UNSW Course Outline

OPTM6422 Clinical Optometry 4B - 2024

Published on the 25 Aug 2024

General Course Information

Course Code : OPTM6422
Year : 2024
Term : Term 3
Teaching Period : T3
Is a multi-term course? : No
Faculty : Faculty of Medicine and Health
Academic Unit : School of Optometry and Vision Science
Delivery Mode : In Person
Delivery Format : Standard
Delivery Location : Kensington
Campus : Sydney
Study Level : Undergraduate, Postgraduate
Units of Credit : 6

<u>Useful Links</u>

<u>Handbook</u> <u>Class Timetable</u>

Course Details & Outcomes

Course Description

Objectives: To develop the clinical skills needed to competently examine patients in optometric practice including the ability to recommend appropriate treatment and management strategies for patients.

Brief Curriculum: This course includes conducting primary eye care examinations and vision screenings under the direct supervision of qualified optometrists. Students will develop their clinical skills by conducting eye examinations on patients on a weekly basis both in the UNSW Optometry Clinic and through external placements.

Course Aims

To develop the clinical skills of optometry students with direct patient primary eye care consultations

Relationship to Other Courses

Assistance with progression checking:

If you are unsure how this course fits within your program, you can seek guidance on optimising your program structure from staff at the [Nucleus Student Hub](#).

Progression plans for UNSW Medicine and Health programs can be found on the [UNSW Medicine & Health website](#).

OPTM6400 and OPTM6413 are pre-requisite courses.

OPTM6411 is a co-requisite course.

OPTM6412 is a pre-requisite course for OPTM6422 and OPTM6424.

Course Learning Outcomes

Course Learning Outcomes	Optometry Australia competency standards
CLO1 : Integrate knowledge gained in previous courses to apply and interpret standard and advanced clinical techniques in the context of patient examinations and eye screening.	• OPT1 : Clinical Care Provider • OPT2 : Professional and Ethical Practitioner
CLO2 : Use critical thinking skills to deliver evidence based eyecare under the guidance of your Clinical Supervisors.	• OPT1 : Clinical Care Provider • OPT2 : Professional and Ethical Practitioner
CLO3 : Demonstrate effective oral and written communication skills, professionalism and cultural competence with patients, fellow students, supervisors and other health care practitioners.	• OPT3 : Communicator and Collaborator • OPT5 : Quality and Risk Manager
CLO4 : Demonstrate reflective practice on your skills and knowledge and formulate plans to address your individual strengths and weaknesses through self-directed learning.	• OPT4 : Scholar and Lifelong Learner

Course Learning Outcomes	Assessment Item
CLO1 : Integrate knowledge gained in previous courses to apply and interpret standard and advanced clinical techniques in the context of patient examinations and eye screening.	• Contact lens aftercare assignment • Vision Education Centre and Stewart House • Primary Care Clinic • Clinic quiz
CLO2 : Use critical thinking skills to deliver evidence based eyecare under the guidance of your Clinical Supervisors.	• Contact lens aftercare assignment • Vision Education Centre and Stewart House • Primary Care Clinic
CLO3 : Demonstrate effective oral and written communication skills, professionalism and cultural competence with patients, fellow students, supervisors and other health care practitioners.	• Contact lens aftercare assignment • Vision Education Centre and Stewart House • Primary Care Clinic
CLO4 : Demonstrate reflective practice on your skills and knowledge and formulate plans to address your individual strengths and weaknesses through self-directed learning.	• Vision Education Centre and Stewart House • Primary Care Clinic

Learning and Teaching Technologies

Moodle - Learning Management System | Blackboard Collaborate | Microsoft Teams

Learning and Teaching in this course

All course materials and course announcements are provided on the course learning management system, Moodle (or Open Access).

By accessing and using the ICT resources provided by UNSW, you are agreeing to abide by the 'Acceptable Use of UNSW ICT Resources' policy particularly on respect for intellectual property and copyright, legal and ethical use of ICT resources and security and privacy.

Additional Course Information

SCHOOL OF OPTOMETRY AND VISION SCIENCE, UNSW SUPPLEMENTARY EXAMINATION INFORMATION, 2024

SPECIAL CONSIDERATION

On some occasions, sickness, misadventure or other circumstances beyond your control may prevent you from completing a course requirement, such as attending a formal end of semester examination. In these cases you may apply for Special Consideration. **UNSW operates under a Fit to Sit/ Submit rule for all assessments. If a student wishes to submit an application for special consideration for an exam or assessment, the application must be submitted prior to the start of the exam or before an assessment is submitted. If a student sits the exam/ submits an assignment, they are declaring themselves well enough to do so**. The application must be made via Online Services in myUNSW. Log into myUNSW and go to My Student Profile tab > My Student Services > Online Services > Special Consideration. Submit the application (including supporting documentation) to UNSW Student Central.

CHRONIC ISSUES AND PRE-EXISTING CONDITIONS

If you have chronic issues and pre-existing conditions, we recommend you apply for Educational adjustments for disability support through Disability Services.

Register for Disability Services at https://student.unsw.edu.au/disability-registration

Absence from a final examination is a serious matter, normally resulting in a Fail (FL) grade. **If you are medically unfit to attend an examination, YOU MUST CONTACT THE SCHOOL DIRECTLY ON THE DAY OF THE EXAMINATION TO ADVISE OF THIS** (telephone 02 9385 4639,

email: optometry@unsw.edu.au). You must also submit a Request for Special Consideration application as detailed on the UNSW website: https://student.unsw.edu.au/special-

consideration.

It is the responsibility of the student to consult the web site or noticeboard to ascertain whether they have supplementary examinations. This information WILL NOT be conveyed in ANY other manner. Interstate, overseas or any other absence cannot be used as an excuse.

This information will be available on the School web site at http://www.optometry.unsw.edu.au (do not confuse the School website with the myUNSW website) and posted on the notice board on Level 3. This information will be available as soon as possible after the School Examination Committee meeting.

SUPPLEMENTARY EXAMINATIONS FOR 2024 WILL BE HELD AS FOLLOWS: FOR TERM 1:

- STAGE 1-4* COURSES: WEDNESDAY, 15 MAY 2024 – FRIDAY, 17 MAY 2024
- THERE WILL BE NO SUPPLEMENTARY EXAMINATIONS FOR STAGE 5 STUDENTS IN TERM 1 2024

FOR TERM 2:

- STAGE 1-4 COURSES: WEDNESDAY, 28 AUGUST 2024 - FRIDAY, 30 AUGUST 2024
- THERE WILL BE NO SUPPLEMENTARY EXAMINATIONS FOR STAGE 5 STUDENTS IN TERM 2 2024

FOR TERM 3:

- STAGE 5 COURSES ONLY: DURING THE WEEK OF MONDAY, 9 DECEMBER 2024 – FRIDAY, 13 DECEMBER 2024
- STAGE 1-4* COURSES: WEDNESDAY, 11 DECEMBER 2024 - FRIDAY, 13 DECEMBER 2024

Supplementary examinations will be held at the scheduled time only. If students who are granted supplementary examinations do not attend, a failure will be recorded for that course. **Students should not make travel arrangements, or any other commitments, before establishing whether or not they have supplementary examinations. Ignorance of these procedures, interstate, overseas or any other absence will not be accepted as an excuse. But usual Special Consideration still applies.**

If additional assessment is not scheduled, this does NOT indicate whether or not a student has passed or failed the course. Results will be received in the usual way. Please do not contact the School in this regard.

Please note the above applies to OPTM and VISN courses only. Any information on

supplementary examinations for servicing courses (e.g. CHEM****) is the responsibility of the School conducting the course.

* Stage 4 includes courses in the first year of the MClinOptom program.

School of Optometry and Vision Science, UNSW, 3 August 2023

Assessments

Assessment Structure

Assessment Item	Weight	Relevant Dates	Optometry Australia competency standards
Contact lens aftercare assignment Assessment Format: Individual Short Extension: Yes (3 days)	20%	Start Date: Not Applicable Due Date: 08/11/2024 11:55 PM	• OPT1 : Clinical Care Provider • OPT2 : Professional and Ethical Practitioner • OPT3 : Communicator and Collaborator
Vision Education Centre and Stewart House Assessment Format: Individual	10%	Start Date: Not Applicable Due Date: Not Applicable	• OPT1 : Clinical Care Provider • OPT3 : Communicator and Collaborator • OPT4 : Scholar and Lifelong Learner
Primary Care Clinic Assessment Format: Individual	60%	Start Date: Not Applicable Due Date: Not Applicable	• OPT1 : Clinical Care Provider • OPT2 : Professional and Ethical Practitioner • OPT3 : Communicator and Collaborator
Clinic quiz Assessment Format: Individual	10%	Start Date: Not Applicable Due Date: Not Applicable	• OPT1 : Clinical Care Provider • OPT5 : Quality and Risk Manager

Assessment Details
Contact lens aftercare assignment

<u>Assessment Overview</u>

You will be assessed on your understanding of the requirements for a contact lens aftercare examination including appropriate recording and interpretation of clinical signs and symptoms in contact lens wear. This involves appropriate recording and interpretation of contact lens related signs and symptoms and synthesis of aftercare findings to develop sound clinical management

strategies.

Feedback will be on return of marked assignments.

<u>Course Learning Outcomes</u>
- CLO1 : Integrate knowledge gained in previous courses to apply and interpret standard and advanced clinical techniques in the context of patient examinations and eye screening.
- CLO2 : Use critical thinking skills to deliver evidence based eyecare under the guidance of your Clinical Supervisors.
- CLO3 : Demonstrate effective oral and written communication skills, professionalism and cultural competence with patients, fellow students, supervisors and other health care practitioners.

<u>Assessment information</u>

UNSW has standard late submission penalties as outlined in the UNSW Assessment Implementation Procedure, with no permitted variation. All late assignments (unless extension or exemption previously agreed) will be penalised by 5% of the maximum mark per day (including Saturday, Sunday and public holidays). For example, if an assessment task is worth 30 marks, then 1.5 marks will be lost per day (5% of 30) for each day it is late. So, if the grade earnt is 24/30 and the task is two days late the student receives a grade of 24 − 3 marks = 21 marks.
Late submission is capped at 5 days (120 hours). This means that a student cannot submit an assessment more than 5 days (120 hours) after the due date for that assessment.

<u>Assignment submission Turnitin type</u>

This assignment is submitted through Turnitin and students do not see Turnitin similarity reports.

<u>Generative AI Permission Level</u>

Simple Editing Assistance

In completing this assessment, you are permitted to use standard editing and referencing functions in the software you use to complete your assessment. These functions are described below. You must not use any functions that generate or paraphrase passages of text or other media, whether based on your own work or not.
If your Convenor has concerns that your submission contains passages of AI-generated text or media, you may be asked to account for your work. If you are unable to satisfactorily demonstrate your understanding of your submission you may be referred to UNSW Conduct & Integrity Office for investigation for academic misconduct and possible penalties.
For more information on Generative AI and permitted use please see here.

Access to MS Copilot with data protection is provided to all students by UNSW and is the official tool for this purpose; however, MS Copilot with data protection does not save interactions, so please use screenshots and copy-pasting of texts to save the interactions.

Vision Education Centre and Stewart House

Assessment Overview

You will be required to examine pre-school and school-age children presenting to the Vision Education Centre (VEC) School of Optometry and Vision Science and at Stewart House (Curl Curl, NSW) under the direct supervision of qualified and registered Optometrists. Feedback will be given by Clinical Supervisors following VEC sessions and your Stewart House session.

Course Learning Outcomes

- CLO1 : Integrate knowledge gained in previous courses to apply and interpret standard and advanced clinical techniques in the context of patient examinations and eye screening.
- CLO2 : Use critical thinking skills to deliver evidence based eyecare under the guidance of your Clinical Supervisors.
- CLO3 : Demonstrate effective oral and written communication skills, professionalism and cultural competence with patients, fellow students, supervisors and other health care practitioners.
- CLO4 : Demonstrate reflective practice on your skills and knowledge and formulate plans to address your individual strengths and weaknesses through self-directed learning.

Assignment submission Turnitin type

Not Applicable

Generative AI Permission Level

Not Applicable

Generative AI is not considered to be of assistance to you in completing this assessment. If you do use generative AI in completing this assessment, you should attribute its use.

For more information on Generative AI and permitted use please see here.

Primary Care Clinic

Assessment Overview

You will be examining patients presenting to the Primary Care Clinic UNSW Optometry Clinic, School of Optometry and Vision Science under the direct supervision of qualified and registered Optometrists. Verbal feedback will be given by Clinical Supervisors following Clinical sessions.

Course Learning Outcomes

- CLO1 : Integrate knowledge gained in previous courses to apply and interpret standard and advanced clinical techniques in the context of patient examinations and eye screening.
- CLO2 : Use critical thinking skills to deliver evidence based eyecare under the guidance of your Clinical Supervisors.
- CLO3 : Demonstrate effective oral and written communication skills, professionalism and cultural competence with patients, fellow students, supervisors and other health care practitioners.
- CLO4 : Demonstrate reflective practice on your skills and knowledge and formulate plans to address your individual strengths and weaknesses through self-directed learning.

Assignment submission Turnitin type

Not Applicable

Hurdle rules

This is a clinical assessment task and must be passed in order to pass the course (hurdle).

Passing this task is a requirement of the Optometry Council of Australia and New Zealand (OCANZ) to demonstrate competency in this area.

Generative AI Permission Level

Not Applicable

Generative AI is not considered to be of assistance to you in completing this assessment. If you do use generative AI in completing this assessment, you should attribute its use.
For more information on Generative AI and permitted use please see here.

Clinic quiz

Assessment Overview

You will be asked short answer and multiple choice questions. Feedback will be given during clinic tutorials and results will be posted on Moodle.

Course Learning Outcomes

- CLO1 : Integrate knowledge gained in previous courses to apply and interpret standard and advanced clinical techniques in the context of patient examinations and eye screening.

Assignment submission Turnitin type

Not Applicable

Generative AI Permission Level

No Assistance

This assessment is designed for you to complete without the use of any generative AI. You are not permitted to use any generative AI tools, software or service to search for or generate information or answers.

For more information on Generative AI and permitted use please see here.

General Assessment Information

Detailed instructions regarding assessments for this course are provided on the course Moodle page (or Open Learning).

For student information on results, grades, and guides to assessment see: https://student.unsw.edu.au/assessment

Grading Basis

Standard

Requirements to pass course

In order to pass this course students must:

- Achieve a composite grade of at least 50 out of 100
- Meet any additional requirements specified in the assessment details section and on Moodle.

Course Schedule

Teaching Week/Module	Activity Type	Content
Week 1 : 9 September - 15 September	Lecture	Clinical Grand Rounds (synchronous, online).
	Lecture	
	Tutorial	Primary care clinic
	Other	Clinic patient consultations and dispensing. Practice sessions including using specialised clinic instruments.
Week 2 : 16 September - 22 September	Lecture	Clinical Grand Rounds (synchronous, online).
	Lecture	
	Tutorial	Primary care clinic.
	Other	Clinic patient consultations and dispensing. Practice sessions including using specialised clinic instruments.
Week 3 : 23 September - 29 September	Lecture	Clinical Grand Rounds (synchronous, online).
	Tutorial	Primary care clinic
	Other	Clinic and practice sessions.
Week 4 : 30 September - 6 October	Lecture	Clinical Grand Rounds (synchronous, online).
	Tutorial	Primary care clinic
	Other	Clinic patient consultations and dispensing. Practice sessions including using specialised clinic instruments.
Week 5 : 7 October - 13 October	Lecture	Clinical Grand Rounds (synchronous, online).
	Tutorial	Primary care clinic
	Other	Clinic patient consultations and dispensing. Practice sessions including using specialised clinic instruments.
Week 6 : 14 October - 20 October	Lecture	Clinical Grand Rounds (synchronous, online).
	Tutorial	Primary care clinic
	Other	Clinic patient consultations and dispensing. Practice sessions including using specialised clinic instruments.
Week 7 : 21 October - 27 October	Lecture	Clinical Grand Rounds (synchronous, online).
	Tutorial	Primary care clinic.
	Other	Clinic patient consultations and dispensing. Practice sessions including using specialised clinic instruments.
Week 8 : 28 October - 3 November	Lecture	Clinical Grand Rounds (synchronous, online).
	Tutorial	Primary care clinic.
	Other	Clinic patient consultations and dispensing. Practice sessions including using specialised clinic instruments.
Week 9 : 4 November - 10 November	Lecture	Clinical Grand Rounds (synchronous, online).
	Tutorial	Primary care clinic.
	Other	Clinical and practice sessions.
Week 10 : 11 November - 17 November	Lecture	Clinical Grand Rounds (synchronous, online).
	Lecture	Review and preparation for stage 5.
	Tutorial	Primary care clinic.
	Other	Clinic patient consultations and dispensing. Practice sessions including using specialised clinic instruments.

Attendance Requirements

Students are expected to attend all scheduled clinic, laboratory and tutorial classes and view all lecture recordings. An Unsatisfactory Fail (UF) may be recorded as the final grade for the course if students fail to meet the minimum requirement of eighty percent attendance for clinical,

laboratory and tutorial classes (unless otherwise specified on Moodle). Course attendance expectations are determined by the requirements of the program accrediting body, OCANZ.

Where a student is unable to attend, they are advised to inform the course convenor as soon as possible but no later than 3 days after the scheduled class and, where possible, provide written documentation (e.g. medical certificate) to support their absence. Students may submit a request for special consideration in the case of prolonged or multiple absences. Please note that there are severe consequences for fraudulent medical certificates.

General Schedule Information

The times and locations of classes can be found on [myUNSW](#) under Class Timetable.

The expected engagement for all UNSW 6UOC courses is 150 hours per term. This includes lectures, tutorials, readings, and completion of assessments and exam preparation (if relevant).

Swapping clinics

Swapping between clinical groups or sessions is not permitted.

Additional attendance requirements for clinical classes

All clinical classes are compulsory because they act to reinforce theoretical components of the course and are linked to clinical competencies.

Attendance will be monitored. Any absences due to illness must be accounted for by a medical certificate presented to your Course Convenor. Submission to Special Consideration may be required pending the number of absences. See the UNSW Optometry Clinic Manual for futher details.

Punctuality is expected. For clinical sessions you are expected to arrive at least 15 minutes prior to the scheduled start time to ensure you are prepared for your patients. Lateness for clinical classes may be recorded as an absence. Contact the Clinic Manager Katariina Pakarinen k.pakarinen@unsw.edu.au AND phone the UNSW Optometry Clinic reception (9385 4624) if you are running late.

See the UNSW Optometry Clinic Manual for further details.

Course Resources

Prescribed Resources

There are no required textbooks for this course. Textbooks acquired throughout your studies will be a valuable resource for this course.

Recommended Resources

1. Clinical textbooks: There are no required textbooks for this course. However the following texts (which you may have already acquired throughout your studies) are recommended as reference texts:

a. Alward WLM, Logmuir RA. Color atlas of gonioscopy. 2017 https://www.aao.org/Assets/9f280c06-1725-428e-a633-8417000b112d/636451561934030000/gonioscopy-2008-01p001-114-final-pdf

b. Bartlett JD. Ophthalmic drug facts 25th Edition. 2013. Lippincott Williams & Wilkins (ISBN:978-1-57-439358-3)

c. Bartlett and Jaanus (2007). Clinical ocular pharmacology. Butterworth-Heinemann.

d. Bowling (2019). 9th Edition Kanski's Clinical ophthalmology: a systematic approach. Elsevier.

e. Bruce and Loughlin (2011). 2nd Edition Anterior eye disease and therapeutics A-Z. Butterworth-Heinemann: Oxford.

f. Bruce, O'Day, McKay, Swann (2008). Posterior eye disease and glaucoma A-Z. Elsevier.

g. Carlson and Kurtz (2016). 4th Edition Clinical procedures for ocular examination. The McGraw-Hill Companies.

h. Grosvenor (2007). Primary care optometry (5th Ed). Butterworth Heinemann Elsevier.

i. Gervasio K and Peck T (2022), The Wills eye manual: office and emergency room diagnosis and treatment of eye disease (8th Edition) Lippincott, Williams and Wilkins.

j. Millidot (2014). Dictionary of optometry and visual science (7th Ed). Butterworth-Heinemann. ebook

k. Scheiman and Wick (2019) Clinical management of binocular vision (5th Ed). Lippincott Williams & Wilkins.

l. Dispensing texts:

m. Wilson and Daras (2014). Practical optical dispensing. 3rd edition, OTEN Sydney.

n. Wilson, Stenersen and Daras (2014). Practical optical workshop. Second edition OTEN Sydney

Texts are available from the UNSW Bookshop or at the UNSW Library

2. UNSW Optometry Clinic Manual 2024

3. Austroads Assessing Fitness to Drive. http://www.austroads.com.au/drivers-vehicles/

assessing-fitness-to-drive

4. NHMRC Guidelines. For the screening, prognosis, diagnosis, management and prevention of Glaucoma 2010.

5. NHMRC Guidelines. Management of Diabetic Retinopathy 2008. http://www.nhmrc.gov.au/_files_nhmrc/publications/attachments/di15.pdf

6. In addition, you are expected to revise and be familiar your notes and texts from earlier courses within the Optometry and Vision Science program.

Additional recommended resources for this course are provided on the course Moodle page.

Additional resouces will be posted on Moodle.

Additional Costs

Travel to and from external clinical placements (including Stewart House in Curl Curl) will be at your expense. Your student clinical equipment for the Bachelor of Vision Science/Master of Clinical Optometry program will be used by you throughout this course.

Course Evaluation and Development

Student feedback is taken seriously, and continual improvements are made to the course based, in part, on such feedback.

We use student feedback from myExperience surveys to develop and make improvements to the course each year. We do this by identifying areas of the course that require development from both the rating responses and written comments. Please spare a few minutes to complete the myExperience surveys for this course posted at the top of the Moodle page at the end of term.

Staff Details

Position	Name	Email	Location	Phone	Availability	Equitable Learning Services Contact	Primary Contact
Convenor	Kathleen Watt		UNSW Optometry Clinic, Rupert Myers Building	9065 7696	via email for an appointment	No	Yes

Other Useful Information

Academic Information

As a student of UNSW Medicine & Health you are expected to familiarise yourself with the

contents of this course outline and the UNSW Student Code and policies and procedures related to your studies.

Student Code of Conduct

Throughout your time studying at UNSW Medicine & Health, you share a responsibility with us for maintaining a safe, harmonious and tolerant University environment. This includes within the courses you undertake during your degree and your interactions with the UNSW community, both on campus and online.

The UNSW Student Code of Conduct website provides a framework for the standard of conduct expected of UNSW students with respect to both academic integrity and your responsibility as a UNSW citizen.

Where the University believes a student may have breached the code, the University may take disciplinary action in accordance with the Student Misconduct Procedure.

The Student Conduct and Integrity Office provides further resources to assist you to understand your conduct obligations as a student at UNSW.

Academic Honesty and Plagarism

Academic integrity

UNSW has an ongoing commitment to fostering a culture of learning informed by academic integrity. All UNSW staff and students have a responsibility to adhere to the principle of academic integrity, and ethical scholarship of learning is fundamental to your success at UNSW Medicine & Health.

Plagiarism, contract cheating, and inappropriate use of generative AI undermine academic integrity and are not tolerated at UNSW. For more information see the Academic Integrity and Plagiarism toolkit.

In addition to the information you are required to review in your ELISE training, UNSW Medicine & Health strongly recommends that you complete the Working with Academic Integrity module before submitting your first assessment task.

Referencing

Referencing is a way of acknowledging the sources of information that you use to research your assignments. Preferred referencing styles vary among UNSW Medicine & Health disciplines, so check your course Learning Management System (e.g. Moodle or Open Learning) page for information on preferred referencing styles.

For further information on referencing support and styles, see the Current Student Referencing page.

Academic misconduct and plagiarism

At UNSW, academic misconduct is managed in accordance with the Student Misconduct Procedure. Allegations of plagiarism are generally handled according to the UNSW Plagiarism Management Procedure. Plagiarism is defined in the UNSW Plagiarism Policy and is not tolerated at UNSW.

Use of Generative AI and other tools in your assessment

UNSW has provided guiding statements for the use of Generative AI in assessments. This will differ, depending on the individual assessment task, your course requirements, and the course stage within your program.

Your course convenor will outline if and how you can use Generative AI in each of your assessment tasks. Inappropriate use of generative AI is considered academic misconduct.

Options for the use of generative AI include: (1) no assistance (for invigilated assessments); (2) simple editing assistance; (3) drafting assistance; and (4) full assistance with attribution; and (5) Generative AI software-based assessments. See your individual assessment descriptions for the level of permitted use of generative AI for each task and see your course Moodle (or Open Learning) page for the full instructions on permitted use of generative AI in your assessment tasks for this course.

Instructions may include a requirement to submit the original generative AI responses, or drafts of your original work, or provide on request.

Submission of Assessment Tasks

Short extensions and special consideration

Short extension

UNSW has a short extension procedure for submission of assessment tasks. Not all tasks are eligible, and eligible tasks have a predetermined extension length. UNSW Medicine and Health have set School-level extension lengths for eligible assessment tasks. See your course assessment descriptions for more information.

Students must check the availability of a short extension in the individual assessment task information for their courses.

Short extensions do not require supporting documentation. They must be submitted through Special Consideration before the assessment task deadline. No late applications will be accepted.

Late penalties apply to submission of assessment tasks without approved extension.

Special consideration

In cases where illness, misadventure or other circumstances beyond your control will prevent you from submitting your assessment by the due date and you require an extension, you need to formally apply for Special Consideration through myUNSW.

UNSW has a **Fit to Sit/Submit rule**, which means that by sitting or submitting an assessment on the scheduled assessment date, you are declaring that you are fit to do so and cannot later apply for Special Consideration. Examinations include centrally timetabled examinations and scheduled, timed examinations and tests managed by your School.

Important information relating to Short Extension and Special Consideration is available here, including eligibility for Special Consideration, circumstances where students with Equitable Learning Plans can apply for Short Extensions and Special Consideration, and the appeals process.

Examinations

Information about the conduct of examinations in your course is provided on your course Moodle page.

Timed online assessment tasks

If you experience a technical or connection problem during a timed online assessment, such as a timed quiz, you can apply for Special Consideration. To be eligible to apply you need to contact

the Course Convenor and advise them of the issue immediately. You will need to submit an application for Special Consideration immediately, and upload screenshots, error messages or other evidence of the technical issue as supporting documentation. Additional information can be found on: https://student.unsw.edu.au/special-consideration

Other assessment tasks

Late submission of assessment tasks

UNSW has standard late submission penalties as outlined in the UNSW Assessment Implementation Procedure, with no permitted variation. All late assignments (unless extension or exemption previously agreed) will be penalised by 5% of the maximum mark per calendar day (including Saturday, Sunday and public holidays).

Late submissions penalties are capped at five calendar days (120 hours). This means that a student is not permitted to submit an assessment more than 5 calendar days (120 hours) after the due date for that assessment (unless extension or exemption previously agreed).

Failure to complete an assessment task

You are expected to complete all assessment tasks for your courses. In some courses, there will be a minimum pass mark required on a specific assessment task (a "hurdle task") due to the need to assure clinical competency.

Where a hurdle task is applicable, additional information is provided in the assessment information on your course Moodle page.

Feedback on assessments

Feedback on your performance in assessment tasks will be provided to you in a timely manner. For assessment tasks completed within the teaching period of a course, other than a final assessment, feedback will be provided within 10 working days of submission, under normal circumstances.

Feedback on continuous assessment tasks (e.g. laboratory and studio-based, workplace-based, weekly quizzes) will be provided prior to the midpoint of the course.

Any variation from the above information that is specific to an assessment task will be clearly indicated in the course and assessment information provided to you on your course Moodle (or

Open Learning) page.

Faculty-specific Information

Additional support for students

The university offers a wide range of support services that are available for students. Here are some links for you to explore.

- The Current Students Gateway: https://student.unsw.edu.au

- Academic Skills and Support: https://student.unsw.edu.au/academic-skills

- Student support: https://www.student.unsw.edu.au/support

- Student Wellbeing, Health and Safety: https://student.unsw.edu.au/wellbeing

Mind Smart Guides are a series of mental health self-help resources designed to give you the psychological flexibility, resilience and self-management skills you need to thrive at university and at work.

- Mind Smart Guides: https://student.unsw.edu.au/mindsmart

- Equitable Learning Services: https://student.unsw.edu.au/els

- Guide to studying online: https://www.student.unsw.edu.au/online-study

Most courses in UNSW Medicine & Health use Moodle as your Learning Management System. Guidance for using UNSW Moodle can be found on the Current Student page. Difficulties with Moodle should be logged with the IT Service Centre.

- Moodle Support: https://student.unsw.edu.au/moodle-support

The IT Service Desk is your central point of contact for assistance and support with remote and on-campus study.

- UNSW IT Service Centre: https://www.myit.unsw.edu.au/services/students

Course evaluation and development

At UNSW Medicine & Health, students take an active role in designing their courses and their overall student experience. We regularly seek feedback from students, and continuous improvements are made based on your input. Towards the end of the term, you will be asked to participate in the myExperience survey, which serves as a source of evaluative feedback from students. Your input to this quality enhancement process is valuable in helping us meet your learning needs and deliver an effective and enriching learning experience. Student responses are carefully considered, and the action taken to enhance educational quality is documented in the myFeedback Matters section of your Moodle (or Open Learning) course page.

School Contact Information

School guidelines on contacting staff:

Course questions

All questions related to course content should be posted on Moodle or as directed by your Course Convenor.

In cases where email communication with course convenors is necessary, we kindly request the following:

- Use your official email address for any correspondence with teaching staff.

- We expect a high standard of communication. All communication should avoid using short-hand or texting language.

- Include your full name, student ID, and your course code and name in all communication.

Our course convenors are expected to respond to emails during standard working hours of Monday to Friday, 9am-5pm.

Administrative questions

If you have an administrative question about your program of study at the School please submit your enquiry online at UNSW Ask Us.

Complaints and appeals

Student complaints and appeals: https://student.unsw.edu.au/complaints

If you have any grievances about your studies, we invite you to address these initially to the Course Convenor. If the response does not meet your expectations, you may then contact the School Grievance Officer, A/Prof Sieu Khuu (s.khuu@unsw.edu.au).