



Help Guide: Updating Assessment Information: How CDAP and the Subject Outline Tool Work Together

From 202690, assessment information displayed in the Subject Outline Tool (SOT) is managed through CDAP.

This means that assessment information is reviewed and updated in **CDAP**, rather than being edited directly in the **Subject Outline Tool (SOT)**. Once the relevant academic item has been reviewed and approved in CDAP, the assessment information is made available to SOT through shared data.

Most assessment information has already been migrated into CDAP. Subject Coordinators will generally be reviewing and updating existing assessment information rather than recreating it from scratch.

The overall process



1. Review and update assessment in CDAP

Review the migrated assessment information and make any required updates, including session-specific information such as due dates.

2. Assessment is reviewed in CDAP

The assessment progresses through the relevant School review process. Reviewers can provide comments and request changes in CDAP.

3. The academic item is approved

Once the assessment review and any required changes have been completed, the academic item progresses to an Approved state.

4. Refresh the Subject Outline

Once the approved assessment information is available through shared data, refresh the data in the Subject Outline Tool.

5. Check the assessment information

Confirm that the correct assessment information is displaying in the Subject Outline.

6. Progress the Subject Outline to QA

The Subject Outline should only progress to QA once the correct assessment information has been refreshed and checked.

7. Publish

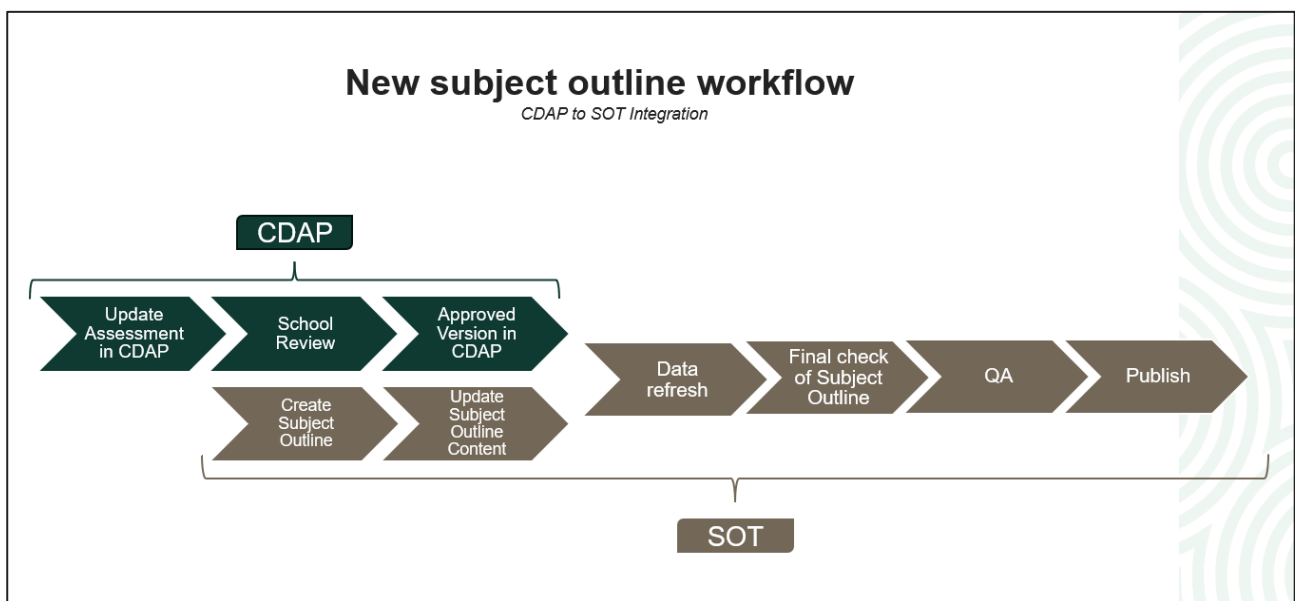
Once QA is complete and the Subject Outline is approved, it can progress through the usual publication process.

The published Subject Outline will display the approved assessment information sourced from CDAP, together with the information completed directly in the Subject Outline Tool.

Working on your Subject Outline while assessment is being finalised



You do not need to wait for the CDAP assessment process to finish before creating and working on the other parts of your Subject Outline in the Subject Outline Tool (SOT).



You can continue editing the sections that remain managed in SOT, such as the schedule and other Subject Outline content.



Subject Schedule & Delivery

Prescribed text * ?

Section options for PDF:  

Find information about required textbooks for your subject on the [Current Students](#) site. The [Library](#) provides free access to many textbooks online; check the Library's catalogue before purchasing your textbooks.

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Most first year chemistry textbooks will suffice provided you use the index to find content. The current **suggested** textbook for this subject is:

Chemistry: Core Concepts, 3rd Edition

by Allan Blackman, Adam Bridgeman, Gwendolyn Lawrie, Daniel Southam, Christopher Thompson, Natalie Williamson (Wiley)

The book is available as a printed book (ISBN 9781394183869) or an online, electronic book. Purchase of either version includes access to additional resources by Wiley that may assist your study.

CSU library has a limited number of licenses to access the book. See the links on your CHM108 Brightspace site.





Words : 94 Characters : 608

Until the relevant CDAP academic item is approved and the data is refreshed, however, the assessment information displayed in SOT may still reflect an earlier approved version.

When viewing the Subject Outline

When viewing the Subject Outline prior to publication, you will see the assessment information supplied from CDAP.

This assessment information is **not editable in the Subject Outline Tool**.

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

When editing the Subject Outline

When you are in **Edit** mode, you will see additional fields in this section that continue to be managed in the Subject Outline Tool. These include mandatory information such as:

- Extensions



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- Penalties for late submission
- Resubmission
- Feedback processes

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Important: refresh and check before QA

Do not send your Subject Outline to QA until you have:

- confirmed that the correct academic item is **Approved** in CDAP;
- refreshed the data in the Subject Outline Tool; and
- checked that the correct assessment information is displaying.



Assessment information cannot be corrected directly in the Subject Outline Tool.

If it is incorrect, the change needs to be made through CDAP, and the updated information refreshed into SOT once approved.

