

**Contingency Planning: Temporary Adjustments to Approved Modules and Courses 2021/22 - Part B**

Course teams are not expected to redesign or make significant changes to modules, but there are a number of considerations that contingency planning suggests it would be wise to factor into planning. A holistic course-based approach that identifies the need for any adjustments at course level and to modules should be taken. Part A should be completed for a course (or group of related courses). Part B should be completed for modules that require adjustments, unless there are adjustments that apply to a whole group of modules, then you only need to complete the form once and list all of the modules to which it applies.

If significant temporary adjustments to the course are to be proposed, then please discuss with the Head of Department/College Director LTQE at the earliest opportunity. Significant changes constitute alterations to a course that could potentially affect the decision of an applicant to take up their place and/or significantly vary the information provided to applicants or to students regarding the nature of the course and its component parts. In the majority of cases at module level there will be no need for any adjustments beyond consideration of how lectures may be delivered online.

All changes and adjustments are determined against the Course Programme Specification or Module Specification for 2021/22.

It is important to involve your student representatives where possible in agreeing any proposed adjustments. Heads of Department in consultation with College Directors will advise in the unlikely event External Examiner comment is necessary.

For substantive (not temporary) course amendments, please use the existing forms on the [AQU website](https://www2.worc.ac.uk/aqu/655.htm).

**Part B:** Complete relevant sections for specific module unless there are changes that apply to a whole group of modules, then you only need to complete the form once and list all of the modules to which it applies (attach a separate list if necessary).

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **School/Dept:** |  | | | |
| **Course Title:** |  | | | |
| **Module Code:** |  | **Module Leader:** |  | |
| **Module Title:** |  | | **Credits:** | 15 / 30 |
| **Status of module in relation to course**, ie Mandatory/Optional. (Also see Section 3 below for shared modules) | | |  | |

**1. Mode of delivery**

|  |  |  |  |
| --- | --- | --- | --- |
| **Current mode of delivery?** | **🗸** | **Proposed temporary mode of delivery?** | **🗸** |
| * Scheduled weekly on-campus classes |  | * Scheduled weekly on-campus classes |  |
| * Scheduled block/weekend on-campus classes |  | * Scheduled block/weekend on-campus classes |  |
| * Online delivery only |  | * Online delivery only |  |
| * Blended delivery (ie: mix of online and on-campus weekly classes) |  | * Blended delivery (ie: mix of online and on-campus weekly classes) |  |
| * Blended delivery DL (ie: mostly online with minimal on-campus classes) |  | * Blended delivery DL (ie: mostly online with minimal on-campus classes) |  |

**2. Contact hours:** (this is not generally anticipated)

|  |  |
| --- | --- |
| **Any adjustments to** **Contact hours** (ie: changes in taught scheduled hours) | Yes / No (If yes, provide details of current and proposed hours) |

**3. Learning outcome/s:** (this is not generally anticipated)

|  |  |
| --- | --- |
| Current Learning Outcome/s: |  |
| New Learning Outcome/s: |  |

**4. Summative Assessment**: include assessment type, word/time limits, weightings, etc. (this is not generally anticipated)

**4a. Original Assessment Pattern:**

|  |  |
| --- | --- |
| 001 |  |
| 002 |  |
| 003 |  |

**4b. New Assessment Pattern:**

|  |  |
| --- | --- |
| 001 |  |
| 002 |  |
| 003 |  |
| Rationale for adjustment |  |

**5. Any adjustments to** **Work-based Learning/Placements:** Please note the contingency planning principles for placement provision

**5a. Current requirements:**

|  |
| --- |
|  |

**5b. New requirements:**

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| --- |
|  |

**6. Other changes not listed above:** (this might be in relation to pre-requisites/ exclusions, fieldwork, practicals etc)

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

**Other implications:** Will the changes to this module affect or have implications for other modules on the course and/or for the course as a whole? (eg 30 credit modules with related 15 credit “exchange” modules)

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| --- |
| Give details: |

**7. Shared modules**

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 adjustment for students on the other course/s. Where there is a significant practice element, adjustments 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  eg name, course, date of discussion, etc |  |
| Have partners/placement providers been consulted (where relevant)? |  |
| Have Students’ Union/ Student Course Representatives been consulted? |  |

**8. Impact assessment**

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| --- | --- |
| Please confirm that you have considered the impact of any adjustments in relation to access and inclusion for all protected characteristic groups and for those who may be self-isolating and/or have additional responsibilities making it difficult to travel or attend. Outline any mitigating action you will take |  |

|  |  |
| --- | --- |
| **Agreed by Course Leader** | Name: |
| **Agreed by Link Tutor (Collaborative only)** | Name: |

Please send completed Module Form (B) together with the updated Module Specification to the relevant Course Leader who will collate all Module forms and revised Module Specifications to be forwarded together with the Course Form (A) to the School Quality Administrator who will upload it to the OneDrive folder for the College Director LTQE to review.

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

|  |  |  |
| --- | --- | --- |
| Approved by College Director LTQE: | Date: | Signature: |

Confirmation of communication of changes, to be completed by School Quality Administrator:

|  |  |  |
| --- | --- | --- |
| Revised documentation/information to Registry Services | Date: | Signature: |

As part of the approval process, the College Director on behalf of the College LTQE, will decide whether any amendment to the Programme Specification is necessary. The School Quality Administrator must ensure that the Module Specification/Programme Specification/ Award Map (where appropriate) are amended to incorporate the changes and the “Date Module Specification Amended” or “Date and Record of Revisions” and the “Date of Programme Specification amendment” sections are completed appropriately. Such revisions will need to be forwarded to AQU.

The School Quality Administrator should record the change/s onto the School’s Change Tracking Spreadsheetand communicate relevant details to Registry Services so that the Student Records system can be updated.