## ASSESSMENT GUIDELINE

<table>
<thead>
<tr>
<th>Module Title</th>
<th>Progression to Professional Register</th>
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<tbody>
<tr>
<td>Module Code</td>
<td>HEA00002X</td>
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<tr>
<td>Module Level*</td>
<td>N/A</td>
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<td>Word Limit /Exam Duration</td>
<td>N/A</td>
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<td>Assessment Type(s)</td>
<td>Professional Body</td>
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### Assessment Timing

The deadline for correctly presenting a submission is 4.30pm on the published submission date. The submission deadline is published on the Programme Assessment Schedule available on the following link: [http://www.york.ac.uk/healthsciences/student-intranet/timetables/assessment-schedules/](http://www.york.ac.uk/healthsciences/student-intranet/timetables/assessment-schedules/)

### Assessment Guidance

Elements 1*, 2, 3 and 4 will be extracted from the student electronic ongoing achievement record (PebblePad) by the e-portfolio team and submitted to the assessments team. Elements 5 and 6 are confirmed internally within the Department.

*this may be a paper copy (see below)

All elements must be successfully completed; failure to successfully achieve any of these elements would result in programme failure and the student would not be entered onto the professional register.

#### 1 Elective Practice Experience Workbook

- Students who are using the electronic ongoing achievement record (PebblePad) to record their Elective Practice Experience must complete the workbook by the date and time given for submission on the assessment schedule (above link). The e-portfolio team will extract the workbook from PebblePad and submit it to the Assessments Team.
- Students who are completing a paper version of the Elective Practice Experience workbook must submit their workbook to Student Information Services by the submission date and time as specified in the assessment schedule (above link).
- If a student does not successfully achieve the outcomes for the elective practice experience they would normally be offered one opportunity to redeem the failure through a four-week action plan.

#### 2 Statement of Progression to Register

- Following the completion of their Elective Practice Experience the student must arrange to meet with their sign-off mentor to complete all final documentation.
- Students must ensure that their Statement of Achievement for Progression to the NMC Professional Register is complete by the date and time specified in the assessment schedule. This will be extracted from the electronic ongoing achievement record (PebblePad) by the e-portfolio team and submitted to the Assessments Team.
- If a student does not successfully achieve the outcomes for the progression to the register they would normally be offered one opportunity to redeem the failure through a four-week action plan.

#### 3 Mandatory Training Workbook

- Students must ensure that their Mandatory Training Workbook is complete by the date and time given on the assessment schedule. This workbook will be extracted from the electronic ongoing achievement record (PebblePad) by the e-portfolio team and submitted to the assessments team.

#### 4 EU directives workbook (Adult field of practice students only)

- Students in the Adult field of practice must ensure that the EU directive workbook, which includes confirmation of achievement of the EU directives for Adult nursing, is complete by the date and time given in the assessment schedule. The workbook will be extracted from the electronic ongoing achievement record (PebblePad) and submitted to the assessments team.
- This element cannot be re-assessed and an application for a programme extension will be needed for any student who fails to complete their mandatory training by the deadline in order to complete the deficit; funding for the programme extension period may not be available.
5 Completion of Statutory Hours

- Confirmation from the Allocations Office that the student has achieved the statutory number of hours to be entered onto the register
- Students do not need to submit any additional documents in relation to this, the Allocations Office will collate this information from Placement Attendance Records (PARs) already submitted
- This element cannot be re-assessed and an application for a programme extension will be needed for any student who fails to achieve their statutory hours for entry to the register by the deadline in order to complete the deficit; funding for the programme extension period may not be available

6 Declaration of Good Health and Good Character

- Students need to self-declare that they are a fit and proper person to enter the professional nursing register; these are submitted via the Secretary to the Fitness to Practise Committee
- Personal supervisors are required to declare that the student is of Good Health and Good Character and can be entered onto the professional register
- Following successful confirmation from the student and personal supervisor the programme Leader will confirm to the NMC that the student can be entered onto the professional register; entry to the professional register is subject to final ratification by the Board of Examiners of the award
- This element is non-reassessable and would be managed through the department’s Fitness to Practise Committee; this may require a period of leave of absence to enable students to meet this requirement, or a programme extension for which funding may not be available

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<thead>
<tr>
<th>Date last reviewed: 01.07.15</th>
<th>Date last updated: 01.07.15</th>
<th>Date last reviewed by External Examiner: N/A</th>
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<tbody>
<tr>
<td>Reviewer: RA</td>
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