



Help Guide: Due Dates, Exams, Feedback and Special Assessment Settings

Different assessment arrangements require different information to be entered in CDAP.

Fixed due dates

Where an assessment has a fixed due date, enter the date in the **Due Date** field.

You do not need to manually enter the assessment return date. The Subject Outline Tool generates the return-date information where applicable.

Due Date	 30/03/2026 X
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Variable due dates

Where an assessment genuinely has a variable due date:

1. do not enter a fixed date in the Due Date field;
2. enter the relevant variable-date information in **Due Supplementary Information**; and
3. clearly explain the timing arrangements for students within the **Task Description**.

Do not simply leave the due-date field blank without explaining the arrangement.

Example: CDAP for variable due date

Due Date	 DD/MM/YYYY
Due Supplementary Information	B <i>I</i>    T _x 
	Variable Date
Press Alt/Option+F10 for toolbar.	

Example: SOT for variable due date

Item Number	Title	Value	Due Date*	Return Date**
1	Topic Quizzes	20 %	Variable	-

Centrally timetabled examinations

Where the assessment is a centrally timetabled examination, select **Yes** for **Centrally Timetabled**.

The **Task Description** should clearly identify relevant **examination requirements**, including:

- materials supplied by the University; and

- materials students are required or permitted to bring.

This information should be consistent with the examination cover sheet.

Centrally Timetabled	☒ Yes ☐ No
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Feedback Method

Select the method or methods that appropriately describe how students will receive feedback.

Available options include written comments, rubric-based feedback, audio feedback, verbal/oral feedback, peer feedback, automated LMS feedback and other methods.

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

Where students will not receive feedback on the assessment, select **No Feedback Provided**.

This setting also affects how the assessment return information is displayed in the Subject Outline, with no return date generated for that assessment.

Feedback Method	☐ Written Comments ☐ Rubric-based Feedback ☐ Audio Feedback ☐ Verbal/Oral Feedback ☐ Peer Feedback ☐ Automated LMS Feedback ☒ No Feedback Provided ☐ Other (with text entry)
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Example: Subject Outline overview, with a dash or no return date displayed

Item Number	Title	Value	Due Date*	Return Date**
1	Topic Quizzes	20 %	Variable	-

