



UNIVERSITY *of*
TASMANIA

School of Nursing

College of Health and Medicine

ASSESSMENT GUIDELINES

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1. Executive Summary

These guidelines are provided to assist academic staff and students in the School of Nursing in implementing the University's policies and procedures relating to Assessment, ensuring compliance with

- [*University Student Participation and Attainment Ordinance*](#);
- University of Tasmania Assessment Policy and Procedure;
- College of Health and Medicine Assessment Guidelines; and
- Course accreditation requirements of professional accrediting bodies.

These Guidelines also identify assessment practices that are specific to the School of Nursing, 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.

2. Compliance

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

- The Registered Nurse [Standards](#) for Practice for the Bachelor of Nursing undergraduate program
- The [National Competency Standards for the Midwife](#) in the Midwifery program
- The practice standards and knowledge requirements of the professional bodies to which other postgraduate programs are related.

3. Assessment responsibilities

The College of Health and Medicine Learning and Teaching Committee, the School of Nursing Head, the School of Nursing Associate Head Learning and Teaching (Postgraduate and Undergraduate), and the School of Nursing Learning and Teaching Committee 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/s affected.

The unit coordinator has the responsibility to:

- be familiar with [University Student Participation and Attainment Ordinance](#);
- comply with the UTAS [Assessment Procedure](#);
- transparently and unambiguously describe all unit assessment requirements in the unit outline; and
- provide students with an online unit outline on MyLO (Learning Management System) by the first week of each semester of the academic program.

The student has the responsibility to:

- comply with UTAS [Assessment Procedure](#);
- become familiar with the UTAS [Academic Integrity Ordinance](#);
- become familiar with the unit outline, unit engagement and the assessment requirements and, submission dates 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; and
- keep a copy of all submitted assessment items for each unit, where possible.

4. Submission and return of assessment tasks

Students are advised as to details of submission of assessment tasks and due date for submission in the unit outline.

All written assessment tasks should be submitted to MyLO unless otherwise indicated. The completion of an academic integrity statement may be necessary to gain access to the assessment folder, as stated in the unit outline and detailed in MyLO.

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.

Written assessment tasks submitted online will be submitted to Turnitin (a text-matching software program). Breaches of academic integrity (in accordance with [Academic Integrity Ordinance](#)) may be identified through this process.

5. Extensions and late submissions of assessment tasks

5.1 Application process

In all cases, students requiring a time extension for assessments must adhere to the following process.

- Applications/requests for extension should be submitted via email to the unit coordinator no later than **two (2) working days** before the due date and are granted at

his or her discretion. Students may also be required to provide a draft of the assessment.

- In all cases, reasons for the request must be clearly stated with any relevant documentation attached (i.e. medical certificate, police accident report, etc.). If circumstances prevent submission of supporting documents at the time of request, later submission of documentation can be negotiated with the unit coordinator.

5.2 Penalties for late submission of assessments

- Assessments submitted without an approved extension after the due date will have a penalty of 5% of the total marks available applied per working day past the due date.
- Assessments submitted without an approved extension after **seven (7) days** from the due date will not be marked and the student will receive a mark of zero for the assignment.

6. Return of assessments

Written assessments 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. Assessment tasks submitted electronically will be marked within MyLO and grades and/or feedback will be released on MyLO.

The last assessment task in any unit will not be returned to students until the University has released the final result for the unit in [eStudent](#). Key dates for release of results are noted on the University website.

7. Assessment in Professional Experience Placement (PEP)

Units that have a PEP component:

- will require students to demonstrate necessary capability against the NMBA Registered Nurse standards for practice at the level expected for that unit.
- Compulsory pre-placement assessments/requirements can occur in specific units which students must pass to be eligible to undertake PEP

PEP will form a mandatory component of assessment for that unit and will be graded satisfactory/unsatisfactory.

8. Attendance requirements in relation to assessment

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

- course accreditation professional regulations;
- the amount of time required to develop necessary professional experience placement capability or practice standards; and/or

- the amount of time required for students to participate and interact in learning experiences.

Student attendance/interaction requirements are to be made explicit in all SoN unit outlines.

Students not meeting the specified attendance requirements of 80% for classes relating to preparation for PEP may be prevented from undertaking a placement.

9. Examinations

Examination procedures are implemented by the University Student Centre. See [Student Participation and Attainment Ordinance](#) for rules regarding examination.

10. Additional assessment

The unit coordinator may recommend an additional assessment task be granted to a student who has failed within the supplementary assessment range. Students who are granted additional assessment will be offered resubmission or supplementary work for the Unit.

The decision whether to grant additional assessment is made by the Program Director in consultation with the School of Nursing Associate Head, Learning and Teaching at the end of each semester academic progress meeting.

For more detail on the awarding of supplementary assessment, see [Student Participation and Attainment Ordinance](#).

11. Assessment results

Assessment results are graded in accordance with [Student Participation and Attainment Ordinance clause 37.1 - Grades of Pass](#).

The College of Health and Medicine Committee of Assessors chaired by the Associate Dean (Learning and Teaching) is responsible for the ratification of results in the School of Nursing and College of Health and Medicine.

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

School of Nursing staff will not divulge numerical results before the results have been ratified and officially released.

The University's *Student Centre* officially releases the Final Results to students in [eStudent](#).

12. Review of results

12.1 Review of in-semester result

A student may apply for review of the result of an in-semester assessment task (excluding PEP) only when there are academic or procedural reasons for the request.

- A student should first contact the unit coordinator in relation to queries about an assessment task, within **ten (10) days** of notification of the result.

- Where a review of an in-semester assessment reveals an administrative error, the unit coordinator will correct the error and if relevant, provide further feedback to the student.
- If the student still perceives the result to be unfair on academic grounds, they can apply for a review of in-semester assessment.
 - In the Bachelor of Nursing program, the request for review of in-semester assessment should be submitted to the relevant MyLO assignment folder **within ten (10) days** from receipt of the grade for that assessment task. The student must also submit a copy of the original assessment for the review. If the request for review of an in-semester assessment is upheld, the unit coordinator may arrange for a formal review process.
 - In the postgraduate program, the student should contact the unit coordinator **within ten (10) days** via email to request an in-semester review of assessment request. The unit coordinator will then request for a review by the postgraduate course coordinator. After this, if the student is still not satisfied, they can request a review of assessment at the end of semester after the end of semester results have been released.
- The unit coordinator will advise the student of the outcome of the re-marking of the assessment task **within ten (10) working days** of receipt of the application.

12.2 Review of final result

The University has a formal process for review of results once the unit has been finalised (see [Student Participation and Attainment Ordinance](#)). A student may apply for a review of their final result by submitting an 'Application for Review of Assessment' form through the Examinations Office. The Review of Final Result should be undertaken by the School in compliance with Rule 6 (Section 5.12), noting that:

- A student may apply for a review of their final result **only when there are academic or procedural reasons for the request** and **within ten (10) days** of the release of the final result.
- The application must be made using the 'Application for Review of Assessment' form via the Exams Office ([Application for Review of Assessment](#))
 - The review will consist of an administrative review to check that all relevant work has been assessed and all marks have been totalled correctly, and **if deemed appropriate** by the Program Director may arrange a formal review process.
- The outcome for review is confirmed by the School of Nursing respective (Postgraduate or Undergraduate) Associate Head Learning and Teaching (and Associate Dean Learning and Teaching, if the result is changed), using the 'Application for Review of Assessment' form with the outcome reported to the student by the Examinations Office.

12.3 Review of decisions

Where a student is dissatisfied with a decision that is made regarding formal review of assessment, they must first contact the original decision-maker to seek clarification of the reasons for the decision and may then seek further advice/clarification as outlined in the [Student Participation and Attainment Ordinance](#).

13. About this document

Title	School of Nursing Assessment Guidelines
Version	1
Version date	August 2019
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Author	Dr Elaine Crisp, Andrea Miller, Dr Melanie Greenwood (<i>modified from 2015 SHS guidelines</i>)
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14. Guideline Approval

Status of version	Working draft
Responsible Officer	Associate Head (Learning and Teaching)

Date	19 August 2019
Status of version 1	Approved Version
Responsible Officer	Associate Head (Learning and Teaching)
Date	
Status of version 2	Endorsed
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