



Checklist for Multi-Campus Consultation

Unit Details

Unit Number

Unit Title

Semester Held

Clayton

Malaysia

Contact Details

Unit Leader (Clayton)

Name

Office Location

Office Phone

Mobile

Email

Unit Leader (Malaysia)

Name

Office Location

Office Phone

Mobile

Email

Chief Examiner for Unit

Authorities

As the Unit Leader and Clayton Coordinator, I have engaged in regular discussion with my Malaysian counterpart.

Date

Yes No

As the Malaysian Coordinator, I have engaged in regular discussion with my Unit Leader at the Clayton Campus.

Date

Yes No

Discussion Points

Is unit structure and content similar at each campus?

Is unit outline identical?

Information specific to each campus such as timetable, assessment schedule, lecture location etc. will be different; however all other information should be identical.

Are learning objectives identical or equivalent?

Ensure that there is clear articulation of learning objectives.

Discuss and agree on any unit variations?

Check pre-requisite requirements are identical or equivalent.

Have assessment tasks been discussed?

Examinations	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Proportion of examination and non-examination assessments	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Practical work	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Hurdles	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Reports	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Result calculation policies	<input type="checkbox"/> Yes	<input type="checkbox"/> No

Discuss responsibility for setting assignments and marking scheme.

Examinations:

- Decide on who writes exam paper. (E.g. One person, contributions from each campus, etc.) Regardless of who writes the paper, it MUST be reviewed by coordinators on both campuses and signed off. Ensure sufficient time is allowed for this process to occur.
- Ensure marking schemes are developed by those that developed the exam paper.
- Ensure final grades and any adjustments are agreed by all campus coordinators.

Ensure the majority of assessment tasks are common and have identical weights.

Ensure comparability of assessment between markers.

Discussion Points (Cont'd)

Discuss and agree on range of techniques to be used which will ensure equivalence of assessment?

Possible techniques could include:

- detailed written marking guide for each item of assessment;
- ensuring a common understanding and interpretation of assessments;
- training assessors to ensure a common interpretation of the marking guide;
- using one assessor or assessment team for each item of assessment across all campuses where such arrangements are practicable;
- second-marking a selected sample of items of assessment to validate assessment standards and interpretation of the marking guide across campuses;
- exchanging samples of graded items of assessment between assessors.

Have results obtained by each campus cohort for each assessable task been reviewed to ensure equivalence and comparability?

Have latest unit evaluation results been discussed?

What improvements have been made/or are intended to be made as a result of the latest unit evaluation?

Has Unit Coordinator arranged for names of all lecturing staff (Clayton and Malaysia) to be loaded onto MUSO website?

Additional Notes

Attach details if required.