

Week	Points to Note
Before commencement of the teaching period	<p>TNE Liaison Team will send the deployment list to Murdoch Unit Coordinators (UCs), this includes contact details of Affiliate Lecturers (ALs). The UCs and ALs should initiate contact when contact details are received and communication between the UC and AL should be ongoing throughout the teaching period.</p> <p>The Units Procedure states the responsibility of a UC is to lead the consistent delivery of a unit.</p> <p>The UC should convey their teaching and learning expectations to the ALs, including:</p> <ul style="list-style-type: none"> • Assessment and delivery methods • Moderation process • Standard of student work • Amount of feedback required on assignments • Timeliness of assignment return and release of grades; and • Recording of grades. <p>UCs should hold a briefing for ALs before the commencement of the teaching period and prior to key assessment events.</p>
Week 2 of the teaching period	<p>UC should confirm the class registration/name list with the AL at the end of Week 2.</p>
During the teaching period	<p>UCs and ALs should maintain communication throughout the teaching period. Regular contact enables the UC to provide prompt feedback. If there are problems that could not be resolved by that feedback, the UC should discuss solutions with the School Dean or delegate.</p> <p>It is recommended that UCs of transnational offerings should set aside the same minimum amount of consultation time for TNE units as they must set for onshore units. Forms of communication can include Teams, telephone or email.</p>
Prior to assessment deadlines	<p>UC will develop all ‘continuing’ assessment materials and the marking guides which should be provided to the AL no later than the due date. UC will set the deadline for each assessment piece in the unit and outline the deadlines in the Unit Outline.</p>
After assessment deadlines	<p>AL marks the ‘continuing’ assessments in accordance with the marking guide. See Marking – Accreditation Requirements section on the Assessments page of the TNE Web Resource for details on special marking arrangements.</p> <p>Within one week of receiving the assignments, the AL should forward a marked sample (10 assignments or 10% of the total enrolments, whichever is greater) to the UC for moderation.</p> <p>The sample assignments should be selected by the UC and must be a representation of a range of results. The AL will finalise marking according to the feedback received from the UC.</p>

<p>After assessment deadlines (continued)</p>	<p>The objective is to provide students with meaningful feedback on their work within 10 working days from the submission date. While the official Murdoch policy allows for a 15-working day turnaround, our shorter trimester based TNE system necessitates a faster feedback process. The submission, marking and moderation of assignments should be done via LMS.</p> <p>It is the ALs responsibility to gather any evidence and report instances of student academic misconduct to the Unit Coordinator; if a timely response is not received from the Unit Coordinator, we ask that ALs contact their local TNE Dean or Learning Support Lecturer. Unit Coordinators are responsible for reporting academic misconduct through the portal via ServiceNow; any staff member, including ALs can report a General Misconduct via the same portal. Further information is available here.</p>
<p>Before and after Final Exam</p>	<p>Any student queries about the exam should be relayed to the UC. The UC sets the exam paper for all TNE locations. There are different marking requirements, depending on the partner contract agreement.</p> <p>Murdoch Singapore:</p> <ul style="list-style-type: none"> • UC marks the final exam paper. <p>Murdoch Dubai:</p> <ul style="list-style-type: none"> • AL marks the final exam paper. It is particularly important for the UC to provide the marking guide, no later than the final exam date. • A sample of the exam papers is selected by the UC for moderation. The sample will be 10 papers or 10% of all papers, whichever is the greater. • The UC needs to advise the AL of any adjustment to student exam marks. <p>See Marking – Accreditation Requirements section under Assessments page on TNE Web Resource for details on special marking arrangements.</p>
<p>End of teaching period</p>	<p>UC finalises and provides the results spreadsheet which includes component marks, final marks and grades to the Student Records Office.</p> <p>Results will be released to the students after approval from the Results Committee. Component scores should have been previously released to students via LMS after completion of any moderation, and prior to the commencement of exams.</p> <p>After the release of results, the UC is required to be available for student consultation and for the provision of any exam papers requested for viewing. UC or nominee will decide for the exam script or a scanned copy to be viewed at the offshore location.</p> <p>Please note: see Exam Script Viewing Process during COVID-19 (currently in use for 2023)</p>