

ACADEMIC PROGRAMS COMMITTEE POLICY AND PROCEDURES

ASSESSMENT POLICY

Components of assessment
Additional and supplementary assessment



THE UNIVERSITY OF
MELBOURNE

SCHOOL OF NURSING

ENABLING LEGISLATION

Statute 12.2.2. Components of Assessment

Statute 12.3.3. Determination of Components of assessment by Examination Board

Statute 12.4.1. Additional Assessment

Statute 12.4.2. Supplementary Components of Assessment

University Statutes

<http://www.unimelb.edu.au/ExecServ/Statutes/>

University Undergraduate Handbook

<http://www.unimelb.edu.au/HB/uni/INFOALLS.html>

**Faculty of Medicine Dentistry and Health Sciences
Guide to Courses**

<http://www.unimelb.edu.au/HB/facs/MED.html>

THE COMPONENTS OF ASSESSMENT (STATUTE 12.2.2. & 12.3.3.)

Components of assessment may include;

- (a) any examination, essay, test, exercise, article, thesis or other requirement prescribed in the details of subjects or determined by an examination board.
- (b) any additional assessment administered by an examination board (Statute 12.2.2).

Components of assessment may be administered in any form and subject to any conditions specified in the details of subjects or determined by the appropriate examination board.

The details of assessment for a subject will be contained in the subject outline / description and published in a form readily accessible to the students of the subject not later than two weeks after commencement of teaching of the subject.

The details will include:

- the components of assessment;
- the appropriate length or extent, by whatever measure is appropriate, of each component of the assessment;

- the approximate date by which each component of assessment is to be performed or submitted, as the case may be;
- the proportion of the total mark or the relative value to be assigned to each component of assessment;
- if there is to be a standard deduction of marks for submission of work outside the date of submission and the value of this deduction. This must be published in a form readily accessible to student of the subject, not later than two weeks after commencement of teaching in the subject.

Unless otherwise stipulated in the subject description, in order to pass the subject, the student must pass all components of assessment that constitute equal to or more than 20%.

ADDITIONAL ASSESSMENT

This document is intended to provide guidance to academic staff within the School of Nursing regarding administration of additional assessment. It provides a description of additional assessment and details new School policy. The new School policy has been formulated in line with the Statutes and in response to the recommendations from the Report to Academic Board from the Academic Programs Committee on Special Consideration, advice from the University Academic Registrar and is consistent with other relevant School policies.

Additional assessment policy will now be framed under the categories of Academic or Medical/Compassionate grounds as follows:

Additional Assessment (Statute 12.4.)

Additional assessment may be granted on either Academic or Medical/Compassionate grounds.

Academic Grounds

Additional assessment, oral, written or practical, may be administered by the examiners in any subject before the publication of results if;

- The examiner(s) are in doubt as to whether the student has passed or otherwise satisfied the requirements of the assessment;
- The examiner(s) are in doubt as to the grade to be awarded to the student;

Students will not normally be considered for further assessment if they have failed the assessment by more than 5%; or in the case of students who are eligible for further assessment under the guidelines of Special Consideration if they have failed the assessment by more than 10%.

Medical or Compassionate Grounds

Additional assessment, oral, written or practical, may be administered by the examiners as action arising from an application for special consideration. Guidelines relating to special consideration are described under a separate section of the School Policy.

Forms of additional assessment

Additional assessment may be administered in the form of further components of assessment, or supplementary components of assessment.

Further components of assessment (Statute 12.4.1.)

A further component of assessment may be administered to any student, before the publication of the result of assessment in question if the examiners are in doubt as to:

- (a) whether the student has passed or otherwise satisfied the requirements; or
- (b) the grade to be awarded to the student.

A further component of assessment administered under this section may be in the form and subject to any condition specified in the details of subjects or determined by the examination board.

Where a student completes a further component of assessment in circumstances approved by the School, the student may be eligible to be assessed in accordance with the full grading system.

The following procedure is to be followed when an examiner determines that a student is eligible for further components of assessment:

- The examiner notifies the subject coordinator of the indications for further assessment (if the subject coordinator is not one of the examiners for the assessment component);
- The subject coordinator seeks clarification over the student's eligibility for further assessment with the Associate Head of School: Academic Programs;
- If the student is deemed eligible for further components of assessment, the Associate Head of School: Academic Programs writes to the Chair: Board of Examiners requesting approval for administration of further components of assessment;

Following approval by the Chair: Board of Examiners, the subject coordinator may administer a further component of assessment that is designed to determine:

- Whether the student is able to pass or otherwise satisfy the requirements of the subject. In this case the student will receive a pass (50%) or fail grade only for the further component of assessment and for the subject overall if passing the component of assessment is mandatory for passing the subject; or
- The grade to be awarded to the student. In this case the student is eligible to be assessed in accordance with the full grading system.

Any student who fails a subject will be considered by the Board of Examiners and referred to the School Academic Review Committee if the failure is considered serious.

Supplementary components of assessment (Statute 12.4.2.)

Where a student has not passed or otherwise satisfied the Board of Examiners, the student may be eligible for supplementary assessment. Supplementary examinations are recommended or not recommended by the School's Board of Examiners and approved by the Dean.

Supplementary assessment may be available where it is published that supplementary assessment is available in the details of the subject or where a student has applied for Special Consideration;

Supplementary assessment will normally be held not less than two (2) weeks after the publication of the results of the first assessment. Whilst, in some circumstances, a lesser period of notice may be required, it shall not be less than one week;

All students will attend supplementary assessment during their own time. It is the student's responsibility to organize the time off work in conjunction with the relevant employer;

No student will be expected to present for more than two supplementary assessments on any one day. The student will be advised of the results of supplementary assessment within two weeks;

Where a student has failed and is awarded a supplementary assessment, it will be graded as either a pass (50%) or fail for that component of assessment and also as a pass (50%) or fail for the subject.

Students will not normally be considered for supplementary assessment of written assessment tasks if they have failed the assessment by more than 5%; or in the case of students who are eligible for supplementary assessment under the guidelines of Special Consideration if they have failed the assessment by more than 10%.

Eligibility for supplementary assessment may be determined prior to the Board of Examiners by the subject coordinator (and stream coordinator where relevant) and tabled for ratification when the Board of Examiners is convened.

Any student who fails a subject will be considered by the Board of Examiners and referred to the School Academic Review Committee if the failure is considered serious.

- The student has failed the subject within 5% of a pass grade (45-49%);
- The student has failed a mandatory component of assessment within 5% of a pass grade and where more than one component of assessment has been completed has achieved an overall subject grade > 45%.

When there is a requirement that a student pass multiple components of assessment in order to pass the subject the following policy applies to the failed component(s) of assessment:

- Students who receive an overall mark of <45% (or in the case of special consideration being granted <40%) for the subject are deemed to have failed the subject;
- Students who fail one component of assessment by >5% (or in the case of special consideration being granted >10%) are deemed to have **failed** the subject and are **ineligible** for additional assessment even if the overall mark for the subject is >45% (or in the case of special consideration being granted >40%)
- Students who receive an overall mark between 45 – 49% (or in the case of special consideration being granted an overall mark between 40 – 49%) are deemed to have failed the subject but are eligible for an additional assessment for any or all components of assessment for which marks are within the additional assessment range (45 – 49%).

- **See Appendix A: Additional Assessment Policy Flow Chart**

Additional assessment will **normally** take the form of **supplementary assessment**. Students who are eligible for a supplementary assessment for a failed component of assessment within additional assessment range are graded as pass (50%) or fail for that component and **also** a pass (50%) or fail for the subject even if the student originally received an overall mark of >50%.

The following procedure is to be followed when an examiner determines that a student is eligible for further components of assessment:

- The examiner notifies the subject coordinator of the indications for further assessment (if the subject coordinator is not one of the examiners for the assessment component);
- The subject coordinator seeks clarification over the student's eligibility for further assessment with the Associate Head of School: Academic Programs;
- If the student is deemed eligible for further components of assessment, the Associate Head of School: Academic Programs writes to the Chair: Board of Examiners requesting approval for administration of further components of assessment;

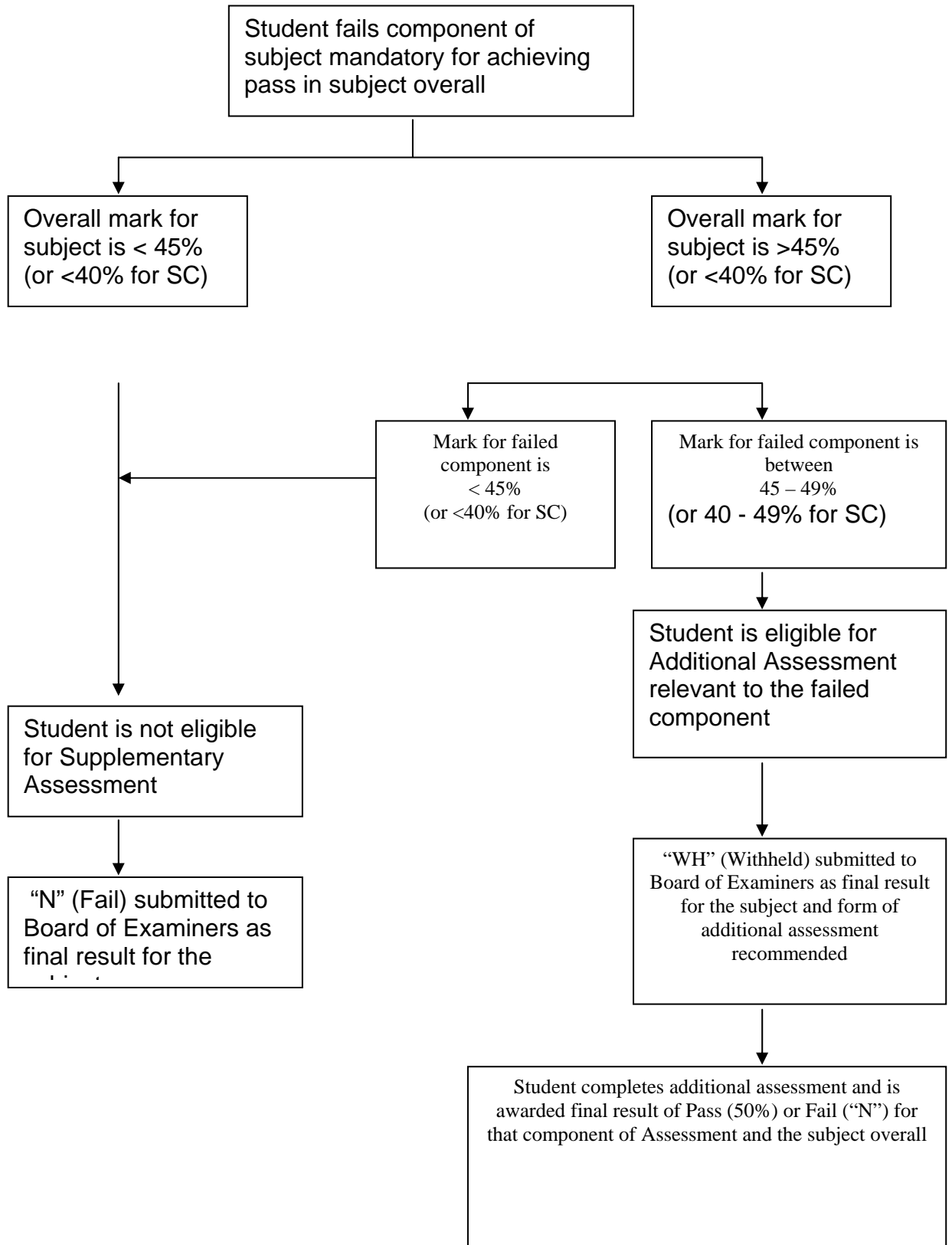
Following approval by the Chair: Board of Examiners, the subject coordinator may administer a further component of assessment that is designed to determine:

- Whether the student is able to pass or otherwise satisfy the requirements of the subject. In this case the student will receive a pass (50%) or fail grade only for the further component of assessment and for the subject overall if passing the component of assessment is mandatory for passing the subject; or
- The grade to be awarded to the student. In this case the student is eligible to be assessed in accordance with the full grading system.

Any student who fails a subject will be considered by the Board of Examiners and referred to the School Academic Review Committee if the failure is considered serious.

Additional Assessment Policy Flow Chart

Subjects with multiple components of assessment where more than one assessment must be passed to pass the subject



SC = Special Consideration

AUTHORISATION

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Approved by: School of Nursing Academic Programs Committee
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