

Coronavirus Update

WEDNESDAY 1 APRIL , 2020

Dear colleagues

Please see below the latest daily update for staff with information and actions Federation is taking to respond to the coronavirus COVID-19 situation. This includes contact details for staff to access HR and ITS support.

New programs continuing in 2021

We understand some staff may be concerned that new programs for 2021 may be put on hold due to the pandemic situation. The Academic Programs Committee met today and has confirmed there will be no delay to either the development or launch of new programs that are scheduled for 2021. These programs will continue and staff should continue working on their development.

Pause on Student Evaluation of Learning and Teaching surveys (End of Semester)

Given the transition to online study for higher education students, we will not be carrying out student evaluations of learning and teaching surveys which would normally occur at the end of the semester. Instead, there will be targeted student surveys in week six for students to provide feedback regarding their experience of the new online environment, as already outlined in this week's daily staff updates.

Changes to assessment

Given the transition to online study and changes to learning and teaching delivery, a decision has been made that 'End of Semester Exams' with formal invigilation and also 'invigilated in-class tests' will not occur this semester. Each Course Coordinator is responsible for exploring alternative options for 'End of Semester Exams'. The advice for Course Coordinators is as follows:

1. Look at your Course Outline and explore opportunities for redeveloping exam assessment within the existing Course Outline boundaries
2. Investigate if the learning outcomes assessed through the current proposed invigilated exam, can be redeveloped into an alternative assessment task that

assures learning of the learning outcomes. This may include open book and takeaway exams, as well as other methods. For further information regarding this strategy please see the following support available to you:

- Your Associate Dean (Teaching Quality)
 - The School Learning Designer
 - Email BOLDTech Support as part of CLIPP:
boldtech@federation.edu.au
 - Self-paced resources regarding how to create quizzes in Moodle:
<https://federation.edu.au/staff/learning-and-teaching/elearning-hub/moodle-lms>
3. If your Course is linked to accreditation and you are unsure about changes you can make, please discuss this with your Associate Dean (Teaching Quality) or equivalent Associate Dean (Accreditation).
4. If your suggested assessment changes are beyond what is described in the Course Outline, please refer to the **new** Course Assessment Modification form located [here](#):
- <https://federation.edu.au/staff/learning-and-teaching/teaching-practice/assessment>
 - Remember that assessment redesign needs to consider student needs and allow for flexibility (where appropriate)
5. Self-paced resources for assessment can also be located below:
- Creating effective ways to demonstrate learning
<https://federation.edu.au/staff/learning-and-teaching/teaching-practice/assessment>
 - Assessment 2020
https://www.uts.edu.au/sites/default/files/Assessment-2020_propositions_final.pdf

Assessment dates due in the period of SWOTVAC and Exam Period

Given the transition to online study and changes to learning and teaching delivery, a decision has been made that assessment task due dates can move into the existing period of SWOTVAC and Exam Period. The existing timeline for grade ratification still applies.

HR update

We acknowledge the transition to working from home can raise some different challenges than from working in an office environment and staff may require different flexibility. If you are a supervisor, please work with your staff to understand their individual circumstances when considering flexibility requests. If staff or supervisors have any questions about flexible working conditions, please contact HR or refer to the [staff and supervisor toolkits for working from home. HR will have more support material available over the coming days.](#)

Accessing staff support

[HR support](#)

Covid-19 hotline – staff can call (03) 5122 6300 between 8.30am – 5.00pm to speak to an HR staff member about working from home protocols, leave types and other HR questions related to the pandemic.

ITS support

Off campus - call (03) 5327 9999 between 8.30am – 5.00pm weekdays or use the online service portal.

On campus – for onsite assistance call 8888, otherwise please call (03) 5327 9999 between 8.30am – 5.00pm weekdays or use the online service portal.

The ITS team has also established a page with [ITS advice for staff and students](#) on working from home. Please check this page regularly for answers to common IT issues.

Updates on Federation's COVID-19 response

Please check our [COVID-19 webpage](#) for regular updates and advice for staff and students. This includes HR toolkits and forms.

On behalf of the Critical Incident Response Team

