



## **School of Nursing and Midwifery Assessment Guidelines**

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## Executive Summary

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These Guidelines are provided to assist academic staff and students, across all undergraduate and postgraduate units and programs of the School of Nursing and Midwifery (SNM), to:

- comply with University [Assessment Policy](#) provisions;
- adhere to University [Rule 2 Academic Assessment](#) rules; and
- meet course accreditation requirements of the Australian Nursing and Midwifery Accreditation Council.

These Guidelines also identify assessment practices that are peculiar to SNM, including where:

- assessment strategies focus on consistent skill and knowledge development across theory and clinical practice (professional experience placement);
- professional experience placement (PEP) units of study contain compulsory pre-placement assessment requirements; and
- mandatory reporting, relating to the regulatory requirements of the Nursing and Midwifery Board of Australia, occurs.

## More Information

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For further information, contact SNM Director of Teaching and Learning

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## Compliance

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These Guidelines comply with all [Assessment Policy provisions](#):

- 3.1 Promote Student Learning**
- 3.2 Measurement of Student Achievement**
- 3.3 Fair, Transparent and Equitable Assessment**

These Guidelines adhere to [Rule 2 Academic Assessment rules](#):

- 4. Assessment**
- 5. Time of assessment**
- 6. Notification of unit requirements and assessment procedures**
- 7. Eligibility for assessment**
- 8. Assessors**
- 9. Assessment committees**

The other [Rule 2 Academic Assessment rules](#) are referred to throughout these Guidelines.

## Assessment Learning Outcomes

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The assessment in SNM courses and units is designed, in accordance with UTAS Assessment Procedure, through learning outcomes derived from:

1. The [National Competency Standards for the Registered Nurse](#) for the **Bachelor of Nursing undergraduate** program, which is organised under the following domains:
  - *Professional Practice*  
This domain relates to the professional, legal and ethical responsibilities which require demonstration of a satisfactory knowledge base, accountability for practice, functioning in accordance with legislation affecting nursing and health care, and the protection of individual and group rights.
  - *Critical Thinking and Analysis*  
This domain relates to self – appraisal, professional development, and the value of evidence and research for practice. Reflecting on practice, feelings and beliefs and the consequences of these for individuals/groups is an important professional benchmark.
  - *Provision and Coordination of Care*  
This domain relates to the coordination, organisation and provision of nursing care that includes the assessment of individuals /groups, planning, implementation and evaluation of care.
  - *Collaborative and Therapeutic Practice*  
This domain relates to establishing, sustaining and concluding professional relationships with individuals/groups. This also contains those competencies that relate to the nurse understanding their contribution to the interdisciplinary health care team.
  
2. The [National Competency Standards for the Midwife](#) in the **Midwifery postgraduate** program, which is organised under the following domains:
  - *Legal and Professional Practice*  
This domain contains the competencies that relate to legal and professional responsibilities including accountability, functioning in accordance with legislation affecting midwifery and demonstration of leadership.
  - *Midwifery Knowledge and Practice*  
This domain contains the competencies that relate to the performance of midwifery practice including assessment, planning, implementation and evaluation. Partnership with the woman is included in this domain.
  - *Midwifery as Primary Health Care*  
This domain contains the competencies that relate to midwifery as a public health strategy. Included are the notions of self-determination and the protection of individual and group rights.
  - *Reflective and Ethical Practice*  
This final domain contains the competencies relating to self-appraisal, professional development and the value of research. The competencies, elements and cues are outlined in the following pages.
  
3. The competency standards and knowledge requirements of the professional bodies to which **other postgraduate** SNM programs are related.

## Assessment Responsibilities

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1. The **SNM Teaching and Learning Committee** and **Head of School** have the responsibility to:
  - approve assessment requirements, prior to publication in the University Course and Unit Handbook;
  - address issues relating to assessment and academic progress; and
  - alter the form of assessment in consultation with the student affected.
2. The **Unit Coordinator** has the responsibility to:
  - comply with UTAS Assessment Policy;
  - transparently and unambiguously describe all unit assessment requirements in the Unit Outline; and
  - provide students with a Unit Outline during or before the first week of each semester of the academic program.
3. The **Student** has the responsibility to:
  - comply with UTAS Assessment Policy;
  - become familiar with the UTAS [Statement on Plagiarism and Academic Integrity](#);
  - become familiar with the Unit Outline and the assessment requirements detailed therein;
  - clarify any concerns with the Unit Coordinator early in the semester;
  - complete and submit the assessment tasks listed in the Unit Outline; and
  - keep a copy of all submitted assessment items.

## Submission and Return of Assessment Tasks

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1. All SNM students must be advised as to the mode of submission of assessment tasks (written, electronic or other) and due date for submission in the Unit Outline.
2. All written assessment tasks must be word-processed and be submitted with a standard SNM Assignment Cover Sheet, which includes a signed declaration by the student stating that the work is all their own. For electronic submissions the attachment of a cover sheet clearly providing the students name will be accepted as equivalent to a signed declaration.
3. Submitted written work which is below or exceeds the stated word limit by greater than 10% will not be graded. Students will however, have an opportunity to resubmit the work within the required word limit, but will receive no greater than a Pass grade.
4. **Bachelor of Nursing** written assessment tasks must be submitted by 3:00pm on the due date at the location specified in the Unit Outline.
5. Students in the **Postgraduate Program** are advised as to the submission details for assessment tasks in the Unit Outline.

## Extensions and Late Submissions of Assessment Tasks

### 1. Application process

- 1.1 **Bachelor of Nursing** - in all cases, students requiring a time extension for submission of a **written assignment** must adhere to the following process:
  - Submit application for extension **up to 3 calendar days prior to the assignment due date** to tutor/lecturer for that unit. Requests may be made via email or using the SNM Application for Extension form (available on the SNM web site).

- Application for extension **within 3 days of the assignment due date** are granted at the discretion of the unit coordinator. Requests must be made to the unit coordinator via email or using the SNM Application for Extension form.  
Students may also be required to provide a draft of the assignment.
- Evidence of **approval of extension** (email from, or Application for Extension form signed as approved by relevant academic staff member) and supporting documentation (where required) must be attached to the assignment when submitted.

**1.2 Postgraduate Program** - in all cases, students requiring a time extension for submission of an **assessment task** must make request to the Unit Coordinator **prior to the assignment due date**.

## **2. Required documentation**

For all requests for extension **over seven (7) calendar days** students must provide supporting documentation. Supporting documentation consists of:

- Extension due to illness – Requires a Medical Certificate from a registered health practitioner;
- Extension for personal or family circumstances – Requires documentation relating to the situation (e.g. medical certificate for family member or police accident report).

In the event that circumstances prevent submission of supporting documents at the time of request, later submission of documentation can be negotiated with the Unit Coordinator.

## **3. Penalties for late submission of assignments**

### *Bachelor of Nursing*

- Assignments submitted without an approved extension after the due date will have a penalty of 5% of the total marks available applied per calendar day for seven days past the due date.
- Assignments submitted without an approved extension after seven calendar days from the due date will not be marked and the student will receive a mark of zero for the assignment.

### *Postgraduate Students*

- Assessment tasks submitted without an approved extension after the due date will have a penalty of 5% of the total marks available applied per week for 4 weeks past the due date.
- Work submitted without an approved extension after one month from the due date will not be marked and the student will receive a mark of zero for the assessment task.

## **Return of Assessment Tasks**

Assessed tasks will be returned to students within one month from the time of submission unless otherwise specified.

1. Written assignments will be:
  - returned to students in the **Bachelor of Nursing** as advised in the Unit Outline; and
  - mailed to students in the **Postgraduate Program** by the Distance Education Office (DEO).
2. The last written assessment in all units will not be returned to students until the University has released the unit final results.

3. Assessment tasks submitted electronically will be returned as advised in the Unit Outline.

### **Assessment in Professional Experience Placement (PEP)**

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1. Pre-requisite theory units must be satisfactorily completed by the student for eligibility to commence units containing a PEP component.
2. Units that have a PEP component:
  - can have compulsory pre-placement assessment requirements, which students must pass to be eligible to undertake PEP; and
  - have clinical practice competency assessment requirements, which students must pass during the professional experience placement.

#### **Attendance at PEP**

Attendance requirements for PEP, as detailed in the Unit Outline, must be met.

Students in the **Bachelor of Nursing** who cannot attend PEP must notify the placement venue and the Unit Coordinator on the day or if unable due to extenuating circumstances, as soon after as possible.

Students undertaking PEP in the **Postgraduate Program** who cannot attend PEP must notify the placement venue and Clinical Facilitator on the day or if unable due to extenuating circumstances, as soon after as possible.

Additional (make up) time in PEP is only available to students in exceptional circumstances and fully at the discretion of the SNM.

#### **Withdrawal from PEP**

A student may be withdrawn from PEP and/or have their commencement deferred, by the SNM Director of Teaching and Learning in consultation with the relevant Unit Coordinator in **situations** where:

1. The student has committed an act of misconduct as defined under [University Ordinance 9](#).
2. The student's behaviour has breached the professional conduct, discipline requirements or other rules of the clinical practice placement provider.
3. The student is consistently unable, after due guidance and instruction, to perform at the required standard as assessed by supervising university or clinical practice facilitators/preceptors.
4. The student has contravened professional experience placement rules.
5. The student's performance in practice is below a satisfactory standard in relation to the competency requirements.
6. The student's behaviour is disrupting other students, colleagues or people in the practice setting.
7. There is an increased risk of injury or misadventure involving the student or others.

The student must be withdrawn from placement via the SNM [Professional Experience Placement Risk Management Procedure](#). When a student's placement is deferred and the period of deferral is of such length as to affect academic progress of the student, the SNM Director of Teaching and

Learning shall:

- provide notice of the reasons for deferral in writing to the student; and
- advise the student of the requirements for satisfactory completion of the relevant unit.

### **Attendance Requirements in Relation to Assessment**

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Student attendance requirements are set by the SNM, in accordance with University Assessment Procedure, taking into consideration:

- course accreditation professional regulations;
- the amount of time required to develop professional experience placement competency standards; and
- the amount of time required for students to participate and interact in learning experiences.

Student attendance/interaction requirements and penalty for failure to meet such requirements are made explicit in all SNM Unit Outlines.

Students not meeting the specified attendance requirements for classes relating to preparation for PEP may be prevented from undertaking a placement.

### **Examinations**

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[Examination procedures](#) are implemented by the University **Student Centre**.

See [Rule 2 Academic Assessment](#) for rules applying to examinations:

- 12. Formal examinations generally**
- 13. Ordinary examinations**
- 14. Deferred ordinary and supplementary examinations**
- 15. Assessors' results following ordinary examinations**
- 16. Meetings of assessment committees**
- 17. Eligibility to sit for a deferred ordinary examination**
- 18. Eligibility for special assessment arrangements**
- 19. Eligibility for supplementary examinations**
- 20. Assessors' results following deferred ordinary and supplementary examinations**
- 21. Assessment of deferred ordinary and supplementary examinations**

### **Additional Assessment**

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1. The Unit Coordinator may recommend an additional assessment task be granted to a student who has failed within the supplementary assessment range.
2. The decision whether to grant additional assessment is made by the Unit Coordinator in consultation with the Course Coordinator at the related end of each semester academic progress meeting.
3. Students who are granted additional assessment will be offered resubmission or supplementary work for the Unit.

## Assessment Results

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1. Assessment results are graded in accordance with [Rule 2 Academic Assessment Clause 10 - Grades of Pass](#).
2. The Faculty of Health Sciences' Committee of Assessors, chaired by the Associate Dean (Teaching and Learning) is responsible for the ratification of results in the SNM and Faculty.
3. The relevant academic progress committee will discuss the academic progress of each student prior to the ratification of results.
4. SNM staff will not divulge numerical results before the results have been ratified and officially released.
5. The University's **Student Centre** officially releases the [Final Results](#) to students.

## During Semester Review of Mark

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A student who is concerned about a mark given for a particular assessment task (excluding PEP) during semester must in the first instance clarify the mark with the Unit Coordinator.

Students with reasonable grounds for a review of the mark may submit a SNM Request Review of Mark form (available on the SNM web site) to the Course Coordinator within 5 days after receipt of the mark for that assessment task, in accordance with [Rule 2 Academic Assessment Clause 22.1](#). The Course Coordinator will advise the student of the outcome of re-marking of the assessment task.

The student must submit the original work that was assessed for the review of mark.

## Final Assessment Outcomes and Academic Progress

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The SNM applies the following [Rule 2 Academic Assessment](#) rules for students' assessment outcomes and academic progress:

11. **Failure**
22. **Advice as to progress**
23. **Review of final result**
25. **Academic progress review**
26. **References to complaints procedures**
27. **Re-admission after exclusion**

## Course Completion

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Completion is determined by a **Pass** grade for all required units outlined in the [Course Schedule](#) in which the student is enrolled.

The Bachelor of Nursing course must complete all required units within a 6-year time frame.

The Bachelor of Nursing 'fast track' course must complete all required units within a 4-year time frame.

Students undertaking the Graduate Diploma of Midwifery must complete all required units within a 3-year time frame.

## Mandatory Reporting

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The University has responsibility in relation to the “**mandatory reporting**” of students who have a medical, physical or psychological impairment or criminal record that may place the public at risk of harm, as detailed in **s143** of the [National Health Law Act 2009](#) (page 139). Under this legislation, any academic school staff person who is also a health professional who is of the opinion that a student may place the public at risk of harm, as defined under the legislation, is obliged to submit a written report to the relevant registration board setting out their reasons for that opinion, and any other information required by the regulations.

The SNM requires **any** staff member, including community persons employed by the school (e.g. professional experience placement clinical facilitators), who has concern about a student’s capacity to safely meet the regulatory requirements, to make a confidential report to the Head of School. The Head of School will investigate the concern and determine whether to implement the [SNM Student Regulatory Compliance Procedure](#).

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### About this Document

<b>Title</b>	<b>School of Nursing and Midwifery Assessment Guidelines</b>
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<b>Author</b>	Mike Spurr

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2	July 2011	Draft for consideration and approval by SNM T&L Committee
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### Guideline Approval

<b>Status of version</b>	Approved
<b>Responsible Officer</b>	SNM Director, Teaching and Learning
<b>Name</b>	Rosalind Bull
<b>Date</b>	February, 2012