

**UNIVERSITIES OF NEW ENGLAND AND NEWCASTLE
JOINT MEDICAL PROGRAM
Rules Governing the Administration of
MEDI course/unit Assessment Items**

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Related Documents:	Rules Governing Administration of Assessment Items – Policy 000113

1. Application of Rules

- 1.1 These Rules apply to all MEDI Course/Units offered by the Schools of Medicine and Public Health (University of Newcastle (UoN)) and Rural Medicine (University of New England (UNE)) in the delivery of the Bachelor of Medicine – Joint Medical Program (BMed – JMP).
- 1.2 Assessment Rules for elective (non-MEDI) Course/Units undertaken by BMed – JMP students will be in accordance with the following policies:
- (a) at UoN
- i. Unit Outlines – Policy 000587
 - ii. Rules Governing Administration of Assessment Items – Policy 000113
 - iii. Special Circumstances Affecting Assessment Items - Procedure 000641
 - iv. Appeal Against a Final Result – Procedure 000261
 - v. Remarks and Moderations – Procedure 000769
 - vi. Essential Criteria in Course Assessment - Policy 000648
 - vii. Rules Governing the Administration of Assessment Items – Rule 000113
 - viii. Group, Self, and Peer Assessment - Policy 000650
- (b) at UNE
- i. General Rules
 - ii. Special Assessment Policy
 - iii. Student Appeals Policy
 - iv. UNE Assessment Policy
 - v. UNE Assessment by Examination Policy

2. Interpretation

In these Rules, unless the context or subject matter otherwise indicates or requires:

assessment item includes any form of assignment, examination, quiz, test, laboratory assignment, tutorial exercise or any other work used to measure student learning outcomes, by which the final result of a student in a Course/Unit is determined;

BMed Year Assessment Committee means the five committees (one for each year of the BMed) responsible for recommending final grades to the Heads of School and for reviewing the assessment of courses / units in accordance with the Universities' quality assurance principles;

course at UoN means any part of a program for which a result may be recorded;

examination means an assessment by way of a test by oral or written questions, undertaken by the student within a stated time frame and in a designated location, or online, or on a computer identified for that purpose;

formal examination period means the period at the end of each teaching term set aside in the University's calendar for assessment by way of examination;

Head of the School means the Head of the School of Medicine and Public Health at UoN and/or the Head of the School of Rural Medicine at UNE who is/are responsible for delivery of JMP Committee-approved MEDI Course/Units;

JMP Committee means the joint UoN / UNE committee responsible for the planning, implementation and management of the JMP including curriculum, assessment and standards. The Committee is chaired by the Dean of Medicine – JMP;

Joint Medical Program (JMP) means the delivery of the Bachelor of Medicine by UoN and UNE in partnership;

moderation means a review of the marks awarded for a single assessment item, or part of an assessment item, or the final results, of all students in the cohort undertaking that assessment;

re-mark means a review of the mark for a single assessment item, or part of an assessment item, awarded to an individual student;

school means the School of Medicine and Public Health at UoN and/or the School of Rural Medicine at UNE;

supplementary assessment item means an assessment item administered to a student in respect of whom any doubt exists as to the judgement to be recorded in a return for any assessment item. Under normal circumstances a supplementary assessment item will be similar in weight, nature and content to the original assessment item, unless otherwise approved jointly by the Heads of School;

UoN means the University of Newcastle;

Unit at UNE means any part of a Course for which a result may be recorded;

UNE means the University of New England.

3. Determination of Nature of Assessment

In conjunction with the approval of Course/Units, the JMP Committee, in consultation with the Heads of School, shall determine the nature of assessment in MEDI Course/Units. Such assessment items may be written, on line, oral, clinical or practical or any combination of these.

4. Publication of Requirements

4.1 The Heads of School shall ensure the publication, in the Course/Unit Outline, of the assessment requirements in each Course/Unit by the end of the second week of the semester in which the Course/Unit commences. The assessment requirements will include the weight and timing of each task comprising the total assessment to be applied in determining the final result for that Course/Unit.

4.2 The BMed Year Managers shall ensure that reference is made in the Course/Unit Outline, to the *BMed – JMP Procedure for Re-marks and Moderations* which define any circumstance in which assessment items may be re-marked or moderated and the practices to be followed in undertaking these actions.

5. Compliance with Instructions

Students shall comply with any instructions given by the Heads of School or the supervisor relating to an assessment item.

6. Special Consideration

The Universities acknowledge the right of students to seek special consideration for the possible impact of allowable special circumstances on their performance in assessment as identified in the *BMed – JMP Special Circumstances Affecting Assessment Items* procedure.

7. School Recommendations of Results

7.1 The relevant BMed – JMP Year Assessment Committee shall consider the results recorded for overall assessment for each student and shall make recommendations to the Heads of School as to the final grade to be recorded for each student in the Course/Unit.

7.2 A student who claims that study during the year, or preparation for an assessment item or examination, or attendance at or performance in an assessment item or examination has been affected by illness, disability or other serious cause, may apply under the provisions of the *BMed – JMP Special Circumstances Affecting Assessment Items* procedure.

8. Responsible Officers

At UoN

8.1 The Deputy Vice-Chancellor (Services) shall be the responsible officer for the administration and supervision of any supervised examination that:

- i. Is identified by the Head of School as being the responsibility of the Deputy Vice-Chancellor (Services);
 - ii. Takes place in a formal examination period;
 - iii. Is of two (2) hours, two and a half (2 ½) hours, or three (3) hours duration; and Contributes at least 20% to the final result in the course.
- 8.2 The Head of School shall be the responsible officer for the administration and supervision of assessment items, in courses offered by the School, including any supervised examinations that are not the responsibility of the Deputy Vice-Chancellor (Services).

At UNE:

- 8.3 As provided in the UNE Assessment and UNE Assessment by Examination Policies

9. Responsibilities

- 9.1 For each MEDI Course/Unit, the Heads of School shall arrange for:
- a) the Course/Unit Co-ordinator to jointly contribute¹ to:
 - i. the preparation of assessment items, including any examination in the Course/Units; and
 - ii. in consultation with others involved in the tuition or supervision of BMed – JMP students, the assessment of the scripts and other work submitted by students; and
 - b) the BMed Year Managers to ensure the recording of a result in respect of each student for submission to the relevant BMed Year Assessment Committee.
- 9.2 For each MEDI Course/Unit, the relevant Year Assessment Committee shall:
- 9.2.1 make determinations concerning:
 - a) re-marks, supplementary assessment items or supervised examinations for any BMed – JMP student; and
 - b) in consultation with others involved in the tuition or supervision of BMed – JMP students, recommendations for the moderation of marks within the Course/Unit;
 - 9.2.2 recommend the final result in respect of each student for submission to the relevant Head of School.
- 9.3 For each MEDI Course/Unit, the Schools are responsible for the retention of all assessment materials worth 20% or more which have been submitted or completed but not collected by students, until the end of the following semester. Such assessment materials which are not collected by students within this period will be disposed of.

10. Timetable

- 10.1 The Heads of School shall publish, within the Course/Unit Outline and according to the BMed – JMP Policy on Course/Unit Outlines, a timetable showing when assessment items will be due or held.
- 10.2 It shall be the responsibility of students to submit assessment items or attend assessable activities prescribed for the courses/units in which they are enrolled.
- 10.3 Notification of the venue of examinations will be provided at least one week prior to the examination.
- 10.4 a) At UoN where a School is holding supervised examinations during the formal examinations period, it is the responsibility of the Head of School to ensure that there are no timetable clashes with examinations being administered by the Deputy Vice-Chancellor (Services).
- b) At UNE where a School is holding supervised examinations during the formal examinations period, it is the responsibility of the Head of school to ensure that there are no timetable clashes with examinations being administered by the Examinations and Results unit.

11. Attendance at Examinations

¹ A single assessment process for BMed – JMP students is conducted between the University of New England and the University of Newcastle. UNE Course/Unit and UoN Course Coordinators cooperate in relation to the preparation of assessment items.

- 11.1 The responsible officer shall publish timetables showing when and where examinations will be held and it is the responsibility of students to sit for those examinations prescribed for the Course/Units in which they are enrolled.
- 11.2 Unless granted a rescheduled exam under the *BMed – JMP Special Circumstances* policy, students who fail to attend an examination which is shown on the examination timetable will be deemed to have sat for and failed the examination.

12. Examination Aids/Communication Devices

- 12.1 Unless notified in advance by the School, no communication devices for example mobile phones, laptop computers, calculators, electronic dictionaries or electronic notepads may be brought into the examination room.
- 12.2 Candidates may be required to supply their own aids in some circumstances and, where candidates are permitted to bring aids into an examination:
- the Head of School will specify the type of aid which may be used; and
 - it is the responsibility of the School offering the Course/Unit to scrutinise the aid to be used in the examination.

13. Rescheduled Examinations

- 13.1 Where the BMed Year Assessment Committee considers it justified on religious, compassionate or other grounds, and the student applies no later than three working days after the date of the examination, special arrangements may be made for a rescheduled examination to allow a student to attend an examination at a time and place different from that in the published timetable but within the formal examination period. Misreading the Course/Unit Outline or examination timetable or having travel plans will not be accepted as grounds for a rescheduled examination.
- 13.2 Applications for rescheduled examinations must be accompanied by suitable documentary evidence and a Statutory Declaration confirming that the student will not seek or offer information on the content of the examination.

14. Alternate/ Supplementary Examinations

- 14.1 A student may apply for an alternate/ supplementary examination if circumstances arise – after the cut off date for a rescheduled examination - that prevent the student from attending, or completing an examination, or affect their performance in that examination.
- 14.2 So that any alternate/supplementary examination will not offer advantage to any student, students undertaking an alternate/supplementary examination will - unless the examination is a multiple choice paper - complete a different examination paper, not the paper completed by students sitting the original examination.
- 14.3 An alternate/supplementary examination will - except in exceptional circumstances - be scheduled: (i) only once; and (ii) AFTER the originally scheduled examination.

15. Rules for Supervised Examinations

- 15.1 Supervised examinations, whether the responsibility of the Head of School or:
- At UoN, Deputy Vice-Chancellor (Services)
 - At UNE, the Examinations Unit
- shall be conducted in accordance with the following rules:
- candidates for the examination must provide suitable photo identification (eg student card, driver's licence, passport);
 - candidates shall comply with any instructions given by a supervisor relating to the conduct of the examination;
 - no candidate shall enter the examination room after **thirty minutes** from the time the examination has begun;
 - a candidate shall not bring into the examination room any bag, paper, book, written material, device, calculator or aid, other than any that may be specified for the particular examination;
 - a candidate shall not by any means obtain or endeavour to obtain improper assistance, give or endeavour to give assistance to any other candidate, or commit any breach of good order;
 - a candidate shall not take from the examination room any examination answer book, any examination paper, graph paper, drawing paper or other material issued for use during the examination unless the Head of School has explicitly permitted their removal;
 - no candidate may smoke in the examination room;

- viii. before the examination begins candidates shall not read the examination paper until the supervisor **grants permission ten minutes** before the start of the examination;
 - ix. no candidate shall leave the examination room during the first **thirty minutes** or the last ten minutes of the examination; and
 - x. no candidate shall re-enter the examination room after leaving it unless the candidate has been under approved supervision during the full period of absence.
- 15.2 The Rules for supervised examinations may be relaxed -
- i. by the responsible officer; and
 - ii. in respect of paragraphs (a), (d), (h), (i) and (j) above, by the supervisor upon the direction of the responsible officer or at the discretion of the supervisor, provided that the circumstances of any case in which discretion has been exercised shall be reported in writing to the responsible officer immediately following the conclusion of the examination.
- 15.3 Unless notified in advance by the School, no communication devices, for example mobile phones, laptop computers, electronic dictionaries or electronic notepads may be brought into the examination room.
- 15.4 Candidates may be required to supply their own aids in some circumstances and, where candidates are permitted to bring aids into an examination:
- i. the Head of School will specify the type of aide which may be used; and
 - ii. it is the responsibility of the School offering the course to scrutinise the aid to be used in the examination.
- 15.5 At UoN the Deputy Vice-Chancellor (Services) shall be responsible for the development and maintenance of a set of guidelines for examination supervisors to be made available to all supervisors.

16. Return of Final Exams

If requested by a student, an opportunity should be provided for students to view completed examination scripts with the Course/Unit Coordinator (or nominee).

17. Penalties

- 17.1 The imposition of late submission penalties requires joint Heads of School approval.
- 17.2 In instances when a late submission penalty applies, an assessment item submitted after the due date, without an approved extension of time, will be penalised by the reduction of the mark awarded for the assessment item. Ten percent of the possible maximum mark for the assessment item will be deducted for each day or part day that the item is late. Weekends count as one day in determining the penalty. Assessment items submitted more than five days after the due date will be awarded zero marks.
- 17.3 The late submission penalty may be varied following agreement jointly by the Heads of School, provided that any alternative penalties to be imposed for late submission of an assessment item are notified to students in advance in the Course/Unit Outline.
- 17.4 An infringement of any of the Rules for supervised examinations or failure to comply with instructions relating to an assessment item shall constitute misconduct, and represent an offence against discipline.

18. Publication of Final Results

- 18.1 There will be only one set of official results of students' performance in assessment within a Course/Unit. This is the list of final results approved by the relevant Head of School and published on the relevant University's examination results webpage.
- 18.2 All other information on results for individual assessment items or final results are "unofficial results" which having no legal standing and should be read as advisory only.
- 18.3 In accordance with the NSW Privacy and Personal Information Protection Act (1998) and the Commonwealth Privacy Act (1988), the Universities will not list students by name but only by student number. This applies to both official and unofficial results for individual assessment items and for final results.