

### Appendix 3 - Course Coordinator Checklist

**Course:** ..... **Course Coordinator:** .....

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

Early Preparation- Please tick or mark not appropriate (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.	Handover meeting has been held with previous Course Coordinator (where applicable).	
4.	The PCMS Course entry and course outline have been reviewed.	
5.	You have a 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, have arrangements been made for contracts to be prepared.
6.	You are clear about the assessment requirements of the course and the School's process for managing assessment and you:	
	a.	are familiar with essential policies and procedures on assessment, see Sections 6 and 12-18 of the Coursework Management and Assessment Procedure Manual and the Adverse Circumstances Policy and Procedures.
	b.	are familiar with any Compulsory Course Components or Compulsory Program Components which impact on your course;
	c.	know how to manage student academic integrity issues in your School and have identified your School's Student Academic Conduct Officer (SACO).
7.	MANDATORY - A Blackboard site for the course has been created and appropriate content added.	
8.	A TURNITIN link for the course has been created (if required) and default reset to allow re-submission of the item by the student.	
9.	Textbooks have been ordered (six weeks in advance).	
10.	Course notes have been sent to the bookshop (if applicable).	
11.	Library holdings have been confirmed (six weeks in advance).	
12.	IT Services have been notified of any software requirements for labs/lecture rooms (six weeks in advance).	
13.	WH&S documentation has been submitted for practical teaching activities for students (approval required before activities can be conducted).	
14.	All ethical aspects of student class experiments and practical exercises have been met (approval required before activities can be conducted).	

15.	Where appropriate, venues have been checked for relevant equipment (software, hardware, furniture, etc) six weeks in advance.	
<b>Preparation Immediately before Commencement of Term - Please tick or mark not appropriate (N/A)</b>		
1.	Course Outline prepared using the Checklist for Course Outlines and approved by the Head of School. The course outline:	
	a. is based on the PCMS entry.	
	b. contains detailed information about assessment as listed in Clause 10 of the Course Management and Assessment Procedure Manual, including any participation requirements.	
2.	Readings deposited in Short Loans, or made available online (e.g. via Blackboard) and processed through Short Loans Online.	
3.	All materials (including readings and lecture graphics) comply with copyright requirements.	
4.	In the case of courses delivered by another institution as per established cross-delivery, collaborative arrangements, review the course outline (from the host institution) confirming:	
	a. Course content	
	b. Course outcomes	
	c. Contact hours	
	d. Evaluation	
	e. Assessment details	
5.	You have a list (from NUSTAR) of students enrolled in the course.	
6.	Course Outline available to students via Blackboard by the first day of term for the course.	
<b>Tasks During Term - Please tick or mark not appropriate (N/A)</b>		
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 (as per the School's processes) in accordance with the required University timelines including:	
	a. completion of the online examination request;	
	b. peer review and approval of supervised examination scripts;	
	c. a record of peer review and approval is maintained (as per the School's processes)	
	d. submission of approved examination script(s);	
	e. allocation of examination marking;	
	f. markers' meeting arranged to ensure consistency across markers (if required).	
3.	Consideration has been given for conducting a Student Feedback on Teaching (SFT) survey.	
<b>Course Finalisation - Please tick or mark not appropriate (N/A)</b>		
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 special examinations have been made (as per School processes).	
4.	Results of special 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, Course Reflection process, etc) has been undertaken. Resulting improvements are implemented and noted for inclusion in the course outline of the subsequent offering.	

