam, increased presentation requirements, must be approved by the ADE.
Name of Assessment Task	Free text	Yes	Title of the assessment task	This should be similar in nature to the Indicative Assessment published in P&C	Cross-check against the published IA in the P&C course overview page Remove unnecessary information, especially if this is duplicated in other fields (eg %)

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Details of task	Free text	Yes	Provide relevant details on the form the assessment will take. The system can now only accept ~5000- 6000 characters in a single field, otherwise there is too much information for it to try to push through at once, causing a publish fail.	Add task details such as: Word Limit (where applicable) Value Presentation Requirements Return Date Hurdle Assessment Requirements (where applicable) Individual Assessment in group tasks (where applicable) Written items must include an expected word count (excluding examinations and quizzes). If a word limit penalty applies, the circumstances in which the penalty applies and details of the penalty must be specified in the class summary if it is to be enforced. Examinations, quizzes and non-written items such as presentations and musical performances etc. must indicate a time length (mins). Examinations must state if they will be held in class (eg mid-semester assessments) or in the formal end of semester examination period. Class attendance cannot be assessed, however class participation can (see Section 5 of the Student Assessment (Coursework) Policy) You can also identify in this section whether AI can be used and the manner and context in which it can be used and referenced. Include any relevant generic or disclaimer statements (see https://stlc.anu.edu.au/files/2021_Class%20summaries_useful%20generic%20statements.pdf)	Cross-check any dates against the assessment summary table and the class structure and content; Add in disclaimer statements if necessary; Seek further information from convener if necessary; Cross-check sequence of details boxes against the sequence of the assessment task as the fields can be manually readjusted which has the potential to create errors which will publish to P&C.
Participation	Free text	No	Student participation in specific course activities can be assessed if the skills and abilities at work in that participation are reflected in the course learning outcomes. Marks and or grades cannot be given merely for attendance at course activities	Refer to Policy: Student assessment (coursework) Policy Item 5. Outline any participation requirements, and criteria by which participation will be judged.	Cross-check for participation or hurdle requirements on P&C. A generic statement can also be used to set minimum expectations: * Students are expected to actively participate in all activities and contribute towards discussions. * Students are expected to attend lectures and contribute to discussions. When this is not possible students are expected to listen to the audio recording(s) of all lectures. If the convener has mandated attendance, this should be checked with the course entry in CMS to ensure this has been approved by the Associate Dean Education and information is published on P&C.
Examination(s)	Free text	No	Note if the course includes formal examination and, where necessary, any additional details as applicable to other assessment tasks.	Use this section to indicate more information about the exam, e.g. if it is a hurdle to completing the course or whether there is a minimum grade that must be achieved. Mid semester assessments must also be communicated to students.	If a specific dates is known prior to the publication of the class summary, this should be provided in the assessment summary table, more details can be provided in this box. If an exam is to be held in the end of semester official exam period add a date range disclaimer statement if appropriate eg: *The date range in the Assessment Summary indicates the start of the end of semester exam period and the date official end of semester results are released on ISIS. Please check the course Wattle site and the ANU final Examination Timetable https://www.anu.edu.au/students/program-administration/assessments-exams/examination-timetable to confirm the date, time and location of the exam.
ASSIGNMENT SUBMISSION					
Assessment Requirements	Fixed text	Yes	Information on academic Integrity and Turnitin	Not editable	
Online Submission	Prepopulated text. Check against the "default statement" table for most recent version	Yes	Default text: You will be required to electronically sign a declaration as part of the submission of your assignment. Please keep a copy of the assignment for your records. Unless an exemption has been approved by the Associate Dean (Education) a submission must be through Turnitin	Refer to Policy: Student assessment (coursework) Item 14. Only edit this field if the ADE has approved an exemption (email request to: CoSM: ade.cos@anu.edu.au	Follow up with convener if this section has been edited, or identify to ADE so that it can be checked.
Hardcopy Submission	Prepopulated text. Check against the "default statement" table for most recent version	Yes	Default text: For some forms of assessment (hand written assignments, art works, laboratory notes, etc.) hard copy submission is appropriate when approved by the Associate Dean (Education). Hard copy submissions must utilise the Assignment Cover Sheet form. Please keep a copy of tasks completed for your records	Please state how the students submit such assignments to you via, for example, the physical assignment box. If your course does not require hard copy submission, ignore this sub-section. If ADE approval is required, email request to: CoSM: ade.cos@anu.edu.au	Follow up with convener if this section has been edited, or identify to ADE so that it can be checked. Recommend keeping a record of which courses have been approved for TurnItIn exemptions as this is reportable to AQAC.
Extensions and Penalties	Fixed text	Yes	Extensions and late submission of assessment pieces are covered by the Student Assessment (Coursework) Policy and Procedure. The Course Convener may grant extensions for assessment pieces that are not examinations or take-home examinations. If you need an extension, you must request it in writing on or before the due date. If you have documented appropriate medical evidence that demonstrates you were not able to request an extension on or before the due date, you may be able to request it after the due date.	This field is not editable but does relate to the "late submission" further down.	If granting of extensions is not being undertaken by the Course convener, please ensure that appropriate delegations are in place as the policy states that the Course convener is responsible. The process should be clearly communicated, including the level that the decision is being taken at i.e. Course Convener nominee or delegate and any appeals processes. Including this delegation and communication should stand up to any procedural appeal.

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Late Submission	Prepopulated text	Yes	Default text: Individual assessment tasks may or may not allow for late submission. Policy regarding late submission is detailed below: Late submission not permitted. If submission of assessment tasks without an extension after the due date is not permitted, a mark of 0 will be awarded. Late submission permitted. Late submission of assessment tasks without an extension are penalised at the rate of 5% of the possible marks available per working day or part thereof. Late submission of assessment tasks is not accepted after 10 working days after the due date, or on or after the date specified in the course outline for the return of the assessment item. Late submission is not accepted for take-home examinations.	Noting the implications of Policy: Student assessment (coursework) Item 24-27 and Procedure item 7-9 Please select one statement or the other if all tasks in the assessment schema are covered by one statement alone. ALTERNATIVELY If both statements are valid and apply to different assignments, clarify which policy to which assignment. It should be noted that a natural consequence of setting a deadline on Friday after 5 pm with late submission permitted, is that students who submit over the weekend (or on Public Holiday Monday) will only get a 5% penalty. If conveners do not want to provide this leniency, the deadline should be set earlier in the week, or before 5 pm on the Friday (because even if there is part of Friday left after the submission deadline (i.e part of a working day), students who submit over the weekend will get a 5% penalty. Refer to Item 8 and Table 8.1 and 8.2 of the coursework assessment policy.	Cross-check assignment due dates in the assessment summary box against the late submission policy to make sure areas of ambiguity or vagueness have been highlighted to the course convener (to mitigate avoidable appeals). For example, if an assessment task is due on a Saturday, Public Holiday or in the non-teaching period, a "no late submission allowed" statement reduces potential misinterpretation by the student.
Returning Assignments	Free text	No	Indicate how student work is to be returned.	Explain the mechanism in which work will be returned, e.g. Via Wattle, via email, in the labs. Understanding the mechanism in which assignments will be returned sets expectations for students and enriches the student experience.	This field, while not compulsory, should be completed.
Resubmission of assignments	Free text	No	State whether students may resubmit some or all assignments and under what conditions.	Is resubmission permitted? Yes/No	In most instances resubmission is not permitted but this may vary, especially for CRS or competency based courses.
RELATED POLICIES AND OTHER INFORMATION					
Education Policies	Fixed text	Yes	N/A	Not editable	It is advisable to be familiar with these statements and the info at the associated links.
Mark Moderation	Fixed text	Yes	N/A	Not editable	It is advisable to be familiar with these statements and the info at the associated links.
Referencing requirements	Fixed text	Yes	N/A	Not editable	It is advisable to be familiar with these statements and the info at the associated links.
Distribution of grades	Fixed text	Yes	N/A	Not editable	It is advisable to be familiar with these statements and the info at the associated links.
Privacy notice	Fixed text	Yes	N/A	Not editable	It is advisable to be familiar with these statements and the info at the associated links.
Academic Integrity	Fixed text	Yes	N/A	Not editable	It is advisable to be familiar with these statements and the info at the associated links.
Other information that will be published	Free text	No	Use this field to add additional information that will be published on the Programs and Courses website	Information that does not fit in to the template can be located here, for example adjustments for HPO, Specific information for Hons, special topics, etc, hurdle requirements, offsite visits, etc.	For HPO: Check that advice is compliant with CoSM guidelines: https://stlc.anu.edu.au/sites/prod.stlc.sca-lws06.anu.edu.au/files/CHM_CoS_HPO_HPC_Principles_Processes_v2_0.pdf
Other information to be NOT published on P&C	Free text	No	Use this field to add additional information that will NOT be published on the Programs and Courses website	Messages to the reviewers that might require additional follow up or action prior to publication.	Review the proposal in consideration of the notes and action/follow up as required.
FEEDBACK					
Staff Feedback to students	Prepopulated text	Yes	List the forms of feedback you will give to students in this class (eg written comments, verbal comments, feedback to the whole class, to groups, to individuals, focus groups). For example: Students will be given feedback in the following forms in this course: * written comments * verbal comments * feedback to whole class, groups, individuals, focus group etc	Add or remove from the default statements; tailor the field to suit course needs	
Student feedback	Fixed text	Yes	N/A	Not editable	