



ASSESSMENT POLICY

Assessment aim

Assessment aims to be a positive process, enabling the student to meet the course outcomes.

To identify the learning needs of the students and to allow progress towards the achievement of learning outcomes. Both formative and summative forms of assessments will be utilised. Thus students will have the opportunity to demonstrate the integration of knowledge and skills at the completion of each subject.

Formative assessment: To provide feedback to student and teacher as to how learning is progressing and assist students to determine their strengths and weaknesses.

Summative assessment: To measure competencies and achievements in both content and process and provides the student with an opportunity to demonstrate the integration of knowledge, skills and attitudes at the end of a prescribed subject of a program.

Assessment will be by variety of methods such as tests, exercises, seminars, assignments, reports, projects, case presentations, practical tests and clinical performance.

To continue in the program a student must maintain a satisfactory level of performance. A satisfactory level of performance is at least a pass level for each subject

Policies and Procedures for clinical assessments in clinical practice

Clinical practice is an integral part of the diploma of nursing program and it requires a considerable amount of time in teaching and learning. Therefore, students will be awarded credit points for mastering certain competencies. Students will be supervised very closely in order to master required skills and knowledge at different levels. This program is based on competency standards, which are in line with the Nursing Council of Papua New Guinea and meet the required 1500 hours of practice over three years.

Competency Based Assessments in Clinical Practice

The aim of the competency assessment is to measure competencies in both content and process. This provides the students with an opportunity to demonstrate the integration of knowledge, skills and attitudes at the end of a prescribed time in clinical practice

Summative assessments of the practical component of the programme are competency based. The lecturer and the clinician who have spent time with the student in the clinical setting will conduct the summative assessment

Based on the PNG Nursing Competency Standards, a series of performance criteria have been developed which gradually expands as the student progresses through the programme. The progression reflects the student's increased theoretical and practical knowledge and abilities. Competence in clinical practice must be demonstrated by meeting the standards and associated character. For subjects which have both theoretical and practical components, student has to meet the competency standards and associated criteria or the student will not be able to pass the subject regardless of whether the student has passed the achievement -based assessment requirements of the subject.

If the student has not met the competency –based assessment criteria, the student will be provided with one opportunity to return to the same or similar clinical area at a later date but within the same academic year to demonstrate competency. If again unable to meet the required standards, the student needs to re-enroll for that particular subject.

All clinical competencies are assessed as follows:

- D** Pass with distinction (students meet competencies with distinction):
- C** Pass/Complete (Students meet competencies successfully):
- I** Incomplete (student does not meet the required competencies yet)
- W** Withdrawn

The following outlines the criteria for each category:

D Pass with Distinction

- Performs beyond the required and expected standards
- Has demonstrated in depth nursing knowledge
- Is able to analyse and integrate nursing concepts and knowledge in light of relevant clinical experience
- Consistently competent in a broad range of nursing skills
- Has demonstrated comprehensive problem –solving skills in nursing practice

C Pass/Complete

- Performed to the required and expected standards
- Demonstrates good nursing knowledge level
- Is able to integrate theoretical concepts into clinical practice
- Has demonstrated competence in relevant clinical skills
- Has demonstrated problem –solving skills in nursing practice

I Incomplete

- Performs less than required and expected standards
- Inadequate nursing knowledge
- No integration of concepts into clinical practice
- Has not yet demonstrated competence in relevant clinical skills
- Has not yet demonstrated the use of problem –solving skills in nursing practice

W Withdrawn

- Has withdrawn from the subject

Achievement –based Assessment

Achievement –based summative assessment of the theoretical components will include any or combination of the following: assignments, seminar presentation, written test and examination.

Achievement-based assessment will be graded according to the university's policies and procedures as follows.

Grades Based on the University of Technology Policy

As a result of performance in the examination for a subject, the examiners shall award to a candidate one of the following grades of achievements, which shall be entered next to the mark on the MER sheets.

A = 85 -100	=	High Distinction
B = 75-84	=	Distinction
C = 65 – 74	=	Credit
D = 55-64	=	Upper Pass
E = 50-54	=	Pass
F = 0-49	=	Fail

In addition, one of the following codes may be entered on the MER sheets as appropriate

UA	=	Un-available
EX	=	Exempt
WD	=	Withdrawn
NR	=	Not registered

UA (Unavailable) may only be used in certain approved cases, which in general relate to student sickness or other incapacity. At the time such coding is entered, a written explanation must be submitted to the University Examination Committee.

EX (Exempt) may only be used where the Admission Committee of the Academic Board has exempted a candidate from the study of a subject or subjects, including the examinations, because the candidate has satisfactorily completed the subject or its equivalent previously.

WD (Withdrawn) may only be used where the candidate has withdrawn from the study of a subject or subjects offered

NR (Not registered) may only be used where the candidate is not registered for a subject

The Course Examinations Committee shall use only one of the following recommendations for each candidate

Pass Where the candidate has passed all subjects and is permitted to proceed to the next semester of his or her course

Fail where the candidate has failed one or more subjects, and may apply for readmission

Graduate where it is recommended that the candidate be awarded the qualification for which he or she has been studying

Decision Deferred –where, because a WH (withdrawal) or x (Supplementary examination) result has been entered; it is not at this stage possible to promulgate a recommendation for the candidate. The 'Decision Deferred' shall stand as the recommendation for the candidate only until such time as it is possible to promulgate one of the other recommendations given above.

Summary Sheets

A summary sheet for each semester of each programme will contain the following information:

Heading (Summary of first/second semester results 200)

- List of candidates who are to pass
- List of candidates who fail with a list of subjects to be repeated
- List of candidates who are to graduate
- List of candidates for whom a decision has been deferred
- Signature of chief examiner
- Date

These sheets will be transmitted to the Academic Board with the Report of the examinations committee

Analysis

For each subject of each course, the examiner shall complete an analysis Sheet (which will give details of the distribution of grades between candidates, the mean and standard deviation and the maximum and minimum marks. This committee and the courses Examinations Committee to the University Examinations

Supplementary Examinations

The grade X = Supplementary Examination may only be awarded to a candidate whose mark would otherwise indicate the award of a grade F = but who, in the view of the examiners, should be given the opportunity to improve his or her performance by presenting himself or herself for a supplementary and examinations.

The supplementary examination of a candidate is to take place before the beginning of the semester following that in which the subject was taught. The candidate is to be given only one opportunity to sit for supplementary and if he or she fail again for the second time, the candidate will be referred to the academic board for a decision.

Appeals against Failures

A candidate may appeal against the examiners on his or her discontinuation from candidature. Such an appeal shall be made to the academic board appeals committee through the executive officer and will only be considered if the candidate provides evidence that his or her performance in any examination was affected by factors, which at the time of the examination were not known to the registrar. All appeals against the discontinuation are to be lodged within 14 days of the posting of the results on the notice board by the registrar and are to be accompanied by a prescribed fee*. which is refundable only if the appeal is upheld.

- The fee for an application for appeal against discontinuation as determined by the examination committee at its 172nd Meeting on 3 October is K20.00 (For more information refer to PNG University of Technology Academic Board Examinations Committee, Procedures University Examinations manual, 2001).

Award of supplementary Grade

a) A candidate shall not be awarded more than two supplementary grades in any semester of study

Normal supplementary grade will be awarded when:

- i) A candidate has achieved a minimum mark of (40%) in the subject in which supplementary examination is recommended

- ii) The candidate has a minimum weight average 50% in the subjects in which he or she is registered in that semester

b) A student repeating a semester or a year of a study for a course may be awarded supplementary grades as above, only if supplementary grades are not in the subjects in which he or she has passed in an earlier attempt.

N.B If a student fails to achieve a pass grade in subjects, in which he or she had failed earlier than the student should fail. In institutions where a student fails to achieve a pass grade in a subject in which he or she has passed in an earlier attempt, the provisions at the beginning of the rule shall apply.

Appeals against decisions of examiners

A candidate may appeal against a decision of the examiners that he or she fails. Such an appeal shall be made to the Academic Board Appeals Committee through the Executive Officer and shall only be considered if the candidate provides evidence that his or her performance in any examination was affected by factors, which at the time of the examination were not known to the registrar. All appeals against failure are to be lodged within 14 days of the posting of the results on the notice board by the Registrar and are to be accompanied by a prescribed non-refundable fee*

- The fee for an application for an application for appeal against discontinuation as determined by the examination committee at its 172nd Meeting on 3 October is K20.00 refundable if appeal is upheld. (For more information refer to PNG University of Technology Academic Board Examinations Committee, Procedures University Examinations manual, 2002).

The decision of the Academic Appeals Committee Board will be final and will be communicated to the candidate in writing. No further correspondence from the candidates will be entertained, after the Appeals Committee decision has been communicated.