Checklist for organising a course: BSc electives and MSc courses

The checklist below outlines the course coordinator's key tasks when preparing the course, during the course and after the course.

One month before the start of the course:

- ❑ Work on the course manual, which contains all the (static) information about the course and will help students to complete the course successfully. Use the IDE format for this.
- ❑ Set up Brightspace according to the IDE format.
- ❑ If you would like support from IDE Course Support (IDE CS) for creating groups and processing marks, contact IDE CS to discuss the possibilities.
- ❑ Create a staffing list based on the information in the teaching capacity plan.
- ❑ If students on your course will need to use the PMB/flex room, contact the PMB coordinator to make arrangements.
- ❑ If you want to organise an event at the faculty, for example a social gathering or exhibition, please arrange this at least six weeks in advance using an event form (available from the Service Desk).
- ❑ If you anticipate that cleaning services will be required at the end of an educational activity before the next users arrive, please inform FM via a call to the Service Desk.
- ❑ If you would like to use a room or meeting room, you can request this through the Service Desk. If you have questions about teaching rooms, please contact the timetable assistant.
- ❑ Schedule a kick-off meeting with staff in the week prior to the start of the course.
- ❑ If student teaching assistants are going to help during the course, inform or contact the secretary's office at your department to arrange a staff account for these students. They will need a staff account to be added to Brightspace as a staff member.

Must be completed one week before the start of the course:

- ❑ Add staff and student teaching assistants to the course in Brightspace.
- ❑ In case of group work: create groups and announce on Brightspace which group will be in which teaching room. Please note: for Master's courses, you must take into account the faculty's internationalisation policy when creating groups. This policy stipulates that there should be a good mix of students within project groups and that it is not permitted to place one international student on their own in a group of Dutch students.
- ❑ Check that Brightspace is set up in accordance with the IDE format and 'activate' Brightspace by clicking on 'course is active' under Course Admin, Course offering information.
- ❑ Inform students about the start of the course on Brightspace and about the mandatory attendance requirement to confirm participation in the course (see Article 18 OER (BSc) and Article 13 TER (MSc)). Please note: You cannot ask students to undertake work for the course before the start of the quarter.
- ❑ Set up Gradebook.
- ❑ Publish the rubric on Brightspace.

- ❏ Post information for the staff on Brightspace, for example lecturer's manual, information about assessing work and entering information in Gradebook, etc.
- ❏ Publish information on Brightspace about when and how students should report sick. Make sure this information corresponds with the information in the course manual.
- ❏ During the kick-off meeting, discuss the structure of the course with the staff. Indicate what you expect from them and come to agreements on the marking schedule to ensure that marking deadlines are met and on the period for compensatory assignments/resits. Also notify them that they are required to inform you about no-shows (students who drop the course) and changes to groups, so that you can keep track of these developments. This is important to prevent non-participating students from still being awarded a group mark.

During the course:

- ❏ If paper or flip charts are required in a studio, the lecturer or supervisor can collect these materials at the logistics desk.
- ❏ If extra cleaning is needed in the rooms after it has been used by your course, you can request extra cleaning at the logistics desk.
- ❏ If the course is to be assessed by Quality Assurance, click here for the corresponding actions.
- ❏ Post important announcements on Brightspace (tip: try to limit this to one announcement a week).
- ❏ Process results from individual course components in Gradebook.
- ❏ Inform E&SA how many students are actually participating in the course. You will receive an email about this two to three weeks after the start of your course.
- ❏ If the course includes an examination: remind students around week 5 of the course that they need to register for the exam before the deadline (6/14 days before the date of the exam). Refer students to this website for more information.

Preparing an examination:

- ❏ Inform students that they need to take proof of registration and their campus card – and, if applicable, a 'VTT' declaration (extra time) – with them to the examination. If they fail to do so, they must wait half an hour before they can participate in the exam.
- ❏ Read the regulations on conducting examinations.
- ❏ If 30 or more students have registered for the exam: FlexDelft will provide invigilators from the TU Delft invigilator pool. If fewer than 30 have registered for the exam: please arrange invigilators yourself. The relevant rules for invigilating examinations are available here.
- ❏ Download the list of exam registrations from Osiris. You will receive an email from the Exam Desk as soon as this is available. Take it with you to the exam. See which students have been granted extra time or other facilities.

Within 10 days after the examination:

- ❏ Mark the exams, organise coordination meetings with the rest of the staff if necessary and determine the marks.

- ❑ Check that all lecturers have entered the marks in Gradebook.
- ❑ Calculate and/or enter the marks in Brightspace and Osiris. Always enter a result so that, if necessary, the Board of Examiners can view a student's academic process. The following applies when entering marks:
    - o Enter 'NV' for no-shows (*niet verschenen*).
    - o Enter 'NI' (*niet ingelevered*) for students who dropped out of the course or who did not submit any work.
    - o Enter the mark that the student obtained. 'Fails' must also be registered.
    - o If the student does not meet the requirements of the assessment, either a 'fail' or an 'NVD' (*niet voldaan* = unsatisfactory) will be recorded in Osiris.
    - o If a student scores a 5.0-5.5 on an assessment (not the degree audit), they are entitled to an additional opportunity to upgrade the mark. They can improve their mark to a maximum score of 6.0.
- ❑ Make sure the columns for all resits and compensatory assignments are visible in Gradebook.
- ❑ Always report any cases of suspected fraud or plagiarism to the Board of Examiners in accordance with the procedure outlined in Articles 8.3 and 8.4 of the Rules and Guidelines of the Board of Examiners. Do not mark the work unless the Board of Examiners has requested you to do so.
- ❑ Organise and communicate the moment at which students can review their marked work and ask questions. In doing so, adhere to the guidelines of the RRvE.
- ❑ If the course is being assessed by Quality Assurance: Share the evaluation results of the course with the staff members.

For resits:

- ❑ Arrange the resit examination and/or the compensatory assignment for practical exercises. A resit is organised in the same way as the first examination. See the section 'Preparing an examination'.