

## SAMs 2022 Update FAQs

### As a Topic Coordinator what do I need to do with my 2022 SAMs?

You will need to complete a SAM for all of your 2022 topics (SU, NS1, S1, S2 and NS2). This must be done between October and December 2021. The FLEX system will continue to be used and you will be notified by your College SAMs contact when your SAM is ready for you to complete. A [tip sheet is available to assist you in completing your SAMs](#).

### Why have SAMs changed?

The SAMs template has been updated to align with the new Assessment Policy.

### Do I need to update SAMs for ALL topics in 2022?

Yes, SAMs updates are required for *all topics* for the whole of 2022, including semester 2 topics because all assessment data needs to be imported into CourseLoop in bulk in February. Any changes to assessments for 2022 after December 2021 will require a level 2 change.

### Why can't the data just be migrated in to the 2022 SAMs?

Unfortunately, the data for 2021 is in a format which is not compatible to the new format for 2022 making it not possible to migrate over.

### How can I find my SAM from 2021?

SAMs from 2021 (or 2020 if that was the last time the topic ran) will be presented on the SAMs assessable work window (in FLEX) for reference purposes.

### Why doesn't my SAM have the previous SAM data presented on the assessable work window?

It may be that you are doing a SAM for a new topic, in which case there would be no previous SAM data to display.

### What are the key changes for SAMs 2022?

Most of the changes occur in the Assessment table. A [tip sheet is available to assist you in completing your SAMs](#).

**Details of assessable work in the topic** (Optional forms of assessment, where permitted, are also detailed)

Further assessment details and instructions will be provided in FLO.

Assessment Type	Brief description	NGP	% of total marks	Due date	Consequences for late submission	Hurdle task? *
Select from drop down list	Free text with 125-character limit	Yes/No	Number only. No decimals.	Free text.	Value selected from drop down list 1-5% or NGP	Yes/No

**Assessment type:** a drop-down menu of options as per the assessment types glossary in the [Assessment Practice Procedures](#)

**Brief description:** limit of 125 characters

**NGP:** yes/no

**% of total marks:** must be a whole number

**Due date:** free text (used to be 'deadline')

**Consequences for late submission:** select % from a drop down menu - 1 to 5 or NGP

**Hurdle task:** yes/no

**Return date:** removed. SAM will refer to [Assessment Policy Practice Procedures](#).

### **How do I know which assessment type to select?**

To determine which assessment type to choose, have a look at the previous SAM data presented on the FLEX screen. You can also refer back to SAMs from existing FLO sites and you may also wish to have a look at the approved assessment data in CourseLoop. Read the description in the [assessment type glossary](#). Pay particular attention to the “includes but is not limited to” column. If your assessment falls within the description select that assessment type. If you can’t find your assessment in the “includes but is not limited to” column, but aligns with one of the descriptions, select that assessment type.

### **What do I put in the brief description?**

This should be *brief*. You only have 125 characters. It does not need to include assessment instructions such as length of essay, criteria etc. Instruction information should be presented to students in FLO. The brief description should expand on the selected assessment type, for example:

- Assessment type - Case Study. Brief description – Problem solving approach, what steps would be taken to identify social behaviour around a particular phenomenon.
- Assessment type – Articles for different audiences. Brief description – Reading reflection, read and editorial, article or report, write a short reflection on it and find facts to support it.

### **I’m running an exam, what do I select in the assessment type drop down?**

- Where the assessment is an invigilated exam (either online or on campus) the assessment type is “Exam”
- Where the assessment is scheduled, but not invigilated the assessment type is “Quiz/Test”. Some of these assessments you may have previously identified as an exam. Whether the assessment is invigilated is a key consideration. If there is no invigilation, you should select “Quiz/Test”

### **What do I select in the consequences for late submissions box?**

The consequences for late submissions are decided by College Deans (Education) and may be set at a College or Course level, please indicate the % as agreed within your College. Your TPD or College Dean (Education) can advise.

### **What is a hurdle task?**

As per the [Assessment Practice Procedures](#) (section 3.2.j) a hurdle task is defined as “assessment activities or components which must be passed in order to pass the topic”. The procedure also includes this note: “where a learning outcome can only be demonstrated by one assessment activity, that assessment activity is a hurdle requirement. This should be the case only by exception and, wherever possible, learning outcomes should be able to be demonstrated by more than one assessment activity”.

### **Where do I put requirements for successful completion?**

Requirements for successful completion have been removed from the SAM. The [Assessment Practice Procedures](#) (Section 3.2.i) indicate Topic Coordinators are responsible for ensuring “the requirements for successful completion – criteria and standards – for each assessment activity are provided to, and discussed and clarified with, students before the time that they are expected to begin the activity; and ensure that (where appropriate) students are provided with a grading rubric for each assessment activity.” Requirements for completion should accompany the detailed instructions and the rubric indicating criteria and standards for successful completions for each assessment in FLO.

### **Do we still need to align learning outcomes with Graduate Qualities?**

No, this will no longer form part of the assessment information in SAMs. Consideration should be given to aligning course and topic learning outcomes with Graduate Qualities during the course design process.

#### **What if a Topic Coordinator hasn't been assigned to a topic before the end of this year?**

All Deans (People and Resources) have been asked to assign staff to every topic availability to ensure that all assessment data is collected.

#### **Why do we have to the end of the year to update the SAMs?**

This timeframe is required to provision enough time to migrate data from FLEX in to CourseLoop in early February after which time any changes to assessments will be done via a standard topic change process. This timing has been agreed so that the migration occurs just prior to the commencement of semester 1 and is designed to minimise interruption to teaching activities.

#### **What happens if I don't update SAMs for all of my topics before the end of the year?**

Status reports will be provided to the Deans (Education) periodically to the end of the year to monitor progress of updates to SAMs for their College with the goal of getting as much assessment data entered as possible. A gap analysis will occur during January, during which time Colleges may be asked to provide assessment data. After this time, if you need to populate assessments for your topics then a standard level 2 change will be required.

#### **There is no SAM in FLEX for my topic, what do I do?**

If there is no SAM for your topic it may be because the topic has not been made available to students in Student Management. To rectify this please contact the SAMs contact in your College ([listed on the FLEX login page](#)).

#### **What if my 2022 assessments are already approved in CourseLoop?**

They will still need to be reviewed against the new Assessment Policy and entered into FLEX using the SAMs interface. You can view your 2022 assessments in CourseLoop (access via Okta) whilst you complete your SAMs on a second screen, copying and pasting (and reviewing) as you go.

#### **When should I do my SAM if my topic is undergoing a formal change?**

If you are putting through any type of topic change for 2022, you should wait until the change is approved in CourseLoop before you submit their SAM for moderation. Once the change has been approved in CourseLoop then the relevant changes (eg. Learning Outcomes, topic name) will be reflected in FLEX. Once a SAM enters moderation or is published it will not be updated with changes from CourseLoop. This is to ensure that students see the data that was in the SAM when it was published for the duration of the topic availability. If there is a need to ensure that the SAM is updated because the topic change will apply for the 2022 topic, then you will need to request that the SAM is re-drafted (via the SAM contact in your College).

#### **What about new topics/ changes to topics for 2022 carried out outside of the SAMs process?**

In order to manage the transition of data from SAMs to CourseLoop the following advice is provided with regards to the management of new topic and topic change proposals.

1. Any new topic or topic change that is approved before 31 December:
  - Assessment data will be collected through the SAMs process
  - Some new topic/topic change proposal(s) may contain assessment data (complete or partial). The expectation is that the assessment data entered into SAMs will align with approved assessments (staff will be able to access CourseLoop to reference this assessment data as they are completing their SAM)
  - If the proposal is approved late December then the January "gap analysis" phase will be needed for teaching staff to complete the assessment data in SAMs
2. Any new topic or topic changes that will be approved after 31 December:

- Assessment data will need to be included in the new topic/topic change proposal(s)
- This data will be used to populate SAMs from mid-February
- Note: any new topic or topic change approved between 1 January and mid-February will not be able to complete the SAM for the topic until mid-February\*

\*It is anticipated that the number of topics changes approved in Jan/early Feb will a start date in the same period will be limited. Staff in Centre for Innovation in Learning and Teaching are available to support teaching staff to present a SAM to students in these topics on the topic start date.

If you are putting through any type of topic change, please wait until the change is approved before you create your SAM. You will need to leave time for the approved changes to flow through all relevant systems. If you do not see your SAMs within a week after the change is approved, please contact the SAS SAM contact in your College. Once your SAM has entered moderation or has been approved any changes won't be updated in SAMs. The only way to change the SAM to reflect the approved change is to re-draft.

**I am re-designing the assessment for my course/topic, do I just enter the new assessment in the SAM?**

The assumption is and always has been that the assessments entered into the SAM align with the approved assessment for the topic. Whether you also need to submit a change to topic proposal will likely depend on the nature of the change. Please speak with the Deans (Education) in your College to obtain advice on the best way to manage your particular circumstance.

**Will assessment information display in the topic information pages on the web?**

For 2022, assessment information will display in the topic pages in [Handbook](#) on the web, providing accurate assessment information to students prior to enrolment.

**Some topics commence in January, will SAMs for these topics be published first/on time?**

The process for publishing SAMs will be the same as previous years. Once the SAM is approved and the topic available to students in FLO (7 days before start of teaching) - the SAM will be visible to students.

**Where can I find support for updating my SAMs for 2022?**

In addition to these FAQs, there is a [tip sheet](#), [video](#), [how-to support material](#) and an [Assessment policy FLO site](#). For technical support using FLEX to complete your SAM please contact the [SAMs contact in your College](#). For academic or policy related support please contact your [Dean \(Education\) or the Assessment Policy Working Group representative from your College](#).

**Where can I find the Assessment Policy Practice Procedures?**

You can access it here [Assessment Policy Practice Procedures](#). You may also be interested in the [Assessment Policy](#), the [Assessment Variation Procedures](#) and the [Grading Scheme](#) which form the full policy package relating to assessment.

**Is the assessment alignment with Learning Outcomes something that is "fixed" in CourseLoop, or entered each year and approved each year?**

Assessment alignment with Learning Outcomes will be managed and stored in CourseLoop from February 2022 and will be used to populate SAMs in the future. Any change to this alignment will be actioned as part of a level 2 change as per the standard topic change process.

**What will the SAMs process be for 2023 topics?**

The workflow for 2023 will likely be much simpler as most of the data will be pre-populated from CourseLoop. The confirmed process will be communicated in 2022.