



Ref: nCoV-28  
To: **All Students and All Staff**  
From: Registry  
Date: 10 February 2020  
Subject: **Learning, Teaching and Assessment in the 2nd Semester, 2019-20**

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This provides an update on the arrangements to strengthen learning and teaching in Semester Two, to minimise the impact of the novel coronavirus on the progress of students.

1. **Teaching**

- a. **Lectures are to be delivered online according to the timetable.** Lecture notes can be downloaded from Moodle **24 hours in advance**.
- b. **Tutorials** are to be delivered online in small groups, giving students the discussion topic/problem questions via Moodle **24 hours in advance**. Answers to problem questions will be provided before the next session of lecture/tutorial. Real-time tutorials (online for now, until further/special notice) will be conducted according to the timetable, as far as possible.
- c. **Practical/Laboratory classes:** Videos will be uploaded, if appropriate. Students should be reassured that **additional hands-on sessions will be arranged** when the conditions improve. Coursework will be replaced, if possible, with appropriate replacements, such as reflection on cases, report writing or short questions.

2. **Student Support**

- a. A student forum (Chat Room) will be set up as appropriate, to support learning and assessments on the Moodle.
- b. Consultation will be available, using email, the Moodle, WhatsApp and/or Skype.
- c. Course coordinators, teachers and SAO may contact students to follow up.

3. **Assessment**

- a. Arrangements will be further made and announced, to provide revision/skill practice before further examinations.

4. **Practicum**

- a. Practicum arrangements will be followed up, pending external arrangements and/or approval.



As already communicated last week, we are all in agreement with the need to be careful in managing the considerable uncertainties related to the novel coronavirus. It currently remains difficult to envisage full-scale face-to-face classes on campus. Face-to-face teaching on campus will therefore remain suspended, and our aim is to review the situations **on or before 2 March 2020** and to adjust the arrangements in phases in line with the developments.

When conditions permit, resumption of tutorials in small numbers will be considered and subject to further announcements. Students are welcome to contact their course teachers or programme leaders on any needs or questions they may have in the meantime.

Additional support or time, make-up practice or work, and other options are kept under review, to ensure learning and teaching are achieved. Full-scale face-to-face classes on campus will be resumed when the novel coronavirus issues are contained and the situation improves considerably.

Subject to the precautionary measures already announced, the campus of CIHE and CBCC are remaining open. Please refer to the special arrangements of different supporting units. Those students who have not submitted the Health Declaration Form are reminded to do so, to obtain an entry pass to access to the campus during this period.

Please stay vigilant with hygiene practices and keep your health a top priority.

