

JMP - Essential Criteria in Course / Unit Assessment Policy

Section 1 - Content

(1) This policy applies to all MEDI Course/Units offered by the School of Medicine and Public Health (University of Newcastle (UON)) and School of Rural Medicine (University of New England (UNE)) in the delivery of the Joint Medical Program (JMP).

(2) Assessment rules for elective (non-MEDI) Course/Units undertaken by JMP students will be in accordance with the policy information provided in the Course/Unit outline of the relevant elective course/unit.

Section 2 - Context

(3) This Policy outlines the principles that dictate what should constitute essential criteria in JMP assessment. It should be read in conjunction with the [JMP Policy Governing the Administration of Assessment Items](#).

Section 3 - Policy Intent

(4) To provide the principles that should shape the choice and use of essential criteria in JMP assessment.

Section 4 - Definitions

(5) In the context of this policy:

- a. course at UON means any part of a program for which a result may be recorded;
- b. Dean means the Dean of Medicine - Joint Medical Program (JMP);
- c. essential criteria means compulsory components or assessment items within a course/unit that must be satisfactorily completed in order for a student to receive a pass mark or better for that course/unit;
- d. Head of 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 approved MEDI Course/Units;
- e. JMP Teaching and Learning Committee means the joint UON / UNE committee responsible for the planning, implementation and management of the JMP including curriculum, assessment and standards;
- f. Joint Medical Program (JMP) means the Bachelor of Medicine – Joint Medical Program (BMed – JMP) or Bachelor of Medical Science/Doctor of Medicine – Joint Medical Program (MD – JMP); as delivered in partnership by UON and UNE;
- g. participation means individual contribution to class activities and/or discussions;
- h. Pro Vice-Chancellor means the Pro Vice-Chancellor of the Faculty of Health and Medicine (UON) and the Pro Vice-Chancellor (Academic) (UNE);
- i. UON means the University of Newcastle;
- j. Unit at UNE means any part of a course for which a result may be recorded;

k. UNE means the University of New England.

Section 5 - Types and Use of Essential Criteria

(6) Essential Criteria can:

- a. form part of the assessment requirements for a course/unit; for example, students may be required to achieve a specified level in all or in identified assessment items;
- b. be additional to the assessed work; for example, students may be required to:
 - i. complete a particular component such as attendance and participation; or
 - ii. undertake a placement requirement.

(7) Essential Criteria should not normally cause the total work required of the student for the course/unit to exceed that specified in the Universities' policies on student workload.

(8) Where it is determined that the specific, unmarked / ungraded essential criteria must be met in order to pass a course/unit, these will:

- a. be specifically linked to course/unit objectives;
- b. have appropriate justification to ensure that a passing grade cannot be achieved without them;
- c. be more than procedural statements, for example, attendance should not be an essential criteria requirement unless it is demonstrated that work cannot be completed or judged against marking criteria unless the student attends particular scheduled activities.

(9) Where essential criteria are proposed for a course/unit, the proposal should:

- a. clearly state the nature of the essential criteria in the assessment details of the course/unit outline;
- b. demonstrate the relationship between the objectives of the course/unit and the essential criteria requirement;
- c. detail the means by which the essential criteria will be assessed as having been satisfactorily completed; and
- d. detail opportunities, if any, for student to complete the essential criteria if unsuccessful in only this component of the course/unit (including provisions for cases where consideration is granted) or, if this is not possible, provide a rationale for why it is not possible.

(10) In considering proposals for the use of essential criteria in a course/unit, Heads of School, Dean of Medicine - Joint Medical Program (JMP), JMP Teaching and Learning Committee, Faculty Teaching and Learning Committee and Pro Vice-Chancellors will:

- a. consider the equity, diversity and disability policies of the Universities in relation to the type of essential criteria; and
- b. ensure that the equitable application of the essential criteria across all delivery sites has been demonstrated.

(11) The Course/Unit Outline will include:

- a. specific details of the essential criteria requirements;
- b. the rationale for their inclusion;
- c. the means by which student will be assessed as having met the requirements; and
- d. advice regarding the provision for feedback as to progress in relation to the essential criteria at least once prior to the end of the teaching period.

Section 6 - Class Attendance and Participation

Attendance

(12) Marks may not be awarded for attendance alone.

(13) Where attendance is identified as an essential component in the assessment of a course/unit, attendance will be an ungraded essential criterion. Attendance will be recorded as satisfactory but no marks will be assigned.

(14) Where attendance is an ungraded essential component of a course/unit, the following process must be followed:

- a. attendance records must be maintained for all mandatory sessions included in the assessment, for example tutorials, seminars, workshops etc;
- b. the attendance record must be retained as it may be required in the case of an Appeal Against Final Result;
- c. student must be made aware that attendance records are being kept, and should be advised of:
 - i. the purpose of the records; and
 - ii. the means by which they are being kept, for example, in the case of a Blackboard discussion site, the use of the site backup as a record of student participation.

(15) Attendance with participation may be assessed as outlined under Participation.

Participation

(16) The criteria by which active participation will be assessed are to be included in the Assessment details in the Course/Unit Outline.

(17) Where participation is to be assessed as an essential criterion, the following process must be followed:

- a. attendance and participation records must be maintained for all sessions included in the assessment, for example, tutorials, seminars, workshops, etc.
- b. the attendance and participation record should be retained as it may be required in the case of an Appeal Against Final Result;
- c. student should be made aware that attendance and participation records are being kept, and should be advised of:
 - i. the purpose of the records; and
 - ii. the means by which they are being kept, for example, in the case of a Blackboard discussion site, the use of the site backup as a record of student participation.

Section 7 - Awarding of Fail Grades

(18) Where essential criteria for a course/unit have been approved and a student has failed to meet the essential criteria requirements, the Course/Unit Coordinator must recommend a fail grade to the JMP Year Assessment Decision Committee unless an application for Special Consideration has been received.

(19) Where a recommended fail grade is made to the JMP Year Assessment Decision Committee by the Course/Unit Coordinator on the basis of non-satisfactory completion of essential criteria, the Year Assessment Decision Committee may make a recommendation to deem that the student has passed the Course/Unit if, in the opinion of the Year Assessment Decision Committee, their performance overall has reached a satisfactory standard.

Status and Details

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Responsible Executive	Mark Hoffman Deputy Vice-Chancellor (Academic) and Vice President
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