

**CTMC FORM 4: Temporary Amendments to Assessment of Approved Modules (AAM)**

For **Temporary Assessment** amendments, please complete the details below and return to your School Quality Administrator and College Director.

**1. Module Information**

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| --- | --- |
| **School/Department:** |  |

|  |  |
| --- | --- |
| **Course Title:** |  |

|  |  |
| --- | --- |
| **Module Code:** |  |

|  |  |
| --- | --- |
| **Module Author/ Proposer:** |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Status of module in relation to course** | [ ]  | Mandatory | [ ]  | Optional |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Credits** | [ ]  | 15 | [ ]  | 30 |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **2. Is the module shared by any other course?** | [ ]  | Yes | [ ]  | No |
| Where the module is shared by another course or courses, the proposer must ensure that the course leader/s have been consulted in order to consider implications of the proposed change for students on the other course/s. Where there is a significant practice element, changes must be discussed with relevant partners/placement providers. |
| **Shared by Course/s:** |  |
| **Status of module in relation to these courses** (ie: Mandatory or Optional) |  |
| **Has the course leader been consulted? Give details** e.g. name, course, date of discussion, etc. |  |
| **Have partners/placement providers been consulted?** (where relevant) |  |

**3. Changes to Assessment pattern**: include assessment type, word/time, limits, weightings, etc.

|  |  |
| --- | --- |
| **Original Assessment Pattern:** |  |
| **New Assessment Pattern:** |  |

**4. Any other changes not listed above:**

|  |  |
| --- | --- |
| **Give details:** |  |

**Signatures**

|  |
| --- |
| **Course Leader** |
| Signed: |  | Date: |  |

|  |
| --- |
| **Head of School and/or Head of Department** |
| Signed: |  | Date: |  |

|  |
| --- |
| **Agreed by Link Tutor** (Collaborative only) |
| Signed: |  | Date: |  |

Please send completed form to the School Quality Administrator and College Director LTQE.

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
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| **For College Director and Quality Administrator use:**For School Quality Administrator use:

|  |  |  |
| --- | --- | --- |
|  | **Date:** | **Signature:** |
| Completed form to be submitted to CMAS for approval |  |  |
| Date approved by CMAS: |  |  |
| AQU Officer informed: |  |  |
| School Quality Administrator informed: |  |  |

Following approval at the CMAS, the School Quality Administrator must ensure that the Module Specification (Programme Specification/Award Map where appropriate) is amended to incorporate the changes and the “Date Module Specification Approved” and “Date and Record of Revisions” (and the “Date of Programme Specification preparation/revision” where appropriate) are completed appropriately. The School Quality Administrator should record the change/s onto the School’s Temporary Change Tracking Spreadsheet and communicate the details via the revised documentation to Registry Services so that the Student Records system can be updated. Where appropriate, if the award map has been changed as a result of the module amendment, the School Quality Administrator must also save the revised Programme Specification and share with their AQU Officer who will upload the Programme Specification to the AQU website.**To be completed following approval by CMAS**Confirmation of communication of changes, to be completed by School Quality Administrator:

|  |  |  |
| --- | --- | --- |
|  | **Date:** | **Signature:** |
| Revised documentation to Registry Services |  |  |
| Revised programme specification sent to AQU |  |  |

Where changes affect current students:

|  |  |  |
| --- | --- | --- |
|  | **Date:** | **Signature:** |
| Confirmation that existing students have told about the change (ie: announcement on BB) |  |  |
| Revised Course Handbook issued to students |  |  |

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