



## CONTENT MAP SOPS AND TEMPLATES

### WCCN Standard Operational Procedure (SOP)

1. Compilation of an Assessment schedule
2. Assessment tasks
3. Managing student's assessments and subjects at risk
4. Marking
5. Moderation
6. Uploading and publication of marks
7. Clinical Learning
8. Clinical assessments
9. Completion of register
10. Lecturers guide to Quality Assurance
11. Assignment instructions
12. Progression
13. Managing complaints in the services
14. Dealing with a student injury while in the clinical area
15. Graduation Procession
16. Graduation Protocol

### WCCN Templates

1. Application to the WCCN Senate: Appeal Academic exclusion
2. Assessment front page
3. At risk assessment report
4. At risk assessment subject lecturer report
5. Clinical WIL timesheet
6. Coversheet for transporting assessments
7. Deficit form
8. Examination answer book
9. Information letter to facility Unit Manager
10. Lesson Plan
11. Marksheet
12. Pre-and post-moderation template
13. Record keeping of student support
14. Student accompaniment report
15. Student feedback on clinical teaching/Work integrated learning
16. Student interview and marks review template
17. Student academic request form
18. Student reflection on teaching- theory
19. Student reflection on academic programme
20. Subject review checklist
21. SBA Quarterly report
22. Appointment as invigilator
23. Lecturer Attendance Clinical site



24. Student Attendance Clinical site
25. Request for printing template
26. Lecturer satisfaction survey
27. Declaration of authenticity clinical learning guide
28. Declaration of authenticity electronic assignments
29. Cover page assignments