



Help Guide: Reviewing and Updating Assessment Information in CDAP

Most assessment information for 202690 has already been migrated into CDAP.

When reviewing your subject, work through each assessment item and check that the information is accurate and appropriate for the upcoming offering.

1. Open the Assessment section

Open the relevant subject in CDAP and navigate to **Assessment Items**.

The screenshot shows the CDAP interface for the subject 'MHP105 Introduction to Primary Health Care: Mental Health'. The 'Assessment Items' section is active, displaying a table with columns: Number, Task Title, Value (percentage), and Weighting type. The table contains one row for 'Academic Learning Skills Quiz'. The 'Edit' button is circled in red.

Number	Task Title	Value (percentage)	Weighting type
1	Academic Learning Skills Quiz		Satisfactory/Unsatisfactory

2. Review Essential Requirements to Pass the Subject

Start with **Essential Requirements to Pass the Subject**.

Review the existing information and confirm that it accurately describes any requirements students must meet to pass the subject.

This information maps to the Requirements to Pass information displayed in the Subject Outline.

The screenshot shows the CDAP interface for the subject 'MHP105 Introduction to Primary Health Care: Mental Health'. The 'Essential Requirements to Pass the Subject' section is active, displaying a text area with the requirement: 'To achieve a passing grade in this subject, students must achieve an aggregate minimum mark of 50% and gain a satisfactory grade for the hurdle assessment.' The 'Save' button is highlighted in red.

3. Review each assessment item

Work through each assessment item in turn.

Assessment Items Cancel Save

Essential Requirements to Pass the Subject *

To achieve a passing grade in this subject, students must achieve an aggregate minimum mark of 50% and gain a satisfactory grade for the hurdle assessment.

Press Alt/Option+F10 for toolbar.

Assessment	Number	Task Title	Value (percentage)	Weighting type
>	1	Academic Learning Skills Quiz		Satisfactory/Unsatisfactory
>	2	Short answer questions	40	Weighting %
>	3	Scholarly paper	60	Weighting %
Add				

Assessment Items Cancel Save

Essential Requirements to Pass the Subject *

To achieve a passing grade in this subject, students must achieve an aggregate minimum mark of 50% and gain a satisfactory grade for the hurdle assessment.

Press Alt/Option+F10 for toolbar.

Assessment	Number	Task Title	Value (percentage)	Weighting type
▼	1	Academic Learning Skills Quiz		Satisfactory/Unsatisfactory
Number * 1 Task Title * Academic Learning Skills Quiz Weighting type Satisfactory/Unsatisfactory ▼ Duration / Length Number				

Check the:

- ✓ assessment number;
- ✓ task title;
- ✓ value or weighting;
- ✓ weighting type;
- ✓ duration or length;
- ✓ duration or length unit; and
- ✓ any supplementary information.

4. Check the due date

For an assessment with a fixed due date, enter or confirm the date in the **Due Date** field.

You do not need to calculate or enter the assessment return date in CDAP. Where applicable, the Subject Outline Tool generates the return date from the assessment information.

If the assessment has a variable due date, different steps apply. See the guide **Due Dates, Exams, Feedback and Special Assessment Settings**.



Example: Due Date

Assessment Items		Cancel	Save																																										
		Press Alt/Option+F10 for toolbar.																																											
	Due Date	DD/MM/YYYY																																											
	Due Supplementary Information	« ‹ September 2026 › » <table border="1"> <thead> <tr> <th>MON</th> <th>TUE</th> <th>WED</th> <th>THU</th> <th>FRI</th> <th>SAT</th> <th>SUN</th> </tr> </thead> <tbody> <tr> <td>31</td> <td>1</td> <td>2</td> <td>3</td> <td>4</td> <td>5</td> <td>6</td> </tr> <tr> <td>7</td> <td>8</td> <td>9</td> <td>10</td> <td>11</td> <td>12</td> <td>13</td> </tr> <tr> <td>14</td> <td>15</td> <td>16</td> <td>17</td> <td>18</td> <td>19</td> <td>20</td> </tr> <tr> <td>21</td> <td>22</td> <td>23</td> <td>24</td> <td>25</td> <td>26</td> <td>27</td> </tr> <tr> <td>28</td> <td>29</td> <td>30</td> <td>1</td> <td>2</td> <td>3</td> <td>4</td> </tr> </tbody> </table>		MON	TUE	WED	THU	FRI	SAT	SUN	31	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	1	2	3	4
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	Assessment Type *																																												
	Method of Assessment																																												

Example: Variable Due Date

Assessment Items		Cancel	Save
		Press Alt/Option+F10 for toolbar.	
	Due Date	DD/MM/YYYY	
	Due Supplementary Information	B <i>I</i> Variable Date	

5. Check the assessment classifications and submission arrangements

Review:

- Assessment Type;
- Method of Assessment;
- Submission Method; and
- Individual or Group.

If the task is a group assessment, provide information about any required **Individual Component** where applicable.

Assessment Items		Cancel	Save
		Press Alt/Option+F10 for toolbar.	
	Assessment Type *	Online test	
	Method of Assessment	Evaluative	
	Submission Method	Brightspace Quiz	
	Individual or Group	Individual	
	Individual Component		



6. Check the assessment settings

Review each of the relevant settings:

- ✓ 7 day auto extend;
- ✓ Supervised Assessment;
- ✓ Hurdle Task;
- ✓ Hurdle Task Description;
- ✓ Centrally Timetabled; and
- ✓ Generative AI.

Some of these fields support institutional processes and are not themselves displayed directly to students.

Where a setting has implications for what students need to know, make sure the relevant information is also clearly included in the student-facing assessment information.

Assessment Items		Cancel	Save
	7 day auto extend *	☐ Yes ☒ No	
	Supervised Assessment *	☐ Yes ☒ No	
	Hurdle Task	☒ Yes ☐ No	
	Hurdle Task Description		
	Centrally Timetabled	☐ Yes ☒ No	
	Generative AI	No	

7. Check whether the assessment applies to all offerings

For most assessment tasks, the same assessment applies across all offerings of the subject.

Where this is the case, select **Yes** for **Applies to All Offerings**.

If different offerings require different versions of the assessment, see the separate guide **Using Different Assessment for Different Offerings**.

Example: Applies to All Offerings - Yes

Assessment Items		Cancel	Save
	Feedback Method	☐ Written Comments ☐ Rubric-based Feedback ☐ Audio Feedback ☐ Verbal/Oral Feedback ☐ Peer Feedback ☒ Automated LMS Feedback ☐ No Feedback Provided ☐ Other (with text entry)	
	Applies to All Offerings	☒ Yes ☐ No	



Example: Applies to All Offerings - No

Assessment Items		Cancel	Save
	Feedback Method	Press Alt/Option to toggle toolbar. ☐ Written Comments ☐ Rubric-based Feedback ☐ Audio Feedback ☐ Verbal/Oral Feedback ☐ Peer Feedback ☒ Automated LMS Feedback ☐ No Feedback Provided ☐ Other (with text entry)	
	Applies to All Offerings	☐ Yes ☒ No	
	Offerings	[- Please Select -] S1-MHP105-W-D	
>	2		

8. Save your changes

Save your work after making your assessment updates.

MHP105 Introduction to Primary Health Care: Mental Health : Overview

UNDO MARK AS COMPLETE

2026.02 **Preview**

Subject Information

Compare version: 2026.01 **Preview** **Track Changes** **Field Audit History** **Save All** **Related Items** **Comments**

> Subject Information

> Metadata - Not for Publication

> Duration

> Offering

> Ownership

> Institutional Agreements

> Contacts

> Enrolment Restrictions

Assessment Items

Feedback Method

Press Alt/Option to toggle toolbar.

☐ Written Comments
☐ Rubric-based Feedback
☐ Audio Feedback
☐ Verbal/Oral Feedback
☐ Peer Feedback
☒ Automated LMS Feedback
☐ No Feedback Provided
☐ Other (with text entry)

Cancel **Save**

