Teaching and Assessment:
Guidelines for Campus or Online at Alert Level 2

1. The decision of whether to return to campus refers to one course, one teacher and one cohort of students enrolled in that course.

2. Campus access is restricted due to H&S demands. There are two categories for courses returning to campus:
   PRIORITY 1 Access Required:
   is granted where on-campus teaching is required to meet course learning outcomes or for activities that are demonstrably critical to student success, e.g. practical hands-on learning
   PRIORITY 2 Access Optional:
   may be granted where on-campus learning is clearly beneficial to learners, e.g. where students are struggling with online learning"

3. There is a general underlying principle of 'no student left behind'. This means that while making the decision please consider how you will provide learning for those students who cannot, or do not wish to, return to campus.

4. All applications to return to campus need to be placed one week or more before you are hoping to return, to allow enough time for the approvals process to be undertaken and the operational logistics to be determined.

NB. For each of the above categories there is the potential to change Semester dates, timetables and assessments. Please talk with your TPA/TKK Liaison.

5. Each Course Lecturer/Course Co-ordinator needs to choose one of the following three options for their Course:
    - Stay online for the rest of the Semester
    - Partially online/partially on campus for the rest of the Semester (labs, practicals, tutorials, workshops etc) or
    - Fully on campus for the rest of the Semester

7. Liaise with your TPA/TKK partners to support you in making your decision, particularly if you would like to change assessments, extend semester dates or amend timetabled classes.

8. Each Course Lecturer/Course Co-ordinator needs to ensure the HoS and APM agree to the need for:
    - any courses returning to campus or
    - extending semester dates
    before submitting an online application to Academic Recovery Committee (ARC)/IMT.

9. Once the APM and HoS have agreed the need for your course to return to campus, go to this form (to be linked) in order to apply for ARC and IMT approval. This may include requests for some timetable modifications to day/time/requested rooms.

10. When you have received notification of ARC and IMT approval you may now proceed with preparations for returning to campus. Now you can notify students.

11. All returning staff and students must complete the online Health and Safety Training before returning to campus.

12. Once final approval is received, all learning and assessment plans should be updated and posted to Moodle.

Notes:

Library:

Currently (13 May) Unitec is seeking approval for a "click & collect" for all Unitec libraries. It is expected that this will be available from Monday 18th May.

Student Wifi and Devices:

Unitec is finalising its process for providing further access to devices, connectivity and software through Government funding. This process will be in place from Friday 15th May and should ensure those students currently without access will be supported.

The Course Coordinator/Lecturer will apply the following decision trees for each course they teach to ascertain whether the course will:

A. remain online until the end of the Semester or
B. partially remain online/partially return to campus or
C. fully return to campus

for teaching and/ assessment

TEACHING: Can you complete online or do you need campus access during Alert Level 2?

Can you complete all teaching online within semester dates and meet learning outcomes and student success?

YES → Update Online Teaching plan and post to Moodle

NO ↓

If you were to make minor changes to delivery and/ or content (still aligned to course descriptor) could you complete all teaching online within semester dates?

YES → Consult with TPA/TKK and report via the change form → Requirements met → Update Online Teaching plan and post to Moodle

NO ↓

Could you complete all teaching online with an extension into semester break (ideally maximum one week).

YES → 1.Gain agreement from PC/APM + HoS
2.Gain ARC approval for extension → Approval given → Update Online Teaching plan and post to Moodle

NO ↓

Could you complete all teaching online if you (lecturer only) could gain access to specialist equipment or resources on campus?

YES → Gain approval by submitting site access request for staff only → Approval given → Update Online Teaching plan and post to Moodle

NO ↓

Do either of the following apply to you?

- On-campus teaching required (Priority Access 1) and is critical to achieving learning outcomes and student success
- On-campus teaching is optional (Priority Access 2) e.g. tutorials which would help significantly to support learner engagement & success

YES → 1. Review the principles and processes.
2. Gain agreement from PC/APM + HoS
3. Gain approval from ARC/IMT by submitting site access request for staff + students → Approval given → Update Online Teaching plan and post to Moodle

ASSESSMENT

Do you need campus access or can all assessments be completed on-line?

Can your students complete all assessment online for your course within the current Semester One dates?

YES → Approval given

NO

Could you complete all assessment online if you had a deferral or extension into semester break (ideally maximum one week)?

YES →
1. Gain agreement from your APM/PC/HoS
2. Gain approval for deferral or extension from ARC by completing this form

→ Approval given

NO

Consult with your PC and TKK/ TPA Advisor about adapting your assessments for the on-line environment or consult the guidelines here. Based on your discussion with TKK/TPA, can you adapt your assessment for the online environment?

YES → Work through approval and recording processes with TPA/TKK → Approval gained and recorded

NO

Do you need to run an assessment on campus for either of the following reasons:
1. an invigilated assessment/exam is required by a governing body
2. It is impractical to rework the assessment for online

YES →
1. Gain agreement from your HoS that your assessment(s) needs to run on campus .
2. complete the site access request including learners form

→ Approval given

NO

Update Online Assessment plan and post to Moodle