GUIDELINE TO ONLINE LEARNING & TEACHING
&
ASSESSMENT
DURING COVID-19 OUTBREAK

FAKULTI PENDIDIKAN, UITM PUNCAK ALAM
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PURPOSE

This guideline aims to provide information to all lecturers and staff of Faculty of Education, Universiti Teknologi MARA regarding the implementation of learning and teaching activities, assessment, laboratory work, practical work, field based work, studio, practicum and final year research project consultation, for undergraduate and postgraduate programs where F2F teaching and learning activities are not allowed due to COVID-19, Restricted Movement Order (RMO) and Controlled Movement Order (CMO).

Hopefully, this short guide will help ease faculty members' as well as students' concerns, thus allowing teaching and learning to resume in smooth and effective manner.

COVID19UiTM:
Ada 2 pekeliling baharu dikeluarkan hari ini, 6 April 2020:
1. Pekeliling Naib Canselor Bil12/2020 - Bantuan Kewangan untuk pelajar Asasi
2. Pekeliling Akademik Bil 6/2020 - Pindaan Kalendar Akademik 2020/2022

Sila layari laman web ini:
https://sites.google.com/uitm.edu.my/covid19uitmhea/circulars

https://sites.google.com/uitm.edu.my/covid19uitmhea/circulars

PLEASE REFER TO THE ABOVE LINK FOR THE LATEST INFORMATION AND CIRCULARS FROM THE UNIVERSITY
UiTM Academic Calendar was endorsed in the 256 Senate Meeting (Special) on April 3, 2020

<table>
<thead>
<tr>
<th></th>
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</thead>
<tbody>
<tr>
<td><strong>AKTIVITI</strong></td>
<td><strong>TARIKH LAMA</strong></td>
<td><strong>TARIKH BAHARU</strong></td>
</tr>
<tr>
<td>Tarikh akhir pembayaran yuran</td>
<td>22 Mac 2020</td>
<td>19 April 2020</td>
</tr>
<tr>
<td>Tempoh Validasi Kursus Berdahak Semester</td>
<td>16 – 29 Mac 2020</td>
<td>16 Mac – 26 April 2020</td>
</tr>
<tr>
<td>Permohonan Online Daftar/Gugur Kursus</td>
<td>30 Mac – 12 April 2020</td>
<td>28 April – 10 Mei 2020</td>
</tr>
<tr>
<td>GUGUR TARAF</td>
<td>30 Mac 2020</td>
<td>27 April 2020</td>
</tr>
<tr>
<td>Pelajar Mula Cetak Slip Menduduki Peperiksaan</td>
<td>4 Mei 2020</td>
<td>-</td>
</tr>
<tr>
<td>Permohonan Online Rayuan Pembatalan Gugur Taraf</td>
<td>31 Mac – 12 April 2020</td>
<td>28 April – 3 Mei 2020</td>
</tr>
<tr>
<td>Keputusan Rayuan Pembatalan Gugur Taraf</td>
<td>14 April 2020</td>
<td>5 Mei 2020</td>
</tr>
<tr>
<td></td>
<td>27 April 2020</td>
<td>18 Mei 2020</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>AKTIVITI PERKULIAHAN SESI III 2019/2020</th>
<th>Julai – Ogos 2020</th>
<th>Program Diploma/Sarjana Muda/Sarjana</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>AKTIVITI</strong></td>
<td><strong>TARIKH LAMA</strong></td>
<td><strong>TARIKH BAHARU</strong></td>
</tr>
<tr>
<td>Peperiksaan Sesi III/Interseesi/Khas</td>
<td>26 – 30 Ogos 2020</td>
<td>28 September – 4 Oktober 2020</td>
</tr>
<tr>
<td>Cuti Semester</td>
<td>31 Ogos – 6 September 2020</td>
<td>5 – 11 Oktober 2020</td>
</tr>
<tr>
<td>Kuliah 3b (baga kursus yang berkaitan sahaja)</td>
<td>22 Julai – 11 Oktober 2020</td>
<td>22 Julai – 11 Oktober 2020</td>
</tr>
<tr>
<td>English Exit Test (Writing)</td>
<td>29 Jun 2020</td>
<td>29 Jun 2020</td>
</tr>
<tr>
<td>Tarikh Akhir Penilaian Berterusan (baga kursus yang berkaitan sahaja)</td>
<td>29 Jun 2020</td>
<td>29 Jun 2020</td>
</tr>
</tbody>
</table>

*untuk negeri Kedah/Kelantan/Terengganu/Johor sahaja*
TEACHING AND LEARNING INITIATIVES
BY THE UNIVERSITY

• Centre of Innovative Delivery and Learning Development (CIDL)

https://cidl.uitm.edu.my/covid19.html

• PANOPTO training by ILD

https://icepsuitm3.wixsite.com/learning/video-tutorials

https://ufuture.uitm.edu.my/home/

Preparation For Life

Training platforms were made available to help lecturers prepare for open and online learning
Two categories of on-line learning: Synchronous AND asynchronous

Synchronous learning is online or distance education that happens in real time, whereas asynchronous learning occurs through online channels without real-time interaction.
STUDENTS ACCESS & ACCESSIBILITY

• Students should have the opportunity to acquire the same information, engage in the same interactions, and enjoy the same services as other students in the same class in equally effective and integrated manner, with substantial equivalent ease of use.
• Therefore, all lecturers are responsible to carry out analysis on students’ accessibility at their respective residential areas before deciding on the online learning platform or apps for online learning and online assessment.
• Lecturers need to get feedback from students on the followings:
  • internet accessibility,
  • internet coverage,
  • availability of laptop/PC
  • arts-related materials
• Lecturers are encouraged to do “a trial-run” to ensure students accessibility.
• Options for students with limited access:
  • Low-tech learning strategies for example using WhatsApp or Telegram
  • Softcopy or printed materials/pendrives to be sent to students, if necessary, via email or snail-mail, respectively.
LEARNING & TEACHING

• All learning and teaching SHOULD be carried out in an online learning platform throughout KULIAH 2 and KULIAH 3a. (Refer to Academic Calendar)

• Lecturers can consider applying both synchronous and asynchronous interactions with the students.

• Lecturers can conduct collaborative learning, problem-based learning, and other suitable teaching and learning strategies as long as it is aligned constructively with the intended Course Learning Outcomes (CLO) and assessment.

• Courses that involves community engagement (Service Learning Malaysia - University For Society, SULAM) can also be conducted online. For example, students can produce educational material publish through YouTube or IG to benefit the society or community.

• No changes of domain (cognitive, affective or psychomotor) and mapping to Program Learning Outcomes should be made without the concern or approval from JAF. Endorsement by Jawatankuasa Akademik Fakulti (JAF) is a MUST.

• Scheme of work has to be modified to suit the changes made.

• Lecturers are encouraged to have their own log book for record and documentation purposes.

AGAIN CHECK YOUR STUDENTS’ ACCESSIBILITY!!!
TOOLS/PLATFORMS/APPS FOR TNL
(not limited to)

SYNCHRONOUS

• Google Meet
• Microsoft Team
• Webex
• YouTube Live Stream
• Facebook Live video
• Skype
• WhatsApp or Telegram features that allow real time interaction
• Any web conferencing tools

ASYNCHRONOUS

• Microsoft PowerPoint
• Loom screen recorder
• Screencast-o-matic
• Adobe Captivate
• iLearn (or other LMSs)
• MOOC
ASSESSMENT

• All assessment SHOULD be done throughout KULIAH 2 and KULIAH 3a except for “practical” based courses.
• Deadline for assessment is on 21 July 2020 except for courses opted for KULIAH 3b (Tables 1.0 and 2.0).
• Face-to-face final assessment is not allowed except for courses in Table 1.0, Table 2.0 and Table 3.0 (endorsed by JAF meeting on the 6th April 2020).
• No changes of weightage or types of assessment are allowed except for all the courses that have been approved by JAF on the 6th April 2020.
• All courses with final examination have been changed to alternative form of assessment such as assignment, open book test, case study etc. Online-test can only be conducted if all students can get access to the platform or apps to be used.
• Marking scheme and/or rubric/ marking criteria should be modified accordingly and should be aligned with the types of alternative assessment used.
TABLE 1.0: ASSESSMENT DURING KULIAH 3b

Endorsed in JAF meeting on the 6th April 2020.

<table>
<thead>
<tr>
<th>COURSE CODE (2 COURSES)</th>
<th>CHANGES</th>
<th>DEADLINE FOR ASSESSMENT</th>
</tr>
</thead>
<tbody>
<tr>
<td>SED456: LIFETIME PHYSICAL FITNESS &amp; WELLNESS</td>
<td>WILL BE CONDUCTED DURING KULIAH 3b (4th JUNE – 9th AUGUST ) (10 WEEKS)</td>
<td>23rd AUGUST 2020</td>
</tr>
<tr>
<td>SED652: OUTDOOR EDUCATION</td>
<td></td>
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</tr>
</tbody>
</table>

TAKE NOTE AGAIN!! ONLY PHYSICAL ASSESSMENT WILL BE CONDUCTED DURING KULIAH 3b. ONLINE LEARNING WILL BE CARRIED OUT IN KULIAH 2 AND KULIAH 3a.

#Student movement back to campus will be implemented in phases.
## TABLE 2.0: ASSESSMENT DURING KULIAH 3b

Endorsed in JAF meeting on the 6th April 2020.

<table>
<thead>
<tr>
<th>COURSE CODE (13 COURSES)</th>
<th>CHANGES</th>
<th>DEADLINE FOR ASSESSMENT</th>
</tr>
</thead>
<tbody>
<tr>
<td>ADE430: APPROACHES IN CONTEMPORARY DRAWING</td>
<td></td>
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<tr>
<td>ADE475: ART, IDEAS AND INSPIRATION</td>
<td></td>
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<tr>
<td>ADE485: SCULPTURAL FORMS AND FUNCTION</td>
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<td></td>
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<tr>
<td>ADE515: CHANGE AND INNOVATION IN ART EDUCATION</td>
<td></td>
<td></td>
</tr>
<tr>
<td>ADE565: ART AND CIVILIZATION</td>
<td>WILL BE CONDUCTED</td>
<td>23rd AUGUST 2020</td>
</tr>
<tr>
<td>ADE615: MAKING ART FOR MEANING</td>
<td>DURING KULIAH 3b</td>
<td>(4th JUNE – 9th AUGUST)</td>
</tr>
<tr>
<td>ADE625: METHODS OF TEACHING VISUAL ART</td>
<td></td>
<td>(10 WEEKS)</td>
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<tr>
<td>ADE630: CRAFT, DESIGN AND SOCIETY</td>
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<tr>
<td>ADE635: VISUAL ART AND INTERNATIONAL CULTURE</td>
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<tr>
<td>ADE640: DESIGN EDUCATION AND TECHNOLOGIES</td>
<td></td>
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<tr>
<td>ADE645: METHODS OF TEACHING DESIGN</td>
<td></td>
<td></td>
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<tr>
<td>ADE680: CRAFT, DESIGN AND FUNCTION</td>
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<td>ADE675: ART IN SOCIAL CONTEXT</td>
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#Student movement back to campus will be implemented in phases.

TAKE NOTE AGAIN!! ONLY PRACTICAL ASSESSMENT WILL BE CONDUCTED DURING KULIAH 3b. ONLINE LEARNING WILL BE CARRIED OUT IN KULIAH 2 AND KULIAH 3a.
# TABLE 3.0: ASSESSMENT DURING INTERSESSION

Endorsed in JAF meeting on the 6th April 2020.

## TEACHING ENGLISH AS A SECOND LANGUAGE (TESL)

<table>
<thead>
<tr>
<th>COURSE CODE</th>
<th>STUDENTS STATUS</th>
<th>NEW SESSION TO CONDUCT ASSESSMENT</th>
</tr>
</thead>
<tbody>
<tr>
<td>TSL426: LINGUISTICS IN LANGUAGE TEACHING</td>
<td>ALL STUDENTS WILL BE GIVEN “INCOMPLETE” STATUS (TL) FOR THIS SEMESTER*</td>
<td>DURING INTERSESSION PERIOD (24th AUG – 27th SEP 2020)</td>
</tr>
<tr>
<td>TSL476: STRUCTURE OF ENGLISH</td>
<td></td>
<td></td>
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<tr>
<td>TSL485: APPLIED PHONETICS AND PHONOLOGY</td>
<td></td>
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<tr>
<td>TSL471: METHODOLOGY IN TEACHING LITERATURE</td>
<td></td>
<td></td>
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<tr>
<td>TSL590: METHODOLOGY IN TEACHING LISTENING &amp; SPEAKING</td>
<td></td>
<td></td>
</tr>
<tr>
<td>TSL591: METHODOLOGY IN TEACHING READING</td>
<td></td>
<td></td>
</tr>
<tr>
<td>TSL592: METHODOLOGY IN TEACHING WRITING</td>
<td></td>
<td></td>
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<tr>
<td>TSL593: METHODOLOGY IN TEACHING GRAMMAR</td>
<td></td>
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<tr>
<td>TSL547: SOCIOLINGUISTICS FOR LANGUAGE TEACHERS</td>
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<tr>
<td>TSL650: INTRODUCTION TO SHAKESPEARE</td>
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NOTE: TL STATUS WILL APPEAR ON STUDENT’S TRANSCRIPT, HOWEVER, IT WOULD NOT AFFECT THEIR GPA OR CGPA.

#Student movement back to campus will be implemented in phases

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FACULTY OF EDUCATION, UiTM 14
FACE TO FACE ASSESSMENT FOR KULIAH 3b

- Lecturers can plan to conduct F2F physical/practical assessments with small groups of students (5 to 10 students) to avoid congestion.

- If this approach is an option, lecturers must ensure that the assessments carried out are fair and equal across all groups.
PLATFORM AND APPS FOR ONLINE ASSESSMENT
(not limited to)

Synchronous
- Socrative
- Quizlet
- Quizizz
- Kahoot!
- Google Form
- Online viva voce
- Live video/online presentation

Asynchronous
- Google Form
- Survey Monkey
- Google Doc
- Email
- Blogs
- Wiki
- Padlet
- YouTube
- Prerecorded video
PRACTICUM

• All practicum evaluation throughout MCO will be based on students' online teaching.
• Two situations:
  • Supervisors who have accomplished one (1) F2F visit: Second evaluation to be based on students' online teaching
  • Supervisors who have not done F2F observation: The two (2) required evaluations will be based on students' online teaching
• 3rd practicum evaluation (via online mode) may be required if a student does not meet the expected standard.
• Lecturers need to discuss with their students and mentors regarding evaluation on online teaching.
• Practicum students need to invite their supervisors and/mentor during the session.
• If accessibility is a constraint for some school students, teaching a smaller group of a given class should be considered and can be evaluated by the Supervisor.
• There will be no changes in the practicum calendar and no additional practicum week will be required for this semester.
NEW WEIGHTAGE FOR PRACTICUM EVALUATION
(endorsed in JAF on 6th April 2020)

SUPERVISOR (60%)
- OBSERVATION = 30%
- ROS REPORT = 10%
- ATTITUDE = 10%
- REFLECTIVE JOURNAL = 10%

MENTOR (40%)
- OBSERVATION = 20%
- ATTITUDE = 10%
- CO-CURRICULUM = 10%

- NEW ASSESSMENT CRITERIA OR RUBRIC WILL BE USED FOR ONLINE OBSERVATION LEARNING.
- ALL FORMS NEED TO BE SUBMITTED ONLINE. LINK TO GOOGLE DRIVE WILL BE PROVIDED BY PRACTICUM COORDINATOR.
SUPERVISION FOR UNDERGRAD & POSTGRAD

EDU650 – ACADEMIC EXERCISE

• Online or non-F2F consultation
• Online data collection (survey /interview)
• Submission of final report through online

POSTGRAD SUPERVISION

• Online or non-F2F consultation

VIVA VOCE & DRP

• Can be carried out via online medium if necessary
The Student Learning Time (SLT) should be reviewed since a high percentage of SLT shall be allocated for self-learning. Extra time should be designated for non-face-to-face activities to ensure the CLOs are achieved.

Seminars or workshops can be conducted in the future when necessary to equip students with any skills needed before they graduate.

SLT calculation reference can be obtained from the following:
https://drive.google.com/drive/folders/0Bwem-WZCdT7SXc5SXdETC10bTQ
RELIABILITY & VALIDITY OF ONLINE-ALTERNATIVE ASSESSMENT

• Vetting or moderation by vetting committee or by colleagues at each department SHOULD be established to ensure reliability, validity, consistency and fairness of the assessment.

• Alternative assessments should also align with CLOs, marking scheme and rubric.
Mechanisms to prevent plagiarism and cheating:

- **Turnitin**
- Assign different sets of questions/items/task that have the same level of difficulty and complexity for the same learning outcome.
- Questions or items are set in random order.
- Open book test with Higher Order Thinking Skills (HOTS) questions.
- Strict time-limits on online assessments.
- Have students record themselves doing the assessment.
- Viva voce (oral test) can also be conducted to confirm student’s ability.
- Student integrity declaration.
STUDENTS ATTENDANCE

Lecturers are required to take students’ attendance throughout the semester.

Among the strategies that can be used (not limited to):

- Count the number of students who logged in
- Participation in online discussions, forums, chats, etc.
- Screen capture
- Use Google Form

Students need to be informed that their participation is part of the evidence of attendance.
LECTURER-STUDENTS COMMUNICATION

Clear instructions and guidelines should be explained to students especially on the new assessment method/s.

Students should be informed about:

- teaching and learning activities (synchronous or asynchronous) that will take place and the important dates to be followed;
- types of assessment and detailed weightage for each assessment;
- duration and scheduling of synchronous or asynchronous teaching and learning, as well as assessment; and
- assessment criteria or rubric.
ON-LINE LEARNING SCHEDULE

1. Online learning (synchronous or asynchronous) SHOULD be scheduled according to the timetable set prior to COVID 19.

2. Lecturers who could not conduct their online learning session according to the set timetable MUST fill in the Postponement and Replacement Form. The form can be downloaded from the timetable website (http://bit.ly/tteduitm).
FLEXIBLE LEARNING FACULTY OF EDUCATION, UITM DURING COVID-19 OUTBREAK

- Lecturers who are conducting classes with EDU students **MUST** fill up this form when they have completed their online classes during Covid-19 outbreak.
- Click [here](http://bit.ly/tteduitm) to fill up the form
ROLE AS AN ACADEMIC ADVISOR

All lecturers should play their role as an Academic Advisor (AA) to assist and advise students accordingly.

Do not hesitate to discuss with KP, KPP, TDA, TDHEP or even the Dean on any students related issues.
AUDIT AND ACCREDITATION REQUIREMENTS

Although MQA, through its circular, allows flexibility on how faculties can run their academic programs, it is crucial that:

- All CLOs are achieved to the minimum level, based on the changes made to the assessments
- No changes of CLOs, Assessments and PLOs are allowed without permission and endorsement of JAF
- Any changes endorsed by JAF are documented and kept in personal teaching file
- All student attendance/participation in both synchronous and/or asynchronous activities are documented, and
- Lecturers keep and update their personal “log book” on their Work From Home (WFH) activities.

PERSONS TO CONTACT FOR FURTHER INFORMATION REGARDING ACADEMIC AND QUALITY MATTERS:

- Deputy Dean Academic
- KPPs AND KPs
- Practicum Coordinator
- KUK (Head of Quality)
- AR Academic
- Online Coordinator