1. School of Nursing and Midwifery Undergraduate Assessment Policy

The School of Nursing and Midwifery Undergraduate Assessment Policy specifies information that 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 programs:

Bachelor of Nursing
Bachelor of Nursing (Postregistration)
Bachelor of Midwifery

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 undergraduate programs offered by the School of Nursing and Midwifery are required 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
- 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

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 undergraduate 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 or via:
5. **Award of Grades**

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

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

Grades available to students in undergraduate programs are as follows:

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- W: Withdrawn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

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

Note: Students are permitted to accrue no more than ten credit points (10CP, or one elective) for which a grade of Pass Conceded (PC) has been attained in their undergraduate Bachelor of Nursing or Bachelor of Midwifery 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 email) what will be required to finalise their grade.

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

For all courses in School of Nursing and Midwifery undergraduate 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 Profile
- achieve a pass for on-campus laboratory competency assessment items
- achieve a pass for all off-campus (clinical) learning

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 Panel and may be excluded from their undergraduate program.

Designated courses for Bachelor of Nursing students commencing from 2006 onwards:
Designated courses for Bachelor of Nursing continuing students enrolled prior to 2006:

1975NRS) Anatomy and Physiology 2
1975MSC) Anatomy and Physiology 2
1976NRS Nursing Practices
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

Designated courses for Bachelor of Midwifery students commencing from 2010:

1503NRS Preparation for Midwifery Practice
1505NRS Midwifery Practice 1: Supporting Women
2502NRS Midwifery Practice 2: Surgical
2503NRS Well Baby and Family Transitions
2505NRS Midwifery Practice 3: Acute Care
2506NRS Continuity of Midwifery Care
3501NRS Challenges in Practice
3502NRS Complex Newborn Care
3505NRS Focused Midwifery Practice
3506NRS Midwifery Caseload 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 Profile.
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


12. 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 for your program).

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.

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 School of Nursing and Midwifery 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 awarded. 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 Program Convenor, the Clinical Convenor, and the Deputy Head of School. This recommendation is made to the School of Nursing and Midwifery Assessment Panel, which is responsible for the final decision regarding the awarding of supplementary assessment.

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

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 evidence provided and in consultation with the clinical facilitator, the Course Convenor may make a recommendation to the Nursing and Midwifery Assessment Panel to offer a special clinical assessment or make-up placement, through which a student may be able to achieve a passing result.

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

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