

Help Guide: Responding to Assessment Review Comments in CDAP

Once you have completed your assessment updates, the assessment progresses through the relevant School review process in CDAP.

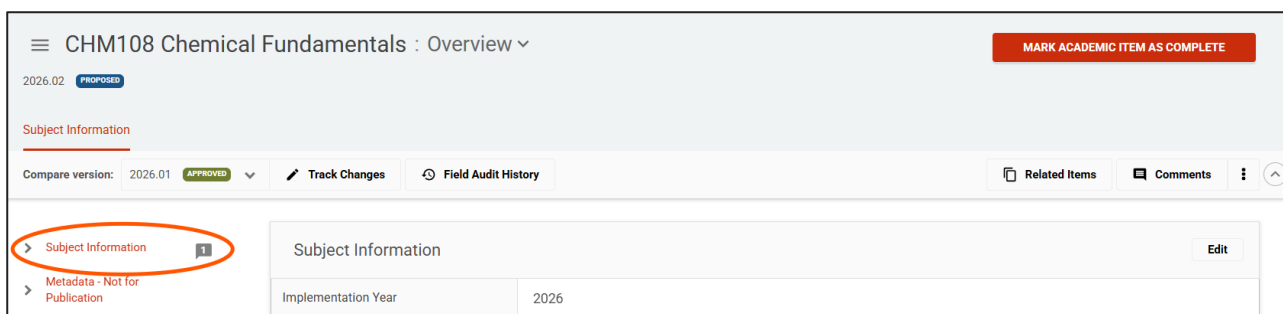
Reviewers can leave comments against the assessment information where clarification or changes are required.

Finding reviewer comments

When a comment has been added, a comment indicator appears against the relevant section.

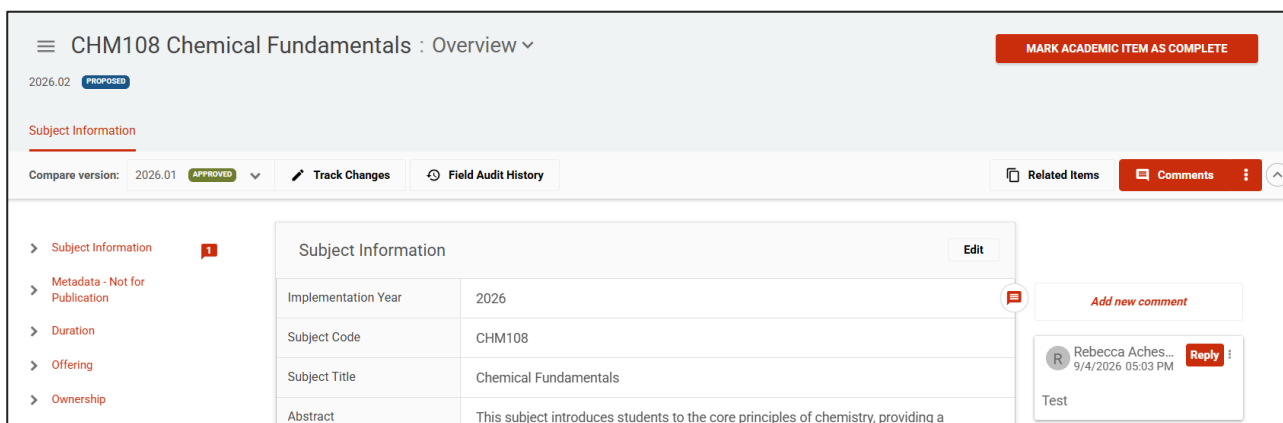
You can also use the comments area to view comments associated with the academic item.

Example: Comment indicator



The screenshot shows the 'CHM108 Chemical Fundamentals : Overview' page. The 'Subject Information' section is highlighted with a red circle, and a small red square with the number '1' indicates a comment. The 'Comments' button in the top right is also visible.

Example: Comment panel and detail



The screenshot shows the 'CHM108 Chemical Fundamentals : Overview' page with the 'Subject Information' section expanded. The 'Comments' panel is visible on the right, showing a comment from Rebecca Acheson dated 9/4/2026 05:03 PM. The 'Add new comment' button is also visible.

Responding to a request for change

Read the reviewer's comment and make the required change where appropriate.

For example, a reviewer might ask: **Please clarify what students are required to submit for this assessment.**

Open the relevant field, make the required amendment and save the updated assessment information.

Replying to the reviewer

You can respond within the comment thread to indicate how the comment has been addressed.

For example: **Updated to clarify the required submission components.**

Example: Replying to a comment

The screenshot shows the 'CHM108 Chemical Fundamentals : Overview' page. The 'Subject Information' tab is active. A comment by Rebecca Acheson from 9/4/2026 05:03 PM is visible. The 'Reply' button in the comment box is circled in red.

The screenshot shows the same page as above, but with a response in the comment box. The response text is 'Updated to clarify the required submission components.' The 'Reply' button is circled in red.

Using Track Changes

Track Changes can be used to identify changes made to the academic item. An edit indicator appears against the relevant section.

When Track Changes is displayed:

- additions are shown in green; and
- deleted information is shown in red with a line through it.



CHM108 Chemical Fundamentals : Overview

MARK ACADEMIC ITEM AS COMPLETE

2026.02

PROPOSED

Subject Information

Compare version: 2026.01

APPROVED

Track Changes

Field Audit History

Related Items

Comments

Publication

Duration

Offering

Ownership

Institutional Agreements

Contacts

Enrolment Restrictions

Subject Learning Outcomes

Curriculum Mapping

Subject Syllabus

Assessment Items

Assessment Items

Edit

Essential Requirements to Pass the Subject

Assessment methods and design are aligned constructively to assure that on successful completion of this subject, students will achieve all the learning outcomes. Assessment task design is informed by the Charles Sturt Assessment Design Principles and the Guidelines for Calibrating Student Workload.

To achieve a passing grade in this subject, students must achieve an aggregate minimum mark of 50%.

Number	Task Title	Value (percentage)	Weighting type
1	Topic Quizzes	20	Weighting %

Number

1

Task Title

Topic Quizzes

Value (percentage)

20

Weighting type

Weighting %

Audit history

The field audit history can also be used to see where information has been added or changed.

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MARK ACADEMIC ITEM AS COMPLETE

2026.02

PROPOSED

Subject Information

Compare version: 2026.01

APPROVED

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Curriculum Mapping

Subject Syllabus

Assessment Items

Learning Activities

Subject Syllabus

Edit

- SI units and unit conversions;
- The structure of the atom;
- Reactions and stoichiometry;
- Bonding and structure;
- Gases;
- Chemical equilibrium;
- Acids and bases; and
- Organic and biological chemistry.

Assessment Items

Edit

Essential Requirements to Pass the Subject

To achieve a passing grade in this subject, students must achieve an aggregate minimum mark of 50%.

Number	Task Title	Value (percentage)	Weighting type
1	Topic Quizzes	20	Weighting %
1	Topic Quizzes	20	Weighting %

Charles Sturt University

DASHBOARD

Dashboard

Proposal-50298 Chemical Fundamentals

CHM108 Chemical Fundamentals

CHM108 Chemical Fundamentals : Overview

2026.02

PROPOSED

Field Audit History for

Essential Requirements to Pass the Subject

Rebecca Acheson at 04-Sep-2026 05:08:08 PM

To achieve a passing grade in this subject, students must achieve an aggregate minimum mark of 50%.

Completing review

Continue responding to comments and making any required updates until the reviewer is satisfied.

Once the assessment review is complete, the academic item can progress through the School's agreed workflow towards approval.



The detailed allocation of reviewers and management of the review and approval workflow may vary according to local School arrangements.

