**UNIT MONITORING AND GRADE RATIFICATION**

**Unit Group Monitoring Report (Form B)**

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| **DEPARTMENT/SCHOOL/COURSE**  |  |
| **SESSION/TERM:** |  | **YEAR** |  |
| **RESPONSIBLE PERSON** |  |

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| 1 | Summarise the outcomes of previous action plans. |
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| 2 | List units requiring a new Action Plan. |
| **Unit name/code** | **Issues to be addressed(Terms of Reference)** | **Actions required** | **Proposed timeframe for implementation.** |
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| 3 | Report on any actions taken this session to identify and support students at risk. |
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| 4 | Comment on any units where there were unexpected or noteworthy student results or experiences, including abnormally high fail or pass rates, shifts in grade distribution from previous offerings or with high percentages of D & HD grades. |
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| 5 | Report on student survey feedback (LEU headline data) and any items which may indicate issues within a unit. |
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| 6 | Report on student engagement (LMS engagement data) and any issues identified. |
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| 7 | Note any units which required results to be changed following the Unit Monitoring and Grade Ratification Meeting and why. |
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| 8 | Note any units where the results were not considered at the Unit Monitoring and Grade Ratification Meeting and why. |
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| 9 | Note any general comments or positive outcomes, including suggested amendments to teaching strategies, units and/or relevant policies or rules of the University. |
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| 10 | Describe any noteworthy educational innovations that took place amongst units in this group, and any corresponding evaluations of their efficacy (if undertaken). |
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| Submitted to the Faculty Board meeting on: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Department/School/Course Director Recommendation/s: |