

General Guidelines for Assessment.

This document provides general guidelines for assessment submission. Specific guidance for each assignment task is provided in the assignment brief. You should read each document carefully before beginning your assignment and refer back to the assignment brief before final submission to ensure you have achieved the learning outcomes outlined in the assignment.

Each module contains an assessment portal where you can find the specific assessment documents and the assessment upload area.

General Presentation of your Assignment Work

All assignment work must adhere to Hibernia College guidelines including:

- The Academic Writing Style Guide, available in the Assessment Area of Academic Skills in the Nursing Hub
- Hibernia College Referencing Guide available on the Library page.

These essential documents provide guidance on all the practical elements of writing your assignment such as the recommended font sizes, line spacing and other conventions. You are advised to refer to these frequently.

Confidentiality

Maintaining confidentiality is essential in all written work. You should not include any names or other identifying data relating to people, including patients, staff or organisations in your work.

Academic Integrity and Good Practice.

Hibernia College provides a range of resources on the [Academic Integrity](#) page to support good academic practice and integrity, this includes specific guidance relating to generative artificial intelligence. The College has an extensive suite of policies and procedures which support student learning and assessment in its Quality Framework known as the HCQF. You are responsible for acquainting yourself with the policies and requirements related to your area of study.

Please visit the HCQF for a listing of the General Regulations and all the policies you may need to refer to. These include but are not limited to:

- [Assessment, Grading and Certification Policy](#)
- [Academic Good Practice Policy](#)
- [Grading Student Effort Procedure](#)

Regulations for examinations are also found in the HCQF.

The [Programme Specific Rules and Assessment Regulations for Nursing](#) are also available in the Nursing Hub. It is your responsibility to acquaint yourself with these programme specific rules as they apply to your engagement and progression on the nursing programme.

Original Text Matching Software

The *Original* Software is provided to assist you to establish good practice in avoiding the serious offence of plagiarism, for example it can highlight areas which you may not have acknowledged the original source.

For information on *Original* please consult the Assessment Area of Academic Skills in the Nursing Hub.

In order to allow the *Original* text-matching tool time to process your work and produce an analysis report, you should endeavour to upload your work to MyHELMs well in advance of the submission deadline.

This will allow you time to review the report and make any changes to your work you deem necessary before re-uploading (before the deadline) and making your final submission.

Word Count

A word count guideline is provided in each assignment and is detailed in the assignment brief. Failure to adhere to the stated word count will incur a marking penalty as outlined in the HCQF.

Referencing your work

Your reference list should appear at the end of your assignment. The number of references required depends on the type of assessment and guidance should be sought from the academic staff member responsible for the module.

You must adhere to the Hibernia College *Referencing guide* taking care to include all required elements. This guide is based on a specific version of the Harvard referencing system as used by the College and is available on the Library page of Hibernia Home.

The reference list does not form part of the overall word count for the assignment.

Submitting your Completed Assignment

It is your responsibility to ensure that your assessment is successfully uploaded and submitted to MyHELMS by the specified deadline.

The submission point will only accept documents submitted in **pdf** format unless an alternative format is specified in assignment guideline.

The cover page which includes the word count must be included as the first page of each assignment.

To upload your assessment

Navigate to the *Assessments* section on MyHELMS, go to the correct assessment submission point to begin the uploading process, locate the area dedicated to the specific module and select the assignment link to begin the uploading process.

Additional guidance for the technical aspects of assessment uploading is available in the Academic Skills area of the Nursing Hub.

Contact the Student Helpdesk if you encounter technical difficulties when uploading your assessment.

Written Examinations

Specific college regulations are in place for written examinations which can be accessed in the HCQF. Written examinations must be completed using black ink, pencil is not acceptable.

Specific regulations for Seen Examinations

Seen examinations are where questions are given out at a pre-specified date before the exam.

The seen examination will be released in the assessment portal associated with its specific module a minimum of 3 weeks prior to the published examination date.

Where references are required these must be typed and printed on white A4 paper, and clearly identified with your Student ID number. You are required to bring your printed reference list to the examination with you. The reference list constitutes part of the exam and must be submitted with your written examination.

The reference list must not contain any additional information and will be inspected by the exam's invigilator prior to the exam commencing.