
PROCEDURE FOR SCHOOL OF MUSIC ASSESSMENT PANELS

Purpose

1. To provide an averaging format that recognizes the unique input of all examiners.
2. To moderate marks in the case where a mark provided is more than 10 points from the next highest or lowest mark.
3. To give feedback to the student that is relevant, fair and helpful.

Process

1. Panel listens to the performance.
2. Panel meets to discuss performance in terms of the published Assessment Criteria.
3. Individual panel members assign a numerical grade and provide this in writing to the panel Chair (the instrument specialist).
4. The chair provides the panel with his/her individual mark prior to viewing the marks of other examiners.
5. Marks that are 10 or more points higher or lower than the next highest or lowest mark are adjusted (moderated) to be 5 marks distant from the next highest or lowest mark.
6. Chair calculates the average grade. The final result is recorded on the Assessment Report form.
7. Chair completes the Assessment Report form, either handwritten or typed. The Assessment Report form may be completed immediately at the panel meeting, but at the very latest must be completed within 48 hours.
8. Chair signs the Assessment Report form and obtains signature from other panel member/s.
9. Chair sends Assessment Report form to Student and Outreach Services Office on Level 2 within three days of the recital.
10. The Assessment Report form is available in Word (AllSMStaff/forms/003.doc) or in hard copy from the racks outside the Student and Outreach Services Office.