

School of Nursing and Midwifery Undergraduate Assessment Policy

Approving Authority: Health Board (Faculty)
Approval Date: October 2007

1. **School of Nursing and Midwifery Undergraduate Assessment Policy**

The *School of Nursing and Midwifery Undergraduate Assessment Policy* specifies **information which is additional** to that presented in the *Griffith University Assessment Policy* and related policies (refer point 2) and which, together with the *Griffith University Assessment Policy* and related policies and the *School of Nursing and Midwifery Clinical Practicum Policy*, are applied by the School of Nursing and Midwifery in the assessment of student performance in the following undergraduate Nursing programs:

Bachelor of Nursing
Bachelor of Nursing (Post-registration)

2. **Griffith University Assessment Policy and Related Policies**

The *Griffith University Assessment Policy* and related policies (listed below) provide information for students on the University's assessment philosophy and the general principles that guide assessment practices.

Students in the undergraduate Nursing programs offered by the School of Nursing and Midwifery need to be thoroughly familiar with these policies.

The policies are located on the Griffith University website as follows:

Griffith University: <http://www.griffith.edu.au>

- Current Students
- Student Policies: <http://www.griffith.edu.au/ua/aa/sta/policies/>
- *Assessment Policy*
- *Policy on Academic Standing, Progression and Exclusion*
- *Student Grievances and Appeals Policy*
- *Harassment, Bullying and Discrimination Policy*
- *Student Email Policy*
- *Student Charter*

And also the policy:

- *Inability To Complete Required Components Of Professional Qualification*
(<http://www62.gu.edu.au/policylibrary.nsf/azcategory/386028bdbed1fdae4a256baa00631981?opendocument>)

3. **School of Nursing and Midwifery Clinical Practicum Policy**

The *School of Nursing and Midwifery Clinical Practicum Policy* provides information to students on the requirements and standards of conduct when undertaking the clinical practicum component of courses in the undergraduate Nursing programs.

4. **Location of School of Nursing and Midwifery Assessment and Clinical Practicum Policies**

The *School of Nursing and Midwifery Undergraduate Assessment Policy* and the *School of Nursing and Midwifery Clinical Practicum Policy* are located on the School of Nursing and Midwifery website at:

<http://www.griffith.edu.au/school/nrs/pdf/UGAssessPolicy.pdf> for via:

School of Nursing and Midwifery: <http://www.griffith.edu.au/school/nrs>

- Current Students
- Undergraduate
- Student Information - Undergraduate Assessment Policy
- Clinical Information - Clinical Practicum Policy (including the Clinical Assessment Tool (CAT))

5. **Award of Grades**

The School of Nursing and Midwifery Assessment Board determines the grade cut-off percentages and the grades awarded to students in undergraduate Nursing courses.

The grade signifies the overall performance of the student in the course.

Grades available to students in the undergraduate Nursing programs are as follows:

HD	High Distinction
D	Distinction
C	Credit
P	Pass
PC	Pass Conceded*
F	Fail
FNS	Fail No Assessment Submitted
WF	Withdraw With Failure

***The grade of Pass Conceded (PC) is available for elective courses only.**

Students are permitted to accrue no more than ten credit points (10CP) for which a grade of Pass Conceded (PC) has been attained in their undergraduate Nursing program.

In certain circumstances the following abbreviations may appear on a memorandum of results in lieu of a finalised grade:

RW	Result Withheld
DEF	Deferred Examination
SP	Supplementary Assessment
SS	School-based Supplementary

In such instances, students will be advised by the University or the School (via an email message or letter) what will be required to finalise their grade.

6. **To Gain an Overall Passing Grade in a Course**

For all courses in the undergraduate Nursing programs, the following conditions apply.

In order to gain an overall pass in a course, a student must:

- **submit all assessment items as specified in the course outline**
- **achieve a pass for any on-campus laboratory competency assessment items**
- **achieve a pass for all off-campus (clinical) learning**

- **achieve a pass in the cumulative score of individual, on-campus components of the course**

7. Designated Courses

A student who fails a designated course, as listed below, will be subject to review by the School of Nursing and Midwifery Assessment Board and may be excluded from their undergraduate Nursing program.

For students commencing in 2006

1976NRS Nursing Practice
1977NRS Clinical Health Assessment
2971NRS Acute Nursing
2975NRS Complex Nursing Practice
2976NRS Human Response in Crisis
3978NRS Adapting to Health Changes in the Older Adult
3975NRS Transitions to Practice
3979NRS Community Health & Diversity

For continuing students enrolled prior to 2006

1975NRS) Anatomy and Physiology 2
1975MSC)
1976NRS Nursing Practices
1977NRS Clinical Health Assessment
2971NRS Acute Nursing
2975NRS Complex Clinical Practice
2976NRS Human Responses in Crisis
3974NRS Adapting to Health Changes
3979NRS Community Health and Diversity
3975NRS Transitions to Practice

8. On-Campus Feedback

Students will receive a numerical score for all on-campus weighted assessment items submitted. This score indicates the number of marks the examiner has awarded the assessment item and reflects the level of performance according to established marking criteria developed by the course team for the assessment item.

For many assessment items (for example, essays), students will also receive written qualitative feedback on their performance.

Students are advised to retain copies of all feedback provided by academic staff.

9. Group Participation

In those courses where group learning is an essential component of assessment, criteria for satisfactory group participation will be negotiated by the academic staff member and the group throughout the duration of each course.

Assessment items that focus explicitly on group outcome and/or process may involve a combination of examiner, self and peer evaluations based on the negotiated criteria.

10. Extensions and Penalties

Students are required to submit assessment items by the due dates, as advised on the Course Outline.

Assessment items submitted after the due date will incur a penalty unless an extension for the submission of the assessment item is sought from the Course Convenor.

Requests for extensions should be made in writing directly to the Course Convenor before the due date of the assessment item. If the request is on medical grounds, a medical certificate must be submitted.

Penalties for the late submission of an assessment item, without prior consent of the Course Convenor, will be a ten percent (10%) per day deduction of the maximum mark applicable to the assessment item, until the assessment item is submitted. Assessment items submitted more than five (5) days after the due date will be awarded zero (0) marks.

11. Required Referencing Style

To promote student proficiency and marking consistency, students in the undergraduate Nursing programs are required to use the current style of referencing prescribed by the Publication Manual of the American Psychological Association (2005) (5th ed). Washington DC: American Psychological Association

12. Double Marking for Failed Written Assessment Items

Double marking will automatically be applied to failed written assessment items. When an item is doubled marked, the first and second markers will consult to finalise the second mark, which will then replace the original mark.

13. Clinical Participation and Assessment

Clinical assessment is based upon overall progress in professional practice over the total period of the placement.

The clinical learning and professional development components of the Clinical Assessment Tool (CAT) increase in complexity throughout the duration of the program and are assessed using a specified format (please refer to the CAT).

A student's level of performance will be indicated by descriptive statements and an allocated mark of Pass or Fail for every domain within the CAT.

Student performance will be evaluated against criteria supplied on the CAT and assessed by the clinical facilitator or preceptor following interaction, observation and practice with the student.

The written feedback will be discussed with the student during clinical placement, and both the student and facilitator or preceptor will comment on and sign the CAT at the completion of the placement. The clinical facilitator or preceptor will take responsibility for returning the completed CAT to the University Clinical Office.

To obtain a passing grade, student performance must be at an overall expected standard level. If a student receives a failing mark for any criterion contained in the CAT, the student will fail the clinical experience.

If a student fails the clinical experience, opportunity for remediation will be offered in the form of close teacher support and feedback, but a supplementary assessment is not automatically given. The safety of the community is the School's first priority. The recommendation to offer supplementary assessment will be made by the Course Convenor in consultation with the Undergraduate Program Convenor, the Clinical Convenor and the Deputy Head of School. This recommendation is made to the Faculty of Nursing and Health Assessment Board which makes the final decision regarding the awarding of supplementary assessment.

The student will be informed, by email or by letter, of the opportunity to undertake a supplementary clinical assessment and the details of the placement.

Those students receiving a failing grade for the clinical component of any course will receive a Fail (F) for that course.

Students are responsible for establishing their own clinical learning goals and are expected to participate in all aspects of the clinical studies program. **There is an expectation that students will attend one hundred percent (100%) of the clinical placement in order to meet identified learning goals and address assessment criteria.**

It should be noted that if a student is absent for any period of time from a clinical placement, the clinical facilitator or preceptor may be unable to complete assessment documentation.

Under exceptional circumstances a student may not be able to attend all clinical days. In this event the student is to notify her/his clinical facilitator and the Clinical Placement Officer immediately and provide substantiating documentation (e.g. medical certificate/s).

Based on the evidence provided and in consultation with the clinical facilitator, the Course Convenor may make a recommendation to the Faculty of Nursing and Health Assessment Board to offer a special clinical assessment or make-up period through which a student will be able to achieve the passing result.

Special clinical assessment or make-up is not automatic or guaranteed.

Unsafe nursing practice that places a patient, student and/or others at risk during extended clinical placement constitutes a Fail (F) grade.