

# Subject Lifecycle

This guide maps an overview of key points from a range of JCU teaching, learning and assessment related policies and procedures to the subject lifecycle.

Please refer to the policy library for a full description of the policy or procedure.

**The subject lifecycle consists of four stages:**



**Abbreviations:** CAI - Coursework Academic Integrity | CP - Core principle  
LTA - Learning, Teaching and Assessment | Proc. - Procedure | SO - Subject Outline.

## Plan

### Assessment

**LTA Proc. 3.1.3** Assessment methods must be the same across study mode and campus

**LTA Proc. 3.1.2** Ensure transparent assessment descriptions and rubrics that contain criteria or scales that define the standards expected of students' work.

**CAI Proc. 3.2** Staff and affiliates must complete JCU's staff Coursework Academic Integrity Education Modules where directed by the University.

**LTA Proc. 3.2.5** Examination papers for the examination period are securely prepared, approved and submitted to the College Administration and Examinations Unit in a timely manner in order to meet deadlines, as outlined in the Examinations Procedure.

### Subject Outline

Prepare the subject outline according to the SO Procedure.

**LTA Proc. 2.4.2. d** Communicate the actions taken in response to a subject review to other staff and students.

**SO Proc. 3.1** Make available on Learning Management System (LearnJCU), five university working days before the start of the study period.

### Prepare LearnJCU Site

Prepare the LearnJCU site according to the Student Digital Experience Policy.

**LTA Proc. 1.4.1. a** Ensure that LearnJCU provides access to core learning materials and extension options through technologies where appropriate.

**LTA Proc. 4.2.1** Face-to-face and online teaching environments have up-to-date and relevant equipment and resources that enhance a range of different teaching approaches.

## Teaching

**LTA Proc. 1.3.1** Students are offered a variety of resources, teaching methods, and flexible approaches to learning in recognition to their learning needs and acknowledging their social and culturally diverse backgrounds.

**LTA Policy CP4** Student learning is facilitated by inspiring, motivating and research-informed teaching.

**LTA Proc. 1.2.3** Students receive explicit learning and teaching information using commonly accepted terminology and language appropriate to the discipline.

**LTA Proc. 4.1** Teaching requirements.

**LTA Proc. 4.2.2. a** Learning activities and teaching strategies cater for, and encourage, student equity, diversity and inclusion.

**CAI Proc 1** Staff responsibilities.

## Consultation

**LTA Proc. 4.3.1** Consultation arrangements communicated in subject outline.

## Assessment

**LTA Policy CP3** Assessment is valid, fair, authentic, developmental, transparent, and varied.

**LTA Proc. 3.2** Assessment methods.

**LTA Proc 3.1.7** Early assessment (pre- census) must be used to monitor student progress against subject learning outcomes and to identify additional support requirements.

**CAI Proc. 4.1. a** Breach by a student - report as directed in the Student Academic Misconduct Procedure.

**LTA Proc. 3.2.5** Examination papers for the examination period are securely prepared,

approved and submitted to the College Administration and Examinations Unit in a timely manner in order to meet deadlines, as outlined in the Examinations Procedure.

## Moderation

**LTA Proc. 3.6** Moderation.

## Grading/marking

**LTA Proc. 3.7** Grades and results.

## Providing Feedback

**LTA Proc. 3.5** Feedback on assessment.

**LTA Proc. 3.5.2. a** Students receive feedback on early assessment item before census date.

**LTA Proc. 3.5.2. c** Feedback on assessment provided in timely manner relative to study period:

- within 15 university working days for 13-week subject
- within 7 university working days for 7-week subject.

**LTA Proc 3.5.1** Feedback on examinations available in LearnJCU GradeCentre or by student request after results release date.

## Special Consideration

**LTA Proc. 3.2.7** A deferred assessment (including an examination) is a delay (postponement) to the start date of an assessment item. A deferral can be requested by a student due to extenuating circumstances under the Special Consideration Procedure.

## Encourage Student Feedback on Subject

Promote YourJCU survey in accordance with the Student Experience of Learning and Teaching Policy.

# Review

## Student Feedback

**LTA Proc. 2.4** Course and subject feedback and review.

**LTA Proc. 2.4.2. a** Conduct an annual review of student feedback.

**LTA Proc. 2.4.2. c** Subject Coordinators undertake a biannual peer review of a subject that includes YourJCU student feedback, learning analytics data, assessment plans, moderation processes and grading practices.

## Peer and Self-reflection

**LTA Proc. 2.4.2. c** Utilise elements of the 4Q model of evaluation for peer review and self-reflection.

## Subject Learning Outcomes (SLO)

**LTA Proc. 2.3** Learning outcomes.

**LTA Proc 2.3.3** Course and subject learning outcomes are written from the point-of-view of student learning.

**LTA Proc. 3.1.4** Every subject learning outcome must be assured through assessment.

## Assessment

**LTA Proc. 3.2.2** Assessment methods are balanced.

**LTA Proc. 3.1.2** Learning outcomes and assessment are aligned.

**CAI Proc. 1.1. a** Ensure assessment items are varied and intentionally designed to promote academic integrity.

## Learning Materials

**LTA Policy CP2** Students participate in engaging and futures-orientated subjects.

**LTA Proc. 2.1** Curriculum design.

**LTA Proc. 2.1.1. c** Ensuring course and subject design is inclusive and anticipates student diversity without lowering academic standards.

# Improve

## Use Data Sources

**LTA Proc. 2.4.2. b** Monitor and consider survey and learning analytics data to improve current and future subject content.

**LTA Proc. 2.1.1. g** Incorporate changes as a result of student feedback.

## Curriculum Design

**LTA Policy CP2** Students participate in engaging and futures-orientated subjects.

**LTA Proc. 2.1** Curriculum design.

**LTA Proc. 2.2** Skills development.

**LTA Proc. 3.1.4. e** Staff must assess English language and numeracy proficiency. Refer to the English Language and Numeracy Policy.