



MONASH University
Medicine, Nursing and Health Sciences

SCHOOL OF NURSING & MIDWIFERY

*Undergraduate
Assessment Policy
2008*

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1. INTRODUCTION

This assessment policy applies to all units offered by the School of Nursing and Midwifery. The policy should be used in conjunction with the Regulations and Statutes of Monash University published in the Monash University Calendar www.monash.edu.au/pubs/calendar and in the Monash University Undergraduate Handbook <http://www.monash.edu.au/pubs/handbooks/>.

It is the responsibility of students to familiarise themselves with all policy statements and to ensure that they comply with University rules, regulations and deadlines concerning assessment and related activities. The school assessment policy has been developed within the framework of the Monash University Assessment of Coursework Policy and Procedure. The full version of these documents can be viewed at:

<http://www.adm.monash.edu.au/execserv/policies/Academic-Policies/menus/Assessment.html>

This policy is to be used in conjunction with the *Clinical Placement Guidelines*, and the *Immunisation and Infection Risk Policy*.

2. ASSESSMENT GUIDELINES

- 2.1 Written notice advising students of the approved unit assessment will be provided at the beginning of the relevant teaching period. The notice will indicate all relevant information, including a list of assessment items, topics of assessment items, word limits, submission dates, dates for any class tests, duration of examinations and requirements for presentations.
- 2.2 No assessment item (including tests, written assignments, reports, folios, etc.) shall be due either during the formal examination period for each semester or during any clinical practicum of the course.
- 2.3 Unless otherwise specified, each item of assessment work must be carried out by students working individually.
- 2.4 All assignments/examination-scripts must be presented in the manner prescribed by the University, the School and the individual lecturer concerned. Failure to do so may incur a penalty. Recommended penalty: up to 15% of the marks for the particular assessment item.
- 2.5 There shall be no re-submission of marked work.
- 2.6 Students must keep a copy of all work submitted.
- 2.7 Class participation - students will be provided with written guidelines about factors to be taken into account in assessing their performance.
- 2.8 Class presentations - students will be provided with written guidelines about factors to be taken into account in the assessment of their performance. Students will be required to submit a written summary of their presentation, as advised by the Unit Co-ordinator.

- 2.9 Before a fail (N) grade is given for a unit all assessment for that unit will be considered by at least two examiners from within that unit area. This requirement shall not apply to pieces of work completed during the course of a unit each of which is worth no more than 10 per cent of the final mark, unless the total of such pieces exceeds 30 per cent of the final mark. When an assessment item is in dispute (other than formal examinations held under Monash University Regulations) the dispute shall be resolved as follows:
- (a) In the first instance by discussion between the student and the Unit Coordinator.
 - (b) In the event of failure of (a) above, by discussion between the student, the Unit Coordinator and the Course Convenor.
 - (c) In the event of failure of (b) above, by the Board of Examiners.
- 2.10 If students submit work by the due date, they shall receive feedback on their work in time for them to benefit in preparing for the next task or within four weeks, whichever is earlier. Feedback to students shall be constructive, focused on assisting them to understand how they can improve the quality of their work.

3. EXTENSION OF TIME FOR ASSESSMENT ITEMS

It is expected that all assignments will be submitted by the specified time on the specified due date (or, if off campus, assignments must be received by the specified due date).

However, students may apply for an extension of time to submit an assignment, if they are experiencing difficulty. Applications for extension must be made *prior* to the due date for lodgement of the assignment. The grounds for granting an extension are similar to those for special consideration. They include health problems, compassionate reasons and other extenuating circumstances. Extensions will usually only be granted for a maximum of one week but this is at the discretion of the unit co-ordinator.

Forms for requesting extensions can be downloaded from the Faculty website or obtained from the administrative office in the School. Students should complete the form and submit it to the unit co-ordinator on the relevant campus, attaching any supporting documents such as medical certificates. Only original documents, or certified copies of originals, will be accepted.

When an extension is granted for an assessment item, *the extension request approval form, signed by the Unit Co-ordinator, must be attached to the assigned work when it is submitted.* Failure to submit an assessment item on time without an approved extension will incur a penalty.

Penalties for late submission of assignments will be applied in cases where late submission of an assignment is not accompanied by an approval of extension form or the granting of special consideration. Work submitted without an approved extension will, after the assignment has been graded, have 5% of the maximum weighted mark deducted for each day (or part thereof) that has elapsed after the due date for submission. This includes weekends and public holidays.

If the assignment is more than 10 days overdue, the work may be submitted, and will be marked but not graded. A zero grade will be given. These penalties will also apply if work is handed in after an approved extension period has expired.

4. PLAGIARISM/CHEATING

The submission of essays and assignments is an essential part of the learning process and a vital way of assessing students' understanding of a unit. The submitted work must therefore be *students' own work*. This does not mean that students may not make use of the work of others. However, in quoting or paraphrasing material from other sources, *those sources must be acknowledged in full*. It may be useful to seek the help of a tutor in preparing the piece of work and to enlist the help of other students in sorting out ideas, but *the final product must be written by the student in his or her own words*.

Plagiarism occurs when students fail to acknowledge that ideas have been borrowed. Specifically, it occurs when:

- phrases and passages are used verbatim without quotation marks and without reference to the author;
- an author's work is paraphrased and presented without a reference;
- other students' work is copied or partly copied;
- other people's designs and images are presented as the student's own work;
- laboratory results of someone else are used without appropriate attribution;
- items for assessment are written in conjunction with other students (without prior permission of the relevant staff member);
- a piece of work has already been submitted for assessment in another unit.

It is accepted that students will assist each other with problems associated with their studies and discuss issues with each other. All assigned work, however, must be undertaken by students independently and students must not work in groups unless specifically requested to do so by the lecturer.

Deliberate plagiarism is an attempt to obtain undeserved academic advantage and will be treated as cheating. Students suspected of plagiarism will be given the opportunity to explain their plagiarism in the company of their tutor and the course coordinator. If the course coordinator believes that plagiarism has occurred, students will normally receive no marks at all for the piece of work concerned. Cases of deliberate plagiarism will be reported in accordance with the requirements of *Statute 4.1 - Discipline*.

Students who are at all uncertain about what is required should consult their lecturer/tutor.

The following hints will help students avoid plagiarism:

- students should take accurate notes, distinguishing in these between their own ideas and the ideas of other writers;
- in notes, as well as essays, quotation marks should be placed around all material that is copied out directly and the source noted;
- any idea that is not their own should be referenced by students, even if it is paraphrased or summarised and does not appear in quotation marks;
- even when receiving advice from fellow students, the final product should be formulated by the student himself or herself.

Further information regarding plagiarism can be found at the following address

<http://www.adm.monash.edu.au/execserv/policies/Academic-Policies/policy/plagiarism-and-cheating.html>

5. RESULTS OF ASSESSMENT

- 5.1 The University Examinations Manager is responsible for the release of all results. Results are published on the Web and may be obtained via SMS. The Web address is <http://www.monash.edu.au/exams/> Students will be advised in writing of the manner in which they may obtain their results. Results will also be mailed to students within 6 weeks of their publication.
- 5.2 An examiner shall not provide a student with the final result of the assessment of the student in the unit for which the student is enrolled before that result is released by the Examinations Manager.
- 5.3 Administration office personnel are not permitted to release results information.
- 5.4 A student taking a unit in which the method of assessment consists of or includes an examination is entitled, within three months after the examination date, to inspect their examination script.

6. MARKS AND GRADES

High Distinction	HD	80 +
Distinction	D	70 - 79
Credit	C	60 - 69
Pass	P	50 - 59
Fail	N	below 50

Other temporary symbols used:

DEF	Deferred assessment (temporary grade only),
NS	Eligible for supplementary assessment without which the result would be a fail (temporary grade only).
WH	Withheld (temporary grade only)

7. SPECIAL CONSIDERATION

- 7.1 A student whose work during a teaching period or whose performance in an examination or other assessment has been affected by illness or other serious cause may apply in writing for special consideration by the examiners or board of examiners concerned. Such serious causes include:
- i. serious illness or psychological condition – e.g. hospital admission, serious injury, severe asthma, severe anxiety or depression. Does not include minor illness such as a mild cold.
 - ii. loss or bereavement – e.g. death of a close family member, family relationship breakdown.
 - iii. hardship/trauma – e.g. victim of crime, sudden loss of income or employment, severe disruption to domestic arrangements.
- 7.2 An application for special consideration should be made through the relevant unit co-ordinator. A standard application form will be used and accessible on the Monash web page. This includes information applicants are expected to provide regarding previous special consideration applications.
- The original application form plus one copy for each unit applied for accompanied by the appropriate evidence are to be submitted to the student office on the relevant campus. The application form will be stamped by administrative staff, with the stamped cover sheet returned to the student as verification.
- Appropriate evidence and documentation must be provided by the applicant. Documentation can include written statements and statutory declarations from students or relevant people.

Evidence can be provided by professionals who are registered with a professional body, such as social workers, medical practitioners, lawyers and psychologists. Other acceptable documents may include a death notice or certificate, a police report or statutory declaration. Certificates signed by family members are not acceptable.

Students normally should lodge applications for special consideration, and the appropriate documentation and evidence, with the relevant office, no later than two working days after their last scheduled examination, or for other assessment tasks, within two working days of the submission deadline.

Further information about this policy can be obtained at the following website
<http://www.monash.edu.au/exams/special-consideration.html>

The Course Convenor may accept a late application for special consideration if satisfied that a candidate was unable to make an application by the required date.

Application forms for special consideration may be obtained from the following website:
<http://www.adm.monash.edu.au/service-centre/forms/>

8. DEFERRED EXAMINATIONS

The Board of Examiners may allow a candidate to sit for a deferred examination where:

- 8.1 a candidate has been prevented by illness or other serious cause from presenting for all or part of a terminal examination; or
- 8.2 the candidate's work during the academic year or performance in an examination or other assessment has been gravely affected by illness or other serious cause.

Application forms for special consideration (this is the form used for deferred examination applications) may be obtained from the following website:
<http://www.adm.monash.edu.au/service-centre/forms/>

9. SUPPLEMENTARY EXAMINATIONS

The faculty board of enrolment or the appropriate board of examiners may allow a student to sit for a special examination where a student has been prevented by illness or other serious cause from presenting for all or part of a terminal examination; or the student's work during the academic year or performance in an examination or other assessment has been gravely affected by illness or other serious cause.

- A supplementary examination forms part of the original examination so that the previous assessment may be supplemented in some way.
- No higher grade than a pass grade (mark 50) is available in the unit for students presenting for supplementary assessment.
- On the recommendation of the examiner and the Board of Examiners, a student may be granted a supplementary assessment in a failed unit when that student has not failed 50 percent or more of enrolled credit points in any one year.
- Students will be informed in writing of the requirements of the supplementary assessment.
- Supplementary examinations for first semester will normally be held in August of the same year and for second semester units will normally be held before the beginning of first semester of the following academic year. Students expecting to complete their course at the beginning of semester one may be offered a supplementary examination at that time.

10. BOARD OF EXAMINERS

10.1 The Board of Examiners shall consist of the Dean of the Faculty of Medicine, Nursing and Health Sciences or the dean's nominee (who shall be chair; at least one associate dean, the chief examiners in the subjects taken by students enrolled in the School of Nursing and Midwifery, and any other persons appointed to the Board by the Faculty Board or the Dean.

- 10.2 The Board of Examiners shall be responsible for determining the results and the performance of all candidates enrolled in units offered by the School and for approving and then transmitting those results to the registrar.
- 10.3 The Board of Examiners shall review the progress and results of each student at the end of each semester and may confirm the results or, where necessary direct an examiner to reassess a student's performance in the unit. Should a student dispute the decision of the Board of Examiners an appeal in writing may be made to the university Appeals Committee through the Faculty Manager, Faculty of Medicine, Nursing and Health Sciences.
- 10.4 A student may progress from one semester to the next within the same year, regardless of results obtained for first semester units. Results for both semesters will be considered at the end of the year. In exceptional circumstances, however, the progress of a student may be halted at the end of semester one at the discretion of the Head of School.

11. UNSATISFACTORY PROGRESS REGULATIONS

For information on unsatisfactory progress and on appeal procedures, students are referred to Monash University Calendar, Statute 6.2 - Exclusion for Unsatisfactory Progress, and the Regulation associated with this Statute - <http://www.monash.edu.au/pubs/calendar/council/regulation14.html>

The academic performance of a student is deemed to be unsatisfactory if:

- the student fails for the second time to pass a unit;
- The student in the most recent semester during which the student was enrolled failed to pass units amounting to one-half or more of the student's workload.

11. CLINICAL PRACTICUM REQUIREMENTS

- 11.1 A student must have undertaken adequate classroom and laboratory preparation before being eligible to attend a clinical practicum, as determined by the Unit Coordinator. Failure to do so will result in the student being withdrawn from attending the experience. 100% attendance at clinical practicum is mandatory.
- 11.2 A student may be withdrawn from a clinical practicum experience in certain circumstances. For more detailed information read the Discipline Statute <http://www.monash.edu.au/pubs/calendar/statutes/statutes04.html#Heading107>