Course Coordinator Checklist

Course code		Course name	
Term & year of offer		Location of offer	

This checklist is to inform and facilitate compliance with University of Newcastle policies, procedures and practices in the conduct of courses.

Early Preparation		Please mark Yes or N/A	
1.	The course has been established (new courses are approved by Faculty Board and then the Program and Course Approval Committee).		
2.	The course availability is listed on the CAL.		
3.	The course requirements (venue, equipment, hardware, furniture, etc) have been provided to the Faculty Timetable Officer (where appropriate), in accordance with the required University timelines.		
4.	The course entry and course outline have been reviewed. Any improvements to be made in response to the previous end-of-term course review (SFC, SFT, peer feedback, Academic Reflection on Course etc) have been noted in the course outline.		
5.	IT Services have been notified of any software requirements for labs/lecture rooms (at least six weeks in advance).		
6.	Handover meeting has been held with previous Course Coordinator (where applicable).		
7.	Textbooks have been ordered (six weeks in advance).		
8.	Course notes have been sent to the bookshop (if applicable).		
9.	Library holdings have been confirmed (six weeks in advance).		
10.	You have reviewed the timetable for the course:		
	a.	you are clear about who is teaching into the course;	
	b.	lecturers / tutors have been allocated to specific teaching sessions	
	c.	if sessional staff are required, arrangements been made for contracts to be prepared.	
11.	You understand the assessment requirements of the course and you are familiar with:		
	a.	the relevant sections of the Course Management and Assessment Procedure Manual;	
	b.	Adverse Circumstances Policy;	
	c.	Adverse Circumstances Procedures;	
	d.	any Compulsory Course Components or Compulsory Program Components which impact on your course; and	
	e.	how to manage student academic integrity issues in your School and have identified your School's Student Academic Conduct Officer (SACO).	
12.	A course site has been designed and will be managed according to the mode of delivery (blended or online) (for online courses, see the Online Course Design Checklist).		

13.	A TURNITIN link for the course has been created (if required) and default reset to allow re-submission of the item by the student.	
14.	Where appropriate, WH&S documentation has been submitted for practical teaching activities to be undertaken by students (approval required before activities can be conducted).	
15.	All ethical aspects of student class experiments and practical exercises have been met (approval required before activities can be conducted).	
Preparation Immediately before Commencement of Term		Please mark Yes or N/A
1.	Course Outline prepared using the Course Outline generator in NUSTAR. The course outline must:	
	a.	contain detailed information about assessment, including any participation requirements.	
	b.	complies with the course outline requirements of the Course Management and Assessment Procedure Manual.	
2.	Readings deposited in Short Loans, or made available online (e.g. via course site) and processed through Short Loans Online.	
3.	All materials (including readings and lecture graphics) comply with copyright requirements.	
4.	You have a list) of students enrolled in the course.	
5.	Course Outline is made available to students via the course site one week prior to the commencement of the term.	
Tasks During Term		Please mark Yes or N/A
1.	Marking of each item of continuous assessment has been arranged, including:	
	a.	the use of rubrics or equivalent marking mechanism;	
	b.	allocation of marking amongst staff members:	
		i.	markers' meeting has been arranged to ensure consistency across markers, and/or implementation of moderation protocol (if required);	
		ii.	arrangements for the return of written assessment items and feedback have been clarified. Assessment items should be returned with appropriate feedback within 15 University working days of submission;	
		iii.	Adverse Circumstances applications have been addressed.	
	c.	progressive entry of marks organised.	
	d.	feedback on assessment items provided individually or to the class in a report by the lecturer.	
2.	End of term examinations have been arranged in accordance with the required University timelines including:	
	a.	completion of the online examination request;	

	b.	peer review and approval of examination scripts:	
		i.	formal examinations - using the Formal Examination Paper Creation and Review Checklist;	
		ii.	school based examination - a record of peer review and approval is maintained (as per the School's processes)	
	c.	submission of approved examination script(s);	
	d.	allocation of examination marking responsibilities;	
	e.	markers' meeting arranged to ensure consistency across markers (if required).	
3.	Consideration has been given for conducting a Student Feedback on Teaching survey.		

Course Finalisation		Please mark Yes or N/A
1.	A course assessment return (CAR or an equivalent stored in the Faculty QA folder) has been prepared, including:	
	a.	marks for all assessment items for each student, together with the recommended grade;	
	b.	a copy of the course outline provided to each student at the beginning of the Term;	
	c.	a copy of all major assessment items used in the course (if not included in the course outline);	
	d.	brief comments and data on student performance and the distribution of grades in comparison to previous years (three years if possible);	
	e.	recommendations on applications for Adverse Circumstances;	
	f.	report on the level of plagiarism and/or number of students penalised by the SACO;	
	g.	report on the implementation of any moderation of results or moderation protocol (where applicable).	
2.	The course assessment return has been delivered to School Assessment body/committee and/or placed in the Faculty QA folder.	
3.	Arrangements for rescheduled examinations have been made.	
4.	Results of rescheduled examinations or any moderations have been incorporated into final results and the original Course Assessment Return modified.	
5.	Arrangements are in place for the Course Coordinator or nominee to be available to consult with students during the three University working days following the publication of the final result on myHub.	
6.	An end-of-term course review (SFC, SFT, peer feedback, Academic Reflection on Course etc) has been undertaken. Resulting improvements are implemented and noted for inclusion in the course outline of the subsequent offering.	