



CHANGES TO ASSESSMENT DUE TO COVID-19

The COVID-19 pandemic is continuing to have a significant impact on Australia's higher education sector. The Sydney Institute of Traditional Chinese Medicine (SITCM) is therefore adapting its delivery to minimise the adverse impacts of this exceptional period on students and staff, while still maintaining the quality of education and learning outcomes. This includes temporarily moving units to remote delivery where possible, and changing assessments to facilitate this change.

These adjustments are based on the unique features of SITCM's Bachelor of Traditional Chinese Medicine course, and take into account the responses of numerous higher education providers, including Western Sydney University, the Royal Melbourne Institute of Technology, the University of Sydney, the University of New South Wales, Macquarie University and Endeavour College. SITCM adjustments are detailed below according to four broad categories.

1. Temporary Adjustments to Policies

Several temporary adjustments have been applied to SITCM's policies (which are available on the SITCM website and Moodle).

- The *Attendance Policy* remains suspended for the remainder of 2020.
- Other policy changes are outlined in the table below.

These changes will be in place until the end of Semester 1, 2020. Their necessity will be reassessed for Semester 2 2020, and all relevant stakeholders will be notified if they are extended.

| Policy | Section | Previous Policy | New Policy |
|---|---------------------------------------|--|---|
| Student Assessment Policy and Procedure | 2.4.3: Penalties for Late Submissions | (2) The standard penalty is the reduction of the mark allocated to the assessment item by 10% of the maximum mark applicable for the assessment item, for each day or part day that the item is late. | (2) The standard penalty is the reduction of the mark allocated to the assessment item by 5% of the maximum mark applicable for the assessment item, for each day or part day that the item is late. |
| | | (3) Assessment items submitted more than ten (10) days after the assessment due date are awarded zero marks. | (3) Assessment items submitted more than 20 days after the assessment due date are awarded zero marks. |
| | 2.6.1: Extensions | (2) Requests for extensions made after the assessment due date will not be considered. | (2) Requests for extensions made more than five (5) days after the assessment due date will not be considered. |
| | 2.8.1: Return of Results and | (1) Apart from final examination scripts, all assessed work must be returned to the student, | (1) Apart from final examination scripts, all assessed work must be returned to the student, |

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| | Assessment Papers | preferably in a class context where the student has the right to query the assessment result for clarification either then or within ten (10) working days of results being posted. | preferably in a class context where the student has the right to query the assessment result for clarification either then or within 20 working days of results being posted. |
| | 2.8.2: Feedback | (2) The timeframe in which students usually receive feedback on an assessment is within two (2) weeks. | (2) The timeframe in which students usually receive feedback on an assessment is within three (3) weeks. |
| | 2.9: Grades | (Withdraw Without Failure) Cancelled enrolment in the unit after the census date without failure. | (Withdraw Without Penalty) Any cancelled enrolment in the unit after the census date, with or without failure. |
| <i>Special Consideration Policy and Procedure</i> | 2.3.2: Timeframes | (1) Applications for Special Consideration must be made within five (5) business days of the due date of the assessment or exam. | (1) Applications for Special Consideration must be made no more than ten (10) business days after the due date of the assessment or exam. |
| | | (2) Special Consideration applications made after five (5) business days of the due date of the assessment or exam will be automatically rejected. | (2) Special Consideration applications made after ten (10) business days of the due date of the assessment or exam will be automatically rejected. |
| | | (3) Special Consideration applications may be made more than five (5) business days before the due date of the assessment of exam. These will be considered on a case-by-case basis. | (3) Special Consideration applications may be made more than five (5) business days before the due date of the assessment of exam. These will be considered on a case-by-case basis. |

Please note that the *Special Consideration Policy and Procedure* already allows students to submit a statutory declaration (a written statement that you sign as true in front of a witness) as evidence for special consideration. Statutory declarations will be accepted for various reasons relating to COVID-19, such as for students who must care for a sick person, or for students who are sick but do not wish to burden the health system at this time.

2. Changes to Individual Assessment Items

Academic staff are currently reviewing all assessment items scheduled for this semester – particularly final exams. As final exams cannot be held on campus, SITCM is investigating alternative options that will minimise unnecessary disruption, such as open book exams (which could be done from home) or alternative assessments.

By 24 April 2020 (Friday), any changes to individual assessment items will be shown on the unit's Moodle page. Lecturers will also inform students of these changes in their next lecture.

3. Semester 2 Pre-requisites

Some practical components of some units can only be completed after the COVID-19 situation passes. When this happens, SITCM will arrange intensive blocks to ensure students can complete these practical components as quickly as possible. Academic staff have reviewed the unit learning outcomes of all pre-requisites for Semester 2 2020 units. They have determined that, provided that students complete all non-practical components of these pre-requisites before the commencement of Semester 2 2020, students may enrol in their Semester 2 2020 units as usual (i.e. there will be no delay in course progression due to COVID-19).

4. Teaching Clinic

SITCM recognises that the closure of the Teaching Clinic is a source of concern and stress for students who are now behind in clinical practicum. As soon as it is safe to do so, the Teaching Clinic will reopen. It will then be open for seven days a week for a fixed period. SITCM will also look for additional ways for students to quickly catch up as necessary (including the possibility of offering free consultations in sessions where patient numbers are low), while still ensuring that SITCM graduates have achieved the required course learning outcomes and graduate attributes.

Please do not hesitate to contact us if you have any questions or concerns.

Yours sincerely,

A handwritten signature in black ink, appearing to read 'Jian Jiang', with a small dot to the left.

Jian Jiang

Dean of SITCM