



School of Health Sciences
College of Health and Medicine

Assessment Guidelines

Contents

Executive Summary.....	3
Compliance	3
Assessment Responsibilities	4
Submission and Return of Assessment Tasks	4
Extensions and Late Submissions of Assessment Tasks	5
Special Circumstances and Deferred Assessment	5
Students experiencing special circumstances may apply for consideration related to participation and assessment requirements in line with the provisions outlined in the Assessment and Results Procedure (Part 6)	6
Return of Assessment Tasks	6
Assessment in Professional Experience Placement (PEP)	6
Attendance at PEP	6
Withdrawal from PEP.....	7
Attendance Requirements in Relation to Assessment	7
Examinations.....	7
Additional Assessment.....	8
Assessment Results.....	8
During Semester Review of Mark	9
Final Assessment Outcomes and Academic Progress.....	9
Course Completion	9
Mandatory Reporting	9
About this Document.....	10

Executive Summary

These Guidelines are provided to assist academic staff and students, across all undergraduate and postgraduate units and programs of the School of Health Sciences (SHS), to:

- comply with University of Tasmania Ordinances, policies and procedures related to Assessment and
- meet course accreditation requirements of professional accrediting bodies

These Guidelines also identify assessment practices that are specific to SHS, including where:

- assessment strategies focus on consistent skill and knowledge development across theory and practice (including PEP (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.

These Guidelines **provide guidance for staff to**

- **Promote Student Learning**
- **Measure Student Achievement**
- **Ensure Fair, Transparent and Equitable Assessment**

More Information

For further information, contact the School of Health Sciences Associate Head (Learning and Teaching).

Compliance

These Guidelines comply with and adhere to all University of Tasmania

- [Assessment Ordinance and Policy](#) provisions;
- [Student Participation and Attainment Ordinance \(Part 5 Assessment and Results\)](#)
- [Assessment and Results Policy \[1.3\]](#) provisions;
- [University of Tasmania Assessment and Results Procedure \(January 2022\)](#)

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

1. The accreditation standards of the professional bodies of **Exercise Science and Exercise Physiology (Exercise and Sports Science Australia (ESSA))**, or **Laboratory Medicine (Australian Institute of Medical Scientists (AIMS))** or **Physiotherapy** (Australian Physiotherapy Council (APC)) or **Speech Pathology** (Speech Pathology Australia (SPA)) or **Occupational Therapy**.

2. The competency standards and knowledge requirements of the professional bodies to which **other undergraduate and postgraduate** School of Health Sciences programs are related.

Assessment Responsibilities

1. The **College of Health and Medicine Learning and Teaching Committee (CLTC)**, and **SHS Learning and Teaching Committee (SLTC)** and **Head of School** 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
 - alter the form of assessment in consultation with the student affected.
2. The **Unit Coordinator** has the responsibility to:
 - be familiar with
 - Student Participation and Attainment Ordinance (Part 5 Assessment and Results)
 - [Assessment and Results Policy \[1.3\]](#) provisions;
 - [University of Tasmania Assessment and Results Procedure \(January 2022\)](#)
 - comply with UTAS Assessment Guidelines <http://www.teaching-learning.utas.edu.au/assessment>
 - transparently and unambiguously describe all unit assessment requirements in the Unit Outline, including hurdle assessment tasks which must be undertaken or passed in order to
 - undertake another learning activity within a unit
 - be eligible for a pass in the unit
 - be eligible to undertake PEP
 - provide students with an online Unit Outline on MyLO (Learning Management System) by the week prior to each semester of the academic program.
3. The **Student** has the responsibility to:
 - comply with:
 - [Student Participation and Attainment Ordinance \(Part 5 Assessment and Results\) \(Part 5 Assessment and Results and Part 6, Clause 45 Academic Progress – General Provisions\)](#)
 - [Assessment and Results Policy \[1.3\]](#) provisions;
 - [University of Tasmania Assessment and Results Procedure \(January 2022\)](#)
 - UTAS Assessment Guidelines <http://www.teaching-learning.utas.edu.au/assessment>
 - become familiar with the UTAS [Student Academic Integrity Ordinance](#) and [Statement on Plagiarism and Academic Integrity](#)
 - become familiar with the Unit Outline and the assessment requirements 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
 - keep a copy of all submitted assessment items for each unit, where possible.

Submission and Return of Assessment Tasks

1. All SHS students should be advised as to the mode of submission of assessment tasks (written, electronic or other) and due date for submission in the Unit Outline.
2. All written assessment tasks should be word-processed, unless otherwise indicated. For electronic submissions the completion of an academic integrity statement may need to be submitted as stated in the specific unit assessment item guidelines.
3. Submitted written work which is below or exceeds the stated word limit by greater than 10% will be penalised as stated in the unit outline.
4. Assessment tasks submitted online will be submitted through MyLO and may be submitted to Turnitin (text-matching program). Breaches of academic integrity (in accordance with the [Student Academic Integrity Ordinance](#) may be identified through this process.
5. Written assessment tasks must be submitted by the due date and time as specified in the Unit Outline.

Extensions and Late Submissions of Assessment Tasks

1. Application process

In all cases, students requiring a time extension for submission of a **written assignment** must adhere to the following process:

Submit an application for extension using the SHS Assessment Extension Form available on the Unit MyLO site. The Assessment Extension Request Folder can be accessed under Assessments>Assignments on the unit MyLO site.

- The completed form and any supporting documentation (e.g medical certificate, statutory declaration) must be uploaded **via the Assessment Extension Request Folder on the unit MyLo site** using the SHS Assessment Extension Form
- A request for an extension to the due date for an assessment task must be submitted prior to the due date for the assessment task (except where a student can provide evidence that they were unable to request an extension by the due date. —.
- In all cases, reasons for the request must be clearly stated on the Extension Form with any relevant documentation also uploaded to the Assessment Extension Request Folder (i.e. medical certificate for extension due to illness).
- In the event that circumstances prevent submission of supporting documents at the time of request, later submission of documentation can be negotiated with the unit coordinator.
- Extensions will be granted at the discretion of the unit coordinator.
- Students may also be required to provide a draft of the assignment.

2. Penalties for late submission of assignments

- Assignments submitted without an approved extension after the due date will have a penalty of 5% of the original available mark applied per calendar day (or part day) past the due date.
- Late submissions will not be accepted more than 10 calendar days after the due date or after assignments have been returned to other students, whichever is shorter.

Special Circumstances and Deferred Assessment

Students experiencing special circumstances may apply for consideration related to participation and assessment requirements in line with the provisions outlined in the Assessment and Results Procedure (Part 6)

Return of Assessment Tasks

Assessed tasks will be returned to students within fifteen (15) business days from the time of submission .

If one assessment task informs another assessment task, the first marked assignment must be returned at least five (5) business days prior to the due date of the second assessment task.

1. Assessment tasks submitted electronically will be returned as advised in the Unit Outline.
2. Hard copy submitted assignments and in-class tests will be:
 - returned to students during classes, where possible
 - returned to students by SHS Reception for a limited time period when negotiated with Reception staff. Please note that this option should only be adopted if it is not practical to return assignments/tests in class.

Any assessments which are not collected during classes will be retained in the unit coordinator's office for distribution to students. Boxes of uncollected assignments/tests **will not** be left outside staff offices under any circumstances.

3. If it is a major piece of assessment in a unit, the last written assessment task will not be returned to students until the University has released the unit final results.
4. Markers are required to provide constructive feedback for all assessment tasks. Generic feedback may be provided to the entire student cohort for assessment tasks worth 10% or less. Individual feedback is to be personalised, specific and future-focused to guide students on how they might improve their performance in future tasks.

Assessment in Professional Experience Placement (PEP)

1. Pre-requisite theory units must be satisfactorily completed by the student for eligibility to commence units containing a PEP component.
2. Units that have a PEP component:
 - can have compulsory pre-placement assessment requirements, which students must pass to be eligible to undertake PEP; and
 - can have practice competency assessment requirements, which students must pass during the professional experience placement.

Attendance at PEP

Attendance requirements for PEP, as detailed in the Unit Outline, must be met.

Students who cannot attend PEP (for any length of time) must

- notify the placement venue by telephone and the
- Unit Coordinator or nominated staff member as per the unit outline on the day or, if unable due to extenuating circumstances, as soon after as possible

Additional (make up) time in PEP is only available to students in exceptional circumstances and fully at the discretion of the SHS.

Withdrawal from PEP

A student may be withdrawn from PEP and/or have their commencement deferred, by the Manager, College Professional Experience Placement Safety in Practice, in consultation with the relevant Unit Coordinator in *situations* where:

- The student has committed an act of misconduct as defined under the [Student Behaviour and Conduct Ordinance](#) and/or [Student Academic Integrity Ordinance](#).
- The student's behaviour has breached the professional conduct, discipline requirements or other rules of the professional experience placement provider.
- The student is consistently unable, after due guidance and instruction, to perform at the required standard as assessed by supervising university or professional experience facilitators/preceptors.
- The student has contravened professional experience placement rules.
- The student's performance in practice is below a satisfactory standard in relation to the competency requirements.
- The student's behaviour is disrupting other students, colleagues or people in the practice setting.
- There is an increased risk of injury or misadventure involving the student or others.

The student must be withdrawn from placement via the College of Health and Medicine [Professional Experience Placement Risk Management Process](#). When a student's placement is deferred and the period of deferral is of such length as to affect academic progress of the student, the Unit Coordinator shall:

- provide notice of the reasons for deferral in writing to the student; and
- advise the student of the requirements for satisfactory completion of the relevant unit.

Attendance Requirements in Relation to Assessment

Student attendance requirements are set by the SHS, in accordance with University Assessment and Results Procedure, taking into consideration:

- course accreditation professional regulations;
- the amount of time required to develop professional experience placement competency standards; and/or
- the amount of time required for students to participate and interact in learning experiences.

Student attendance/interaction requirements and penalty for failure to meet such requirements are made explicit in all SHS Unit Outlines.

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

Examinations

[Examination procedures](#) are implemented by the University *Student Centre for externally invigilated exams and by the SHS for online or internally invigilated exams*.

Deferred assessment and special consideration

- Students may apply for
 - deferred assessment or deferred examinations under the Student and Participation Ordinance [Part 3 (40) and Assessment and Results Procedure 6.3
 - Special consideration under the Student and Participation Ordinance [Part 3 (42) and Assessment and Results Procedure 6.1 and 6.4
- Supplementary examinations are awarded to student who receive a result between 45% – 49% (Student and Participation Ordinance [Part 3 (41) and Assessment and Results Procedure 4.44)

Additional Assessment

1. The Unit Coordinator may recommend an additional assessment task be granted to a student who has failed within the supplementary assessment range or not met the Intended Learning Outcomes for the unit ([Student Participation and Attainment Ordinance](#) [38]).
2. The decision whether to grant additional assessment is made by the Unit Coordinator in consultation with the Associate Head, Learning and Teaching at the related end of each semester academic progress meeting.
3. Students who are granted additional assessment will be offered resubmission or supplementary work for the Unit.

Assessment Results

1. Assessment results are graded in accordance with the [Student Participation and Attainment Ordinance](#) [Part 5 Assessment and results: Clause 37 Grades of pass] and Assessment and Results Procedure (Schedule A).
2. Course committees, chaired by course coordinators will review results prior to submission of results by unit coordinators. Results will be uploaded from MyLO sites to the central UTAS Examinations office..
3. The SHS Assessment Committee chaired by the Associate Head, Learning and Teaching is responsible for the ratification of final results as stated in The Student Participation and Attainment Ordinance (Part 5) and Assessment and Results Procedure (Schedule A)

4. SHS staff will not divulge numerical or graded final results in any unit before the results have been ratified and officially released.
5. The University's **Student Centre** officially releases the [Final Results](#) to students.

During Semester Review of Mark

A student who is concerned about a mark given for a particular assessment task (excluding PEP) may request a review of the marking using the process outlined in the Review and Appeal of Academic Decision Procedure .

The unit coordinator may then arrange for a review of the assessment based on the Review and Appeal of Academic Decision Procedure and provide the results of this review to the student.

The student must submit the original work that was assessed for the review of mark.

Final Assessment Outcomes and Academic Progress

The SHS applies the following [Student Participation and Attainment Ordinance](#) [Part 6 Academic Progress Clauses 46.1 – 46.8] and Assessment and Results Procedure [4.4 Granting Supplementary assessment task] and 5 Determination of final unit grades]) provisions for students' assessment outcomes and academic progress:

- Students must achieve a final grade of 50% or greater for a unit and pass all hurdle tasks (if relevant for the unit)
- Students who fail a hurdle task will receive an NN grade with no mark.
- Students may request a review of final grades on the grounds of procedural error according to the Review and Appeal of Academic Decision Procedure.
- A supplementary assessment task is awarded to students who receive a result between 45%-49%. The supplementary assessment task may be a resubmission of a previously failed task or a new task as determined by the Unit Coordinator and will be designed so that students are able to demonstrate they have achieved the relevant ILOs.

Course Completion

Completion is determined by a **Pass** grade for all required units outlined in the [Course and unit handbook for the course](#) in which the student is enrolled.

Course completion is governed by the Student Participation and Attainment Ordinance – Part 7 Completion and Graduation:

- 7.49 General provisions
- 7.50 Maximum time for completion
- 7.51 Eligibility for award
- 7.52 Posthumous award
- 7.53 Graduation
- 7.54 Revocation of awards

7.55 Transcript of academic record

Mandatory Reporting

The University has responsibility in relation to the “**mandatory reporting**” of students who have a medical, physical or psychological impairment or criminal record that may place the public at risk of harm, as detailed in the [National Health Law Act 2009](#). Under this legislation, any academic school staff person who is also a health professional who is of the opinion that a student may place the public at risk of harm, as defined under the legislation, is obliged to submit a written report to the relevant registration board setting out their reasons for that opinion, and any other information required by the regulations.

SHS requires **any** staff member, including community persons employed by the school (e.g. professional experience facilitators), who has concern about a student’s capacity to safely meet the regulatory requirements, to make a confidential report to the Head of School. The Head of School will investigate the concern and determine whether to implement the [College of Health and Medicine Safety in Practice Student Compliance Documentation Process](#).

About this Document

Title	School of Health Sciences Assessment Guidelines
Version	1.1
Version date	April 2022
Status	Reviewed and updated (from 2019 SHS guidelines)
Revision information	3 years from approval date
Purpose	To provide SHS staff and students with a framework to interpret University assessment policy and rules and to identify assessment practices peculiar to SHS courses.
Author	Andrew Williams, Associate Head, L&T

Guideline Approval

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