School of Health Sciences
Faculty of Health

Assessment Guidelines
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Executive Summary

These Guidelines are provided to assist academic staff and students, across all undergraduate and postgraduate units and programs of the School of Health Sciences (SHS), to:

- comply with University Assessment Policy provisions;
- adhere to University Rule 2 Academic Assessment rules; and
- meet course accreditation requirements of professional accrediting bodies.

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

- assessment strategies focus on consistent skill and knowledge development across theory and practice (including 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 professional bodies, occurs.

More Information

For further information, contact SHS Associate Head (Learning and Teaching).

Compliance

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.
The assessment in professional courses and units is designed, in accordance with UTAS Assessment Procedure, through learning outcomes derived from one of the following:

1. The National Competency Standards for the Registered Nurse for the Bachelor of Nursing undergraduate program
2. The accreditation standards of the professional bodies of exercise science and exercise physiology, laboratory medicine or environmental health.
3. The National Competency Standards for the Midwife in the Midwifery postgraduate program
4. The competency standards and knowledge requirements of the professional bodies to which other postgraduate SHS programs are related.

Assessment Responsibilities

1. The Faculty of Health Learning and Teaching Committee, SHS Learning and Teaching 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
   - alter the form of assessment in consultation with the student affected.

2. The Unit Coordinator has the responsibility to:
   - be familiar with Rule 2 – Academic Assessment
   - transparently and unambiguously describe all unit assessment requirements in the Unit Outline
   - provide students with an online Unit Outline on MyLO (Learning Management System) by the first week of each semester of the academic program.

3. The Student has the responsibility to:
   - 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 as listed in the Unit Outline
   - keep a copy of all submitted assessment items for each unit, where possible.
Submission and Return of Assessment Tasks

1. All SHS students should 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 should be word-processed, unless otherwise indicated and be submitted with a standard SHS Assignment Cover Sheet, which includes a signed declaration by the student stating that the work is all their own. For electronic submissions an electronic assignment cover sheet or the completion of an academic integrity statement linked to a DropBox may need to be submitted as stated in the specific unit assessment item guidelines.

3. Submitted written work which is below or exceeds the stated word limit by greater than 10% will not be graded. Students may however, have an opportunity to resubmit the work within the required word limit, but will receive no greater than a Pass grade.

4. Submitted online assessment will be submitted through MyLO and may be submitted to Turnitin (text-matching program), if stated in the unit outline. Breaches of academic integrity (in accordance with Ordinance 9) may be identified through this process.

5. Undergraduate written assessment tasks must be submitted by 5:00pm on the due date at the location specified in the Unit Outline.

6. Students in Postgraduate Programs are advised as to the submission details for assessment tasks in the Unit Outline.

Extensions and Late Submissions of Assessment Tasks

1. Application process

   In all cases, students requiring a time extension for submission of a written assignment must adhere to the following process:

   - Submit an application for extension up to 3 working days prior to the assignment due date to tutor/lecturer for that unit. Requests may be made via email to the unit coordinator or by using the SHS Application for Extension form (available on the SHS website). In all cases, reasons for the request must be clearly stated with any relevant documentation attached (i.e. medical certificate etc). Extensions will be granted at the discretion of the unit coordinator.

   - Application for extension within 3 working days of the assignment due date are granted at the discretion of the unit coordinator. Requests should be made to the unit coordinator via email or using the SHS 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 on the revised due date.

2. Required documentation

   For all requests for extension over seven (7) working 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**

   **Undergraduate students**
   - Assignments submitted without an approved extension after the due date will have a penalty of 10% of the total marks available applied per working day past the due date, unless otherwise indicated in the unit outline.
   - Assignments submitted without an approved extension after seven working 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 10% of the total marks available applied per week for 4 weeks past the due date, unless otherwise indicated in the unit outline.
   - 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 in the unit outline, or by the unit coordinator on MyLO.

1. Written assignments will be:
   - returned to students during classes, where practical
2. If it is a major piece of assessment in a unit, the last written assessment task 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)**

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 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 Professional Experience 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 SHS.

**Withdrawal from PEP**

A student may be withdrawn from PEP and/or have their commencement deferred, by the SHS Director of Professional Experience 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 professional experience 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 professional experience 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 SHS [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 SHS Director of Professional Experience 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**

Student attendance requirements are set by the SHS, 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/or
- 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 SHS Unit Outlines.

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

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

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 Director of Learning and Teaching 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

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 (Learning and Teaching) is responsible for the ratification of results in the SHS and Faculty of Health.

3. The relevant academic progress committee will discuss the academic progress of each student prior to the ratification of results.

4. SHS 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

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 SHS Request Review of Mark form (available on the unit MyLO site) to the unit coordinator within 5 days after receipt of the mark for that assessment task, in accordance with Rule 2 Academic Assessment Clause 22.1. The student must clearly state and justify the reasons for the request for review and the unit coordinator will advise the student of the outcome of the re-marking of the assessment task within 7 days of receipt of the review of mark application.

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

Final Assessment Outcomes and Academic Progress

The SHS 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

Completion is determined by a Pass grade for all required units outlined in the Course and unit handbook for the course in which the student is enrolled.
Mandatory Reporting

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 the National Health Law Act 2009. 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 SHS requires any staff member, including community persons employed by the school (e.g. professional experience 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 SHS Student Regulatory Compliance Procedure.

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About this Document

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