

Learning and Teaching Initiative (LTI) grants – 2021 R2

Guidelines for applicants

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Part 1. Call for applications

This call for LTI applications welcomes applications in a category corresponding to the *Assessment Enhancement* activity stream in the FlexAP Implementation Program:

1. Open book exams

All applications should be submitted to landt-grants@unimelb.edu.au using the appropriate application form from <https://provost.unimelb.edu.au/lti>

LTI 2021 Round 2 opens 18 January 2021.
The LTI 2021 Round 2 closes 5pm, 17 February 2021.

Part 2. Categories for funding

Category: Open book exams

Background

This category funds projects to:

- support the transition of a closed book to an open book exam, or to significantly improve an existing open book exam recently created in response to COVID-19, and
- increase staff capability and skill in relation to developing high quality assessment in an open exam format.

In these projects, staff are asked to:

- commit to introducing an open book exam, or to significantly improve an existing open book exam recently created in response to COVID-19, and;
- attend a series of practical workshops to develop their open book exam.

Academic staff who take up the grant will be supported by four practical workshops facilitated through the Melbourne Centre for the Study of Higher Education over the course of 2021 (details below). In taking up the grant, staff are expected to participate in these workshops alongside others who are designing and implementing open-book exams.

In general terms these projects will involve academic staff designing/enhancing and implementing an open-book exam to be delivered between June and October, 2021.

As a general indication, revising/enhancing current exam practice will typically involve:

- Reviewing the structure of the subject's current exam and intended outcomes to identify best approaches to developing open-book design and implementation;
- Building an open-book exam around questions/prompts that require students to use and apply information, knowledge and understanding; and
- Developing end-to-end practices that support successful open-book exams, including design considerations, preparing students, setting optimal exam conditions and developing appropriate scoring/interpretation procedures.

Practical Workshops: Indicative Focus and Schedule

#	Focus	Indicative Timing
		First half year, 2021
1	Introduction Pedagogical features of closed and open-book exams, 'Dos' and Don'ts' in designing for open-book, showcasing examples, setting and adjusting goals for individual subjects. Begin development of the timeline and milestones for implementation.	March workshop: 90 mins
Self-directed review: Review the structure of current exam and subject outcomes, access and critically engage with showcase exams and readings, develop draft of open-book design and procedures based on applying the goals articulated in the Introduction session to the subject. Finish draft of timeline and milestones.		
2	Design Workshop 1 Participants meet with MCSHE experts to a) share their initial draft designs and procedures b) discuss/adjust timeline/milestones and c) engage with peer and facilitator feedback.	April: 90 mins
Self-directed activity: Draft revision, integrating feedback from Workshop 1, and socialise draft with teaching and marking team(s).		
3	Design Workshop 2 Participants meet with MCSHE experts to begin finalising their examination designs. Expert and peer feedback and discussion will take place in whole group and small group/breakout rooms.	May: 90 mins
Self-directed activity: Finalise exam designs and procedures		
4	Design Workshop 3/Reflection & Evaluation This session serves two purposes: a) a final draft session for participants needing an extra feedback round, and b) a strategy session for evaluating the efficacy of the exam design and procedures.	Early June: 90 mins

This practical workshop series will be supported by drop-in sessions with MCSHE staff throughout the year.

Eligibility and priorities

Proposals in this category must support subjects that will deliver an open-book exam between June and October, 2021¹.

The selection committee will give preference to subjects

- with greater than 50 enrolments;
- that are core or compulsory to a program;
- with exams of a greater assessment weighting;
- that require a pass mark in the exam to pass the subject (a hurdle requirement);
- that intend to maintain the open book exam enhancements in future teaching periods.

The committee will also consider the duration of the exam in applying the above preferences.

¹ Indicative teaching periods include: Semester 1, Winter Term, June, July, August, September, October.

Funding

\$5,000 incentive funding is provided for these projects. This funding can be used for any activity which supports the academic in their role that allows them to successfully complete the project.

The funding is transferred to the project lead's nominated account for local management, following engagement in the first two practical workshops

Application requirements

Applications for funding and support through this activity stream must:

- be submitted on **Open book exams – Application form**, available from <https://provost.unimelb.edu.au/lti>;
- propose the implementation of an open book exam or significant improvements to an existing open book exam recently created in response to COVID-19; and
- be approved by the Head of Department/Head of School.

Please also check for LTI application requirements within your faculty/school.

After the submission deadline, Deans will be given the opportunity to rank the applications submitted from their division for the selection committee.

Contact

- Dr Sarah French, Project Manager (FlexAP); Melbourne Centre for the Study of Higher Education frenchs@unimelb.edu.au

Part 2. Application and selection procedure

2.1 Application format and submission

The application form must be downloaded from <https://provost.unimelb.edu.au/lti>

Note that the application form is only two pages, and does not require additional documentation.

Applications must

- adhere to page limits (two pages),
- not include pictures, diagrams or graphs,
- not exceed two project leads per application,
- be submitted in Word format (.docx), titled with the project lead's name, and
- be submitted as an attachment to landt-grants@unimelb.edu.au

The form is formatted using content controls in Word to facilitate processing. If you have trouble with this form, please contact Laurence Deam at landt-grants@unimelb.edu.au

All submissions will receive a confirmation email once they have been received by a member of the LTI team.

2.2 LTI selection committee and selection criteria

The LTI selection committee comprises:

- Pro Vice-Chancellor (Education) (Chair)
- Director, Educational Innovation and Commercial Development
- President, Academic Board, or nominee
- Director, Melbourne Centre for the Study of Higher Education, or nominee
- Deputy Director, Teaching and Learning Innovation

In making its decisions, the selection committee will consider the following selection criteria:

- the alignment between the application and the priorities of the activity stream
- the impact of the project, including student reach, effect on local and broader curriculum offerings and impact on students' activities, learning experiences, and outcomes
- the likelihood that the objectives of the application will be achieved
- the rankings received from Faculties and Graduate Schools.

2.3 Budget and funding release

Funding in this category is incentive funding to enable the project to be successfully completed. This funding can be used for any activity which supports the academic in their role that allows them to successfully complete the project.

The funding is transferred to the project lead's nominated account for local management following engagement in the first two practical workshops

2.4 Application deadline

Applications close **5:00pm 17 February 2021**.

All submissions will receive a confirmation email once they have been received by a member of the LTI team. If you do not receive an email within 48 hours of submitting your application, please contact landt-grants@unimelb.edu.au to request confirmation.

Part 3. Reporting on funded projects

Successful applicants are required to submit a final report on project outcomes.

Successful applicants will also be expected to participate in workshops and forums dedicated to the sharing of progress and good practice in learning and teaching.

Part 4. Key contacts

Queries about this LTI round can be directed to the following contacts:

Nature of query	Contact
Open book exams	<ul style="list-style-type: none">Dr Sarah French, Project Manager (FlexAP); Melbourne Centre for the Study of Higher Education frenchs@unimelb.edu.au
General enquiries	<ul style="list-style-type: none">Laurence Deam, Project Officer, Chancellery (Academic) landt-grants@unimelb.edu.au