



Help Guide: Refreshing Approved Assessment Information into the Subject Outline Tool

Once your assessment has completed review in CDAP, the approved assessment information needs to be made available to the Subject Outline Tool.



The Subject Outline Tool uses assessment information from the relevant approved academic item.

1. Check the academic item in CDAP

Before refreshing your Subject Outline, confirm that you are looking at the correct academic item for the relevant year and that its status is **Approved**.

For a 202690 Subject Outline, check the relevant 2026 academic item.

SOC101	Understanding the Social World	APPROVED	SUBJECT	^	→
STATUS	STAGE	APPROVAL LEVEL	VERSION		
2027					
Approved	COMPLETE	ROLLOVER	2027.01 BASED ON 2026.02	⋮	→
2026	Approved	COMPLETE	EDITORIAL	2026.03 BASED ON 2027.01	⋮ →
Archived	COMPLETE	SUBJECT - COURSEWORK	2026.02 BASED ON 2025.02		→
Archived	COMPLETE	ROLLOVER	2026.01 BASED ON 2025.01		→

If the academic item is still Proposed

If the version containing your changes is still in a Proposed state, it may not yet be the version supplying assessment information to the Subject Outline Tool.

Until the updated version is approved, SOT may continue to display assessment information from an earlier approved version.

CHM108

Chemical Fundamentals

APPROVED

SUBJECT

^

→

STATUS	STAGE	APPROVAL LEVEL	VERSION		
2027					
Approved	COMPLETE	EDITORIAL	2027.01 BASED ON 2026.01	:	→
2026					
Proposed	PROPOSAL CREATION	MINOR SUBJECT CHANGE	2026.02 BASED ON 2026.01	:	→
Approved	COMPLETE	SUBJECT - COURSEWORK	2026.01 BASED ON 2025.01		→

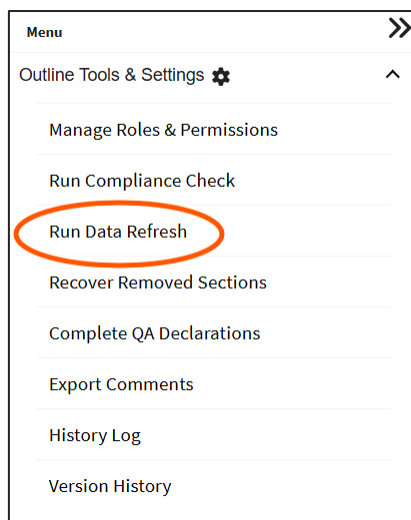
2. Open the Subject Outline

You can already have the Subject Outline open and be working on the other editable sections while the CDAP assessment is progressing through review.

Before refresh, the assessment section may still display older or incomplete information.

3. Refresh the data

Once the correct academic item is approved and the updated information is available through shared data, use the data-refresh function in the Subject Outline Tool.



Play your part in maintaining academic integrity at our university. Complete your compulsory [Academic Integrity](#)

Data Refresh !

For your information, updates were required on the following data and/or fixed autotext sections:

Assessment and Exam Items

Items

Close

4. Check the refreshed assessment

After refreshing, review the assessment information in the Subject Outline.

Check that:

- ✓ the correct assessment tasks are displayed;
- ✓ task titles and weightings are correct;
- ✓ due dates are correct;
- ✓ assessment information is complete; and
- ✓ the information is displaying appropriately.

Requirements to pass this subject

In order to achieve a pass in this subject you must attend the compulsory intensive school in its entirety, and the sum of all assessable items should be 50% or greater of the total available mark (ie you must score at least 50/100 overall in the subject to pass). Failure to attend the compulsory intensive school in its entirety will result in an immediate fail in the subject.

Items

Item Number	Title	Value	Due Date*	Return Date**
1	Topic Quizzes	20 %	Variable	-
2	Practical Assessment	40 %	16-Apr-2026	07-May-2026
3	Progressive Testing	40 %	Variable	-

* Due date is the last date for assessment items to be received at the University

** Applies only to assessment items submitted by the due date

Assessment item 1 - Topic Quizzes

Value: 20%

Due Date: Variable Date

Return Date: -

Duration / Length Unit: Minutes

Group Assessment: No

Submission method options: Online (via LMS)

7-Day Automatic Extension availability: Yes

Hurdle Assessment: No

If the information is incorrect

Do not attempt to correct CDAP-sourced assessment information directly in the Subject Outline Tool.



Instead:

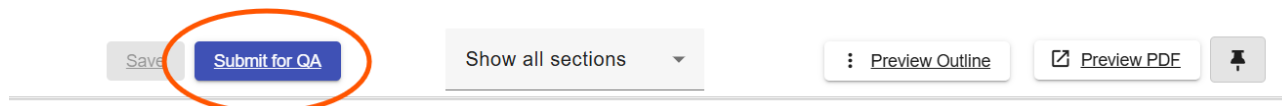
1. check the most recently approved academic item for the relevant year in CDAP;
2. determine whether the information is correct in CDAP;
3. if a correction is required, have the academic item opened through the appropriate process (contact your Subject Admin Team);
4. make and approve the correction in CDAP; and
5. refresh the Subject Outline again.

5. Check before sending to QA

Do not progress the Subject Outline to QA until the correct assessment information has been refreshed and checked.

Before progressing to QA, confirm:

- ✓ the correct academic item is Approved in CDAP;
- ✓ the Subject Outline has been refreshed;
- ✓ the correct assessment information is displayed; and
- ✓ the information has been checked for completeness and display.



A screenshot of the CDAP interface. At the bottom, there is a horizontal bar with several buttons. From left to right: a 'Save' button, a 'Submit for QA' button (which is blue and circled in orange), a 'Show all sections' button with a dropdown arrow, a 'Preview Outline' button with a list icon, a 'Preview PDF' button with a document icon, and a pin icon.

What happens during SOT QA?

The substantive review of the assessment information occurs in CDAP.

The Subject Outline QA process should therefore focus on the complete outline and confirming that the approved assessment information has transferred and is displaying correctly, rather than repeating the full assessment review.

Once the correct assessment information is displaying and the remaining Subject Outline information is ready, the outline can progress through its usual QA and publication process.

