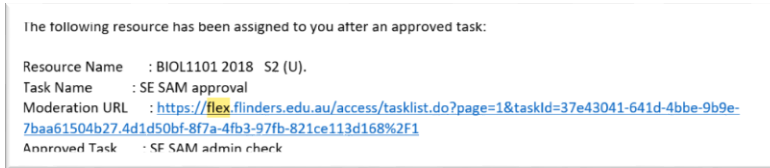


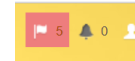
## Online SAMs – Guide for Moderators

### Locate SAMs waiting for Moderation

You will receive an email *FLEX : You have new notifications*. Click the link in the email.



OR from <https://flex.flinders.edu.au> click the flag at the top right.



### Open a SAM waiting for you to Moderate

Click on the View SAM link – as a web page or as a PDF

### Review the SAM

#### Admin check

*This is a quick check that should take about 2 mins per SAM.*

Specific areas:

- There are no missing sections – look for **RED** text
- There is no obviously incorrect content and formatting
- At least one Topic availability is selected
- Where > 1 Topic availability is selected, they have similar start and finish dates
- Topic Coordinators are correct
  - *Note:* the name of the first listed TC is the signatory displayed on the SAM
- Dates and deadlines are for 2018
- Marks add up to 100%
- Each Topic learning outcome is aligned to at least one assessment item
- Graduate Qualities are displayed for undergraduate Topics only

#### Academic review

Primarily focus is:

1. Makes sense to students and is reasonable
2. Is consistent with University policy

Specific areas to review

- Expected student workload
- Assessment details
- Criteria for Successful Completion
- Alignments of assessment to Outcomes/Qualities
- Resubmission of Assessment Exercises

### Click Reject or Approve

For Academic review, if an update to the content is needed, click the *Reject* button.

- You will need to enter a comment. Please explain what changes are needed.
- NOTE: The message can be seen by Topics Coordinators and moderators – it is stored for future reference.

Next, choose who needs to make the update:

- Admin moderator – for simple edits or the Learning Outcomes updates
- Original Contributor – if the Topic Coordinator needs to update it