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| Session Details | | |
| Staff Name: | |  |
| Module Name & Code | |  |
| Date & Time of Session | |  |
| Type of Session (lecture, workshop, practical, etc.) | |  |
| Face-to-Face or Online? | |  |
|  | | |
| Reason for Not Delivering Session As Timetabled/Pre-Arranged | | |
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| Rearrangement Plans and Details | | |
| It is agreed policy that all sessions must be delivered as per the module proforma and sessions cannot be cancelled outright. We therefore need to know the detailed plans for re-arrangement. Or, if you delivered the session, but by different mode e.g. online instead of face-to-face. | | |
| **Session was delivered at the arranged time, but by different mode:** e.g. Face-to-face changed to online: □ (please tick if the above statement is correct)  **Or: Session has been re-arranged for**: Date: Time: | | |
| □ | **I confirm that this change has been communicated to the student cohort.** | |
|  | |  |

Processing: Once the decision to postpone a timetabled class has been taken, the lecturer should:

1. Immediately advise the students, or ask someone else to do so;
2. Immediately advise the local Office so that room bookings can be cancelled and re-arranged;
3. Forward copies of this form to both Caron Knowles (c.s.knowles@ljmu.ac.uk), their Subject Leader and the School Director. Please also keep the Programme Leader(s) updated.