TRINITY LABAN

Appendix E.1 – Assessment Procedures, Dance

1. Staff responsibilities (Dance)

   a) The Programme Leader or Year Co-ordinator, in liaison with the Module/Component Leader, is responsible for:

      - scheduling of assessments in liaison with the Scheduling team
      - approving all assessment tasks
      - determining the Internal Examiners for an assessment, operating in accordance with the principles set out below
      - briefing of Internal and External Examiners with respect to the role of each Examiner, the conduct of Examiners during assessments, and the assessment criteria and expected level for each assessment to be examined
      - overseeing the implementation of special arrangements for students with disabilities as recommended by Student Services

   b) The Module/Component Leader is responsible for:

      - ensuring that the assessment task has been set and disseminated in due time, normally a minimum of 21 working days prior to the assessment, and that it has been approved by the Programme Leader
      - the preparation of all materials required for an assessment
      - making arrangements for extended assessment deadlines where these have been approved by a Mitigating Circumstances Panel
      - Making arrangements for alternative assessments where these have been approved by an External Examiner

   c) The Tutor is responsible for:

      - where appropriate, setting the assessment in due time and submitting it for the approval of the Programme Leader, normally so that students receive the assessment task a minimum of 21 working days prior to the assessment

d) The Lead Internal Examiner: (studio-based dance assessments/ presentations in performance/ oral presentations). One examiner is nominated as the Lead Internal Examiner for the conduct of the examination. The Lead Internal Examiner will ensure that:

- the assessment room is appropriately equipped and laid out at least 15 minutes before the start of the session
- all assessment materials are collected from the Registry or another designated secure location at least 30 minutes before the start of an assessment, kept in secure conditions, and returned safely at the end of the assessment (or at another time agreed in advance with Registry staff)
- the assessment starts on time
- the student(s) is welcomed to the assessment
- a register is taken and any absences recorded on the register
- assessments run to time; and liaise with the relevant staff/Examiners accordingly in the event of an unavoidable delay to the assessments
- all Examiners are aware of the relevant expectations in terms of level and criteria for the assessment
- only those designated as Internal Examiners for the assessment are involved in the award of grades and any discussion of grades awarded
- all members of the assessment panel agree to the marks awarded, making reference to the bands set out in the marking criteria
- all assessment judgements are made on merit alone
- in case the Internal Examiners are made aware of any potential mitigating circumstances, the grading of the assessment is conducted without any compensation, and the student is advised of the procedure for making a mitigating circumstances application
- if present, the External Examiner is aware of his/her responsibilities with regard to moderation
- where an infringement of the assessment requirements or regulations occurs but is not such as to necessitate the discontinuation of the assessment, the grading of the assessment is conducted without compensation for that infringement
- where relevant, any supporting written material is graded and where appropriate Internal Examiners consulted in the determination of the grade
- grades and reports are submitted to Registry by the methods outlined in the guidance document for processing assessments available on the staff intranet, by the required date/time all rough

notes written by Internal Examiners are shredded once the formal report on the piece of work examined has been completed and signed off

- students receive their results and reports within the prescribed 21 working day time-frame
- details of any infringement of the assessment requirements or regulations are put in writing at the earliest opportunity and to passed to the Programme Leader, together with any supporting evidence, for consideration by the Assessment Board

e) Assessment Panels: The Lead Internal Examiner for studio-based and practical assessments will ensure will chair the panel and will retain oversight of the conduct of the assessment. All members of the panel will play an equal part in the marking process and the Chair should invite other members to speak first. Following a discussion undertaken with reference to the marking criteria, the panel should agree a final mark to be recorded on the feedback form.

f) Lead Internal Examiner: written assessments/written material in support of studio-based assessment

- The First Examiner is normally the Internal Lead Examiner for the purposes of the conduct of a written assessment. This Lead Examiner will ensure that:

  - all Internal Examiners are aware of the relevant expectations in terms of level and criteria for the assessment
  - the turn-around between First and Second Examiners and the Internal Moderators accords with the timeline for return of the work and grade to students
  - only those designated as Internal Examiners for the assessment are involved in the award of grades and any discussion of grades awarded
  - all assessment judgements are made on merit alone
  - if the Internal Examiners are made aware of any potential mitigating circumstances, the grading of the assessment is conducted without any compensation for that, and the student is advised of the provisions of the regulations regarding mitigating circumstances and the proper procedure for making an mitigating circumstances application
  - grades and reports are submitted to Registry by the methods outlined in the guidance document for processing assessments available on the staff intranet, by the required date/time

- all rough notes written by Internal Examiners are shredded once the formal report on the piece of work examined has been completed and signed off
- students receive their results and reports within the prescribed 21 working day time-frame

2. Selection of samples for external examiners

a) Taught postgraduate programmes

- a structured sample of assessment task(s) from all modules to include work from across the spectrum of grades awarded, plus fails;
- a structured sample of Projects and attendance at practical assessments where applicable

b) Undergraduate programmes

- a structured sample of assessment tasks from modules/components, (where the number of assessment components is large, selected components may be identified for sampling each year by rotation to include work from across the spectrum of grades awarded, plus fails;
- a structured sample of Year 3 projects and attendance at practical assessments where applicable.

External Examiners have the right to view all assessment material.

3. Return of marks and feedback

   a) **Programme Leaders' Responsibilities**

   At the start of the academic year, programme leader to provide:
   - All assessment deadlines for the coming year and any non-standard feedback deadlines (outside 20 day norm) with rationale
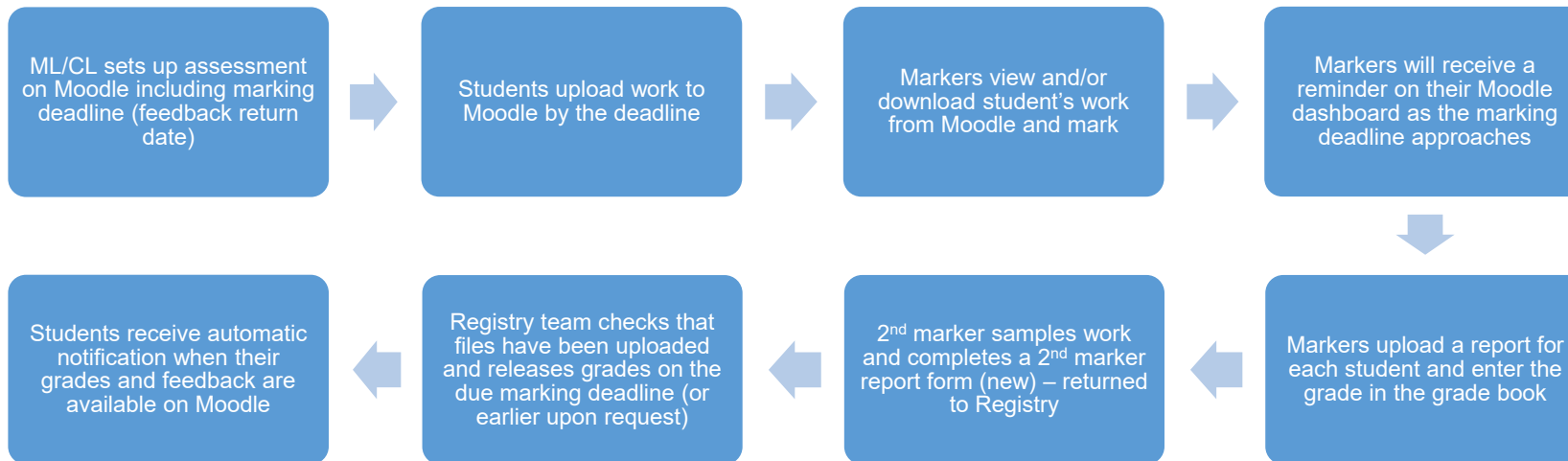   - List of Module/Component Leaders

   b) **Component/Module Leaders' Responsibilities**

   - Set up assessments on Moodle (including marking deadline)
   - Coordinate tutor marking (including 2nd marking arrangements)
   - Check that all marks and reports have been uploaded to Moodle
   - Advise the Registry of any suspected academic misconduct
   - Coordinate resits/extensions when advised by Registry

   c) **Academic Administration Team Responsibilities**

   - Assist Module/Component Leaders to set up online assessments if necessary
   - Publish report form templates on Moodle
   - Check and release marks and feedback on Moodle
   - Follow up with Module/Component Leaders if marks or reports are missing/late
   - Notify Module/Component Leaders or resit dates/deadlines set by the Interim Assessment Panel
   - Advise Module/Component Leaders of extensions granted by Mitigating Circumstances Panels
   - Update Assessment Monitoring Grid and produce feedback return reports for Quality Committees
   - Publish samples for External Examiners

Online Submissions

ML/CL sets up assessment on Moodle including marking deadline (feedback return date)

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Students upload work to Moodle by the deadline

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Markers view and/or download student's work from Moodle and mark

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Markers will receive a reminder on their Moodle dashboard as the marking deadline approaches

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Students receive automatic notification when their grades and feedback are available on Moodle

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Registry team checks that files have been uploaded and releases grades on the due marking deadline (or earlier upon request)

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2nd marker samples work and completes a 2nd marker report form (new) – returned to Registry

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Markers upload a report for each student and enter the grade in the grade book

Practical Assessments

ML/CL sets up assessment on Moodle for return of feedback only

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Markers will receive a reminder on their Moodle dashboard as the marking deadline approaches

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Markers upload a report for each student and enter the grade in the grade book

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Students receive automatic notification when their grades and feedback are available on Moodle

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ML/CL checks grades on Moodle are correct

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Registry team checks that files have been uploaded and releases grades on the due marking deadline (or earlier upon request)