

 <b>DALHOUSIE UNIVERSITY</b>  <b>Supplemental Exam for Knowledge Assessment Policy</b>	<b>Policy Sponsor:</b> Undergraduate Studies Committee & Undergraduate Studies Curriculum Sub-Committee	<b>Approval Date:</b> School Council May 23, 2024  <b>Faculty of Health:</b> Academic Review Committee: Sept 5, 2024
	<b>Responsible Unit:</b> School of Nursing	<b>Amendments:</b>

A. Background & Purpose:

As per the Faculty of Health Progression regulations, programs have the option to offer a supplemental examination to students who receive a marginal failure (FM) for their final course grade (Faculty of Health Policies and Regulation 16.5).

The Supplemental Exam for Knowledge Assessment policy was developed with an equity lens. Recognizing there are multiple reasons why someone may not be successful in a course, this policy for supplemental knowledge examination provides an opportunity for learners to maintain accountability for their learning and demonstrate that they have the knowledge base necessary for a passing grade in an identified course.

The purpose of this policy is to provide learners the opportunity to demonstrate knowledge competency related to student progression requirements.

B. Application:

- a. Students who receive a final course grade of Marginal Failure (FM) in a **core** Bachelor of Science in Nursing course for Semesters 3 through 8, have the opportunity to write a supplemental final exam.
- b. The supplemental assessment I exam will typically be completed within two calendar weeks following receipt of the FM final course grade, at a time scheduled by the Course Professor in consultation

- with the student.
- c. Students who receive a grade of F in a core Bachelor of Science in Nursing course for Semesters 3 through 8 are **ineligible** for a supplemental exam.
  - d. Students who do not receive a passing grade in their clinical practicum are **ineligible** for a supplemental exam in the corresponding clinical course.
  - e. Students **must** pass the Supplemental exam to achieve a passing grade for the course.
  - f. Final Course Grade achieved following successful Supplemental Exam is a C+.
  - g. The grade awarded for the course will be recorded on the student's transcript along with a notation that the grade was earned by supplemental examination.
  - h. In cases where students have a supplemental exam scheduled/assigned, and do not attend as scheduled, the supplemental final exam will be forfeited, and the original FM grade will stand. There will be no further opportunity for a supplemental final exam at the respective course level.

### C Definitions:

- a. Marginal Failure (FM): A grade between 59.5 and 64.5.
- b. Failure (F): A grade between 0 and 59.4.
- c. Supplemental Knowledge Examination (Supplemental Exam): A one-time opportunity for students to demonstrate their theoretical knowledge competency in the overall cumulative course content. Students must achieve a 64.5% or higher on the Supplemental Exam in order to pass the course. The Supplemental Exam will be developed through a student-centred lens. This means the exam will be developed by the course professor in a way deemed appropriate for the content to be assessed and according to the principles of Universal Design for Learning. The newly developed supplemental exam will be vetted by a faculty colleague. The exam must adhere to the Dalhousie Learning Platform formatting for exam delivery and assessment.
- d. Core Nursing Course: All required courses beginning with the NURS acronym, delivered during semesters 3 to 8. This does **not** include nursing electives.

- e. Student Grade Notification: Students will be considered notified of FM grade once all course grades are posted to the course Brightspace grade book.

C. Policy:

The School of Nursing is committed to student success, and the need to provide the learner an opportunity to demonstrate that they possess the required knowledge competency needed in each individual course in order to progress. This policy is intended to promote transparency and clarify procedures to address the support of students in demonstrating competency for progression.

D. Administrative Structure:

- a. Authority: This policy falls under the authority of the Undergraduate Studies Committee
- b. Student Affairs Committee is responsible for:
  - i. Tracking of students who have utilized the Supplemental Exam for Knowledge Assessment Policy.
- c. The Associate Director Student Affairs is responsible for:
  - i. Approving eligibility to write a Supplemental Exam.
  - ii. Providing information to the student regarding student progression and the appeal process, where applicable.
- d. The Course Professor is responsible for:
  - i. Including a link to the Supplemental Exam for Knowledge Assessment Policy in their course outline.
  - ii. Identifying students with an FM grade and alerting the Associate Director Student Affairs.
  - iii. Developing a Supplemental Exam for Knowledge Assessment.
  - iv. Administering the Supplemental Exam within two weeks of the final grade being released in the course Brightspace site. Student accommodations will be considered, as applicable.
  - v. Submitting the grade change.
  - vi. Notifying the Associate Director Student Affairs of the student's final grade status.
- e. The Student is responsible for:
  - i. Monitoring Brightspace Grade Book for final course grade.

- ii. Reaching out to the Course Professor if FM grade achieved.
- iii. Preparing for and attending the exam as scheduled.

E. Procedures:

- a. Confirm eligibility for a Supplemental Exam for Knowledge Assessment with the Associate Director Student Affairs.
- b. Course professor will inform learner of FM grade and eligibility to write a Supplemental Exam.
- c. Course professor will develop and administer Supplemental Exam for Knowledge Assessment within two weeks of student being informed of the FM grade.
- d. Course professor will enter an FM grade into Banner.
- e. When a Supplemental exam is written the FM grade will be replaced by a final course grade (F or C+ with the notation that the grade was earned by supplemental exam) in Banner by the course professor.