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| **Code No.:** | | **HTU/P20** | | **Date Established** | **9/11/2017** |
| **Responsible**  **Department** | | **Head of Department** | | **Date Posted** | **9/11/2017** |
| **Responsible Executive** | | **Head of Department** | | **Date Last Revised Revision # 4** | **9/11/2021** |
| **Quality Nominee** | | **Rumiana Bahova Nuseibeh** | | **Forward Revision Date:** | **9/11/2022** |
| ACCREDITED PROGRAMMS  School of Engineering Technology (SET)  School of Built Environment Engineering ( SBEE)  **School of Computing ( CS + IS)** | | | | | | | |
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**This Document was last revised : 17th November 2022**

Delivery/Teachingpolicy

**Summary**

This policy is seeking to make sure that the delivery process is being applied in a proper way, to do so, every assessor has to make sure that the subject's contents have been delivered to the

students correctly.

**POLICY STATEMENT**

 A comprehensive understanding of the unit, which is being taught have been delivered to

Signed by the LIV and IV

**DEFINITIONS**

 **Unit folder:** A folder structure which contains the unit specification, assessment planning (AP),

assignment calendar, scheme of work, lesson plan and materials for every unit.

 **Unit specification:** A kind of support for teachers and students about the unit, which

contains all the requirements that must be achieved to obtain the expected outcomes.

 **Assessment strategy:** A layout of the unit's structure, which displays the number of Pass

criteria, Merit criteria and Distinction criteria have to be achieved.

 **Assignment calendar:** Displaying the number of assignments which is being delivered,

and its expected issue and completion dates for each unit**.**

 **Scheme of work (SOW):** Demonstrating what the assessor is planning to deliver during

the academic period (Year or Semester), including the total number of weeks, planned

activities and resources.

 **Lesson plan:** Demonstrating what is being taught in every session, including

objective(s), activities, resources notes and evidences of learning for every session.

 **Materials:** Detailed explanations about the session's topic.

 **Approved assignments:** Assignments which have been approved by the internal verifier

and Lead Internal Verifier (If needed) to be issued to the students.

* **Assessment Planning , SOW, and AB standard approved templates, will be signed, scanned and send as soft copy to the Quality Assurance Office ( QN) following set deadlines for deliver as per the academic calendar. All IV documentation is archived in a specially designed digital platform – Digital Filing System (DFS) each sememster across all qualifucations.**

**RESPONSIBILITY**

 **Assessor:** to deliver the unit's contents in a proper way, which can help the student to

achieve the required outcomes, and to provide the required documents, which demonstrating the delivery processes.

 **Head of departments**: Responsible for following up the teaching processes, and to make

sure that the department has the required unit's folder, which should be up to date.

**PROCEDURE**

Assessor has to make sure that the following procedures are being applied:

 Comprehensive understanding of the unit specification should be obtained.

 Requirements are needed to be covered in every unit, and should be identified prior to the programme starts.

 Unit contents have to be delivered in a proper way that the student can understand.

 Appropriate guidance to the students regarding the unit’s contents and the assessment has to be provided.

 Essential documents and plans have to be prepared through the unit folder:

***The course folder has to be ready for the session, which includes the followings:***

 Unit specification

 Assessment strategy

 Assignment calendar

 Scheme of work.

 Lesson plan.

 Materials

 Approved assignments

End of Policy.