

TRINITY LABAN

Appendix E.1 – Music Performance Assessment Procedures

1. Staff responsibilities

- a) The Director of Learning, Teaching & Student Experience of Learning, Teaching and Student Experience is responsible for overseeing the training of internal assessment panel members and for monitoring the standard of marking in all assessment panels. To assist in this role, the Director of Learning, Teaching & Student Experience Learning, Teaching and Student Experience may nominate the Heads of Department, Programme Leaders or other relevant members of staff to serve as deputies. Monitoring may include the direct observation of assessment panels at work. Director of Learning, Teaching & Student Experience
- b) Heads of Department are responsible for nominating to the Director of Learning, Teaching & Student Experience suitably qualified and experienced members of the institution's teaching staff to act as deputies to chair assessment panels in their absence. The Director of Learning, Teaching & Student Experience (and/or nominee) is responsible for training and briefing all Panel Chairs.
- c) Heads of Department are responsible for monitoring and noting the use of assessment requirements provided as sight-reading or quick-study pieces, in order to prevent duplication in subsequent years. Heads of Department are also responsible for ensuring that students are instructed on where to find orchestral extracts / orchestral extracts are sent to students prior to the assessment as per the instructions on the assessment brief and printed for the panel (according to the assessment requirements), and that panel members have the sightreading printed to issue to students during the assessment. Acting on information from the Registry or Student Services, Heads of Department may be called upon to devise different materials or formats for students with registered learning differences or disabilities.
- d) Heads of Department have the following additional responsibilities:
 - To advise the Academic Administration team at the start of the academic year of any particular requirements relating to rooms or equipment.

- To nominate, to the Academic Administration team, Specialist Advisers (SAs) for each session. They will first ascertain that:
 - the Specialist Advisers have previously been approved by the Associate Director (Music) and that in the case of long-serving (up to 5 years), appointments have been re-approved
 - profiles of proposed SAs that meet the criteria outlined below are approved by Associate Director (Music)
 - Nominations for Specialist Advisors should be made by email on the form provided by Academic Admin and submitted to the Associate Director (Music).
- e) Academic Admin will collate and send by email, to all members of the panel, all materials required a week in advance (the SA will be sent the timetable only). This will include the timetable, assessment criteria, Notes to the Assessment Board form, Assessment brief, and any sightreading/orchestral extracts etc. Printed copies of the timetable, assessment brief and assessment criteria will be made available on the day for collection by the Panel Chair.
- f) Academic Admin will be responsible for the timetabling of all assessments, ensuring that any special arrangements are accommodated. The Academic Administration team will inform the Panel if the assessment timetable must run late (for instance as a result of the late or non-arrival of a panel member, or disruption to public transport, etc.). In such circumstances they will ensure that the students affected are notified, and that they are assigned to an area or room where they will be permitted to wait.
- g) Conflict of interest: Every chair, examiner, and specialist adviser must declare an interest to Academic Admin if they suspect or know that they will be asked to assess a student to whom they are related or with whom they are acquainted in anything other than a routine professional capacity (teaching/professional relationships do not need to be declared). Should a conflict of interest only become apparent on the day of the assessment, Academic Admin will make arrangements to record the recital for later review by the External Examiner¹

10.3.1 Composition of Performance Assessment Panels (Music)

- a) On undergraduate programmes, the assessment panel will be made up of either two or three members. Level 0, 4 and 5 panels will be comprised of a chair and an internal departmental examiner (DE); level 6 assessment panels will be comprised of a chair, a specialist adviser (SA) and a generalist examiner (GE), except for minor assessments which comprise of a Chair and

¹ There is no requirement to declare normal teaching or professional relationships, for example, where a panel member acts as a student's one-to-one teacher.

either a DE or SA, dependent on the type of assessment. Ensemble assessments for all levels will comprise of a chair and generalist examiner.

- b) For Level 4 and 5 panels for students on the Jazz pathway, the panel for major assessments will comprise of up to four assessors, comprising of a Chair and up to three departmental examiners. The panel will agree in advance which student in the small group (normally a quintet) they will each observe.
- c) On postgraduate programmes, the final year assessment panels, orchestral auditions and piano concerto assessments (or all assessment panels where the programme lasts for one year) will be made up of three members: a chair, a specialist adviser (SA) and a generalist examiner (GE). Panels for ensemble assessments comprise of a chair and generalist examiner.
- d) Chairs: Performance panels will normally be chaired by the relevant Head of Department, or a nominated deputy approved by the Director of Learning, Teaching & Student Experience. The Director of Learning, Teaching & Student Experience will ensure that all chairs are trained and keep records of training.
- e) Specialist Advisers (SA) are external specialists in the relevant discipline as performers or composers. They are likely to have had experience of teaching and examining in their specialism at conservatoire or university level, and relevant professional experience. Criteria and procedures for the approval and engagement of specialist advisers are set out below.
- f) Generalist Examiners (GE) are members of Trinity Laban's teaching staff nominated by Heads of Department or Programme Leaders and approved by the Director of Learning, Teaching & Student Experience. They are intended to serve on assessment panels that are not their main discipline. .
- g) An internal Department Examiner (DE) will come from the same department as the student.

Responding to exceptional circumstances, such as illness, the Director of Learning, Teaching & Student Experience or the Registrar may vary the membership of the panel, taking steps to ensure that students are in no way disadvantaged.

10.3.2 Examiners for music performance assessments

10.3.2.1 Role of the Panel Chair

- a) To brief fully all examiners serving on the panel, with respect to the role of each, the conduct of examiners during assessments, and the assessment criteria and expected level for each module to be examined. To nominate a member of the panel (but not the SA) to write the panel's agreed report (normally the Generalist Examiner or Department

Examiner). This briefing should take place thirty minutes before the start of each assessment session.

- b) To ensure that all assessment materials are collected from Academic Admin or other designated secure location at least thirty minutes before the start of each session, kept in secure conditions, and returned safely at the end of each day (or at another time agreed in advance with Academic Admin staff).
- c) To take into the assessment room copies of this document, copies of any tests, quick study pieces, etc., and all relevant module descriptions and programme-specific regulations.
- d) To check that the assessment room is appropriately equipped and laid out at least 15 minutes before the start of the session, that it is at a suitable temperature and well ventilated, and to inform the Academic Administration team of any problems.
- e) To ensure that assessments run to time. To liaise with the Academic Administration team in the event of an unavoidable delay to the assessments.
- f) To ensure that, when a failure to fulfil, or infringement of, the assessment requirements or regulations occurs, but is not such as to necessitate the discontinuation of the assessment, the marking of the assessment is conducted without compensation for that infringement. The Chair should also ensure that the relevant mark penalty is applied and clearly recorded on the report form. A list of penalties is included in section 3.
- g) To invite each member of the panel to summarise their assessment of the performance (it is customary to invite the Specialist Adviser to speak first) after revealing their discrete individual mark, and to suggest the most appropriate descriptors in each column of the Marking Criteria grids, before comparing these with each panel member's initial suggested mark. The Chair should endeavour to guide a debate and arrive at a consensus. NB: The Chair has the essential function of ensuring evenness of standards of assessment, the accuracy of the final report and its consistency with the agreed mark awarded.
- h) To ensure that all assessment judgements are made solely on the basis of the given assessment criteria.
- i) To ensure that, if the panel is made aware of any potential additional considerations (for example, signs of illness during the assessment), the marking of the assessment is conducted without any compensation for that, and the student is advised of the provisions of the regulations regarding additional considerations and the proper procedure for making an additional considerations application.

- j) To ensure that all panel members agree that the assessment reports are fair and representative records of the students' performances and the judgements of the panel on those performances. All panel members should confirm their agreement by signing the report.
- k) To make the Specialist Advisor feedback form available to the Specialist Advisor.

10.3.2.2 Generalist Examiners (GE) / Internal Department Examiner (DE) for music performance assessments

The generalist examiners for performance assessment panels are drawn from teaching staff. All such staff are approved for these duties by the Director of Learning, Teaching & Student Experience after a programme of training and briefing. In an emergency, approval for an Internal Examiner may be given by the Artistic Director, the Registrar or the Director of Learning, Teaching & Student Experience.

The work of the examiners within the performance assessment panels is monitored by the Director of Learning, Teaching & Student Experience who is assisted in this work by the Heads of Department and the Programme Leaders.

Role of the Generalist Examiner (GE or DE)

- a) To assist the Chair, at the Chair's invitation, in briefing the Specialist Adviser **(GE)**
- b) To administer each assessment (i.e. to welcome the student; to introduce the panel members to the student; to establish programme details, to receive and return any music provided for the examiners' use; to receive any programme notes; to deal with stands or chairs for performers if necessary; to escort any audience into and out of the assessment room, and to operate any recording equipment where appropriate). **(GE or DE)**
- c) To note the start time of each assessment. **(GE or DE)**
- d) To draw the Chair's attention to any irregularity or infringement of the Programme Assessment Regulations of which they become aware. **(GE or DE)**
- e) To contribute to a balanced assessment of performances and consistency of standards across different instrumental specialisms, by providing a non-specialist view. **(GE)**
- f) To mark and provide written feedback on programme notes (where relevant), following initial consultation with the panel, and to return marks to

Academic Admin within 72 hours of the performance. Where there is disagreement between the GE and the other panel members, the programme notes should be reviewed by a moderator.

- g) To suggest marks for students' performances that are based on the appropriate marking criteria. **(GE or DE)**
- h) To write final reports as directed by the Chair. **(GE or DE)**
- i) To sign off the final agreed assessment reports and marks as being fair and representative records of the students' performances, and the judgements of the panel. **(GE or DE)**

10.3.2.2 Specialist Advisers (SAs) for music performance/composition assessments

- a) In order to maintain standards consistent with industry expectations:

- i. every level 6 performance assessment panel (except for minor and ensemble assessments); and
- ii. every level 7 performance assessment panel for assessments in the final year of the programme (except for ensemble assessments), or all assessments where the programme lasts for one year

includes a Specialist Adviser, who is active in the profession, but not a member of the institution's regular teaching staff, nor has been so for at least five years preceding their appointment.

- b) The skills or qualifications for the appointment of a Specialist Adviser are as follows:

- First-hand professional knowledge of the specific instrument, discipline or genre
- Some experience of teaching and examining in the specialism at conservatoire or university level will normally be required
- A degree or equivalent qualification in music or performance, will normally be required

The paramount requirement, however, is the possession of relevant professional skills and experience.

- c) The Specialist Adviser's role enables the institution to monitor its standards against current industry and professional standards, as well as contributing directly to the process of arriving at assessment decisions.
- d) Heads of Department are responsible for nominating new Specialist Advisers, for approval by the Associate Director (Music). A brief written statement, using the form provided by Academic Admin, must support each

nomination, outlining the basis of that nomination (i.e. the ways in which the nominee fulfils the criteria). The nomination process and register of SAs is monitored by ASQB.

- e) The Academic Administration team is responsible for the assignment of Specialist Advisers from the pool approved by the Associate Director (Music), based on suggestions received from the Head of Department. They will ensure that students are not normally examined by the same SA on consecutive occasions.
- f) The appointment letter to Specialist Advisers from the Academic Administration team will specify the terms and conditions under which they are asked to act on behalf of the institution, including rates of payment and length of service. The appointment letter will include details about where to find information on music performance assessment procedures. Module descriptions, assessment briefs and marking criteria will be made available on request. The induction and final briefing of the SA is the responsibility of the Panel Chair.
- g) The pool of Specialist Advisers is normally drawn from the Greater London area. Where there are compelling reasons to do so, Heads of Department may nominate particular SAs who live outside the Greater London area as a priority appointment for assessments. Expenses will not normally be paid in such circumstances.
- h) Specialist Adviser appointments will be reviewed after five years of service to assure the institution of the currency of each adviser's skills and experience. The Associate Director (Music) will conduct the review process, which will be overseen by ASQB.

10.3.2.3 For emergencies, such as illness, the, Director of Learning, Teaching & Student Experience, Associate Director (Music) or Registrar may approve the temporary use of a specialist adviser who has not been formally approved, but who meets the criteria specified above

The Role of the Specialist Adviser (SA)

- a) To ensure that they have been thoroughly briefed on the requirements and level of expectation for each assessment.
- b) To provide comments on performances (and viva voce or programme notes, where they are assessed) for discussion and agreement by the panel. These comments may be included in the final report of the assessment insofar as they relate to the appropriate assessment criteria.
- c) To suggest appropriate descriptors for students' performances that are based on the relevant marking criteria, for discussion by the panel.

- d) To ensure fairness in the application of the standards and criteria employed by the institution in the assessment of the performance elements of its programmes.
- e) To sign off the final agreed assessment reports and marks as being fair and representative records of the students' performances and the judgements of the panel on those performances.

10.3.3 Panel marking procedures

- a) Each examiner should write a mark at the bottom of their notes and add their signature next to the mark. These marks are then revealed and form the starting point for the panel discussion which should result in a single, final mark being agreed.
- b) One report is written by the nominated member of the panel. Only the final mark appears on the report form and is shown to the student.
- c) The Chair of the panel should make every effort to reach an agreement through a criterion-referenced discussion of the performance. In the event that the Panel cannot agree on an assessment result:
 - Each member should separately forward their written comments and proposed mark to the Academic Administration team.
 - The Academic Administration team will copy all the relevant materials to the External Examiner for the programme, and the other members of the Assessment Board as necessary.
 - The Assessment Board will consider the issue, in the presence of the External Examiner, or with their written comments to hand, and decide on a course of action.
 - The Specialist Adviser may be consulted further, if the External Examiner, the Director of Learning, Teaching & Student Experience, or the Registrar, deems it necessary.

10.3.4 General notes for all examiners on the conduct of performance assessments (Music)

Assessments should be positive experiences, perceived as contributing to the process of a student's learning and development, even for candidates who may not achieve high marks.

- a) All examiners, including Specialist Advisers, should be aware that they are representing Trinity Laban in their actions, words, and appearance.

- b) In administering the assessment, examiners should try to strike a balance between being welcoming and reassuring on the one hand (e.g. by using the student's name, establishing eye contact, ensuring that the student is happy with the arrangements, and so forth), and maintaining a sense of the dignity and formality of the occasion.
- c) When an audience is present, the Chair or examiner responsible for administering the assessment should request that all mobile communication devices are turned off, and remind the audience that no photography or unauthorised recording is permitted during the assessment. The examiners should join in the applause. The audience should be requested to leave as soon as possible at the end of the assessment, so that the examiners may begin their discussion without delay.
- d) Examiners should take care to give no sign, intentionally or otherwise, in word or gesture, that might be taken to indicate their judgement of the performance. Examiners should also be careful not to do anything during the performance that might distract the candidate.
- e) It is important that an assessment does not become a lesson or master class. Examiners must not make suggestions for improvements to students, nor refer to their teachers or accompanists, even after the formal part of the assessment is complete (specialist advisers in particular must be made aware of this). When guidance is required, the Head of Department should make a note to speak to the student or teacher on a subsequent occasion.
- f) The Chair may permit one page-turner to be present when there is a need that cannot otherwise be overcome. Examiners should politely decline requests to turn pages themselves.
- g) In the event of the late arrival (more than 5 minutes) of a candidate, the assessment will be cancelled and a mark of 0 recorded. The student may be given the opportunity to resit the assessment at the next opportunity by the Assessment Board, in accordance with the Assessment Regulations.
- h) An assessment may only be allowed to begin before its allotted time (e.g. in the case of the absence of a previous candidate), with the express agreement of the student as noted in the panel report. The Chair must not begin the assessment early if this means dispensing with the briefing of one or more of the examiners.
- i) Accompanists should be present in the assessment room only when accompanying (unless there is an audience present). Examiners should acknowledge the services of accompanists in a neutral manner, whether they are good, bad, or indifferent. Examiners should not act as accompanists themselves. If the examiners have serious concerns about the adequacy of an accompanist, they should report this to the Academic Administration

team, but not comment on it to the candidate or write about this in the Assessment Report.

- j) If situations arise which are not covered within this document, panel chairs should take responsibility for dealing with them as best they can, and report the circumstances in writing to the Academic Administration team at the earliest possible opportunity, as well as drawing attention to the matter on the Notes to the Assessment Board form (i.e. not on the Assessment Report itself).

10.3.5 Students' responsibilities regarding performance assessments (Music)

- a) It is the students' responsibility to ensure that they are familiar with, and observe strictly, the regulations on performance assessments (including timings) published on the assessment brief and module description in the Programme Handbook.
- b) Special Requests: requests for the provision of instruments (e.g. harps, harpsichords, etc.) will only be considered if included on the Special Requests for Performance Assessments form distributed by Academic Admin to students in advance of the assessment and submitted by the published deadline. Such provision only applies to students taking Final Recital assessments or in other designated assessments. Students may only request the use of special instruments already in the possession of the institution. It is the student's responsibility to cover the cost and arrange for the hire of additional instruments.
- c) It is the students' responsibility to provide a minimum of one copy of the score(s) of all music performed for the Performance Assessment Panel. This must be the same edition(s) as that being used by the candidate. **Any breach of this ruling will incur a 5 mark reduction in the overall recital mark.** Further information on providing copies of scores can be found in section 2a of this document.
- d) Students are advised to submit a Recital Programme Details form. It is the responsibility of the student to ensure that all repertoire and timings listed on the form, and presented at the assessment, are correct and comply with the requirements stated in the relevant Principal Study module description and assessment brief. **Any programmes that exceed or are less than the stated timings will incur a 5 mark reduction in the overall recital mark.** Further information on the Recital Programme Details form can be found in section 2b of this document.
- e) Three copies of the programme notes for all programmes should be submitted to the Performance Assessment Panel immediately prior to the recital. **Penalties apply to the non-submission of programme notes as outlined in section 3.**

Students should note that programme notes are not the same as the Recital Programme Details (outlined above). Further guidance on writing programme notes can be found in section 2c of this document.

Accompanists are a necessary part of these examinations. Students are expected either to use their regular accompanist, or to make every effort to find another suitable accompanist from amongst the student pianists in the institution. The institution is not responsible for finding an accompanist, with the exception of orchestral auditions and keyboard concerto assessments for which an accompanist is provided.

For orchestral auditions, rehearsal with the accompanist prior to the day of the assessment is prohibited, a short rehearsal immediately before the assessment will be provided. For keyboard concerto assessments students are allowed one hour of rehearsal with the accompanist. Music may be provided to the accompanist in both instances if requested or the part is particularly complex.

Students in their final year of their programme or on a one-year programme may ask a professional accompanist from the Trinity Laban approved accompanists list to play for their end-of-year recital. For this exam Trinity Laban will pay the fee for Trinity Laban accompanists only on the basis of **2 hours rehearsal plus the exam session** at the standard accompanist rate. External accompanists (student or otherwise) may be used **but under no circumstances will the Institution contribute to the payment of fees or expenses**. Students who are not in their final year are expected to find their own accompanist for their end-of-year recital.

Students who experience extreme difficulty finding an accompanist should contact their department co-ordinator or Head of Department (and no later than 6 weeks before the date of the examination). The Academic Administration team may, with advice from the Head of Department and as a last resort, endeavour to provide an official accompanist, when it is clear that the student has made a sustained and reasonable attempt to resolve the matter first.

Staff are unable to take part in ensemble assessments as an accompanist or on any other instrument.

- f) It is the responsibility of the student to arrive in good time for performance assessments. Any student arriving more than five minutes after the timetabled start of their assessment will be deemed to have failed the assessment component. Where lateness is due to additional considerations, the normal application process will apply.
- g) Recordings: A sample of end-of-year performance assessments may be recorded in the event that an External Examiner cannot attend a sufficient

number of assessments in person to make a judgement about academic standards or the appropriateness of assessment procedures. Recordings may also be used in exceptional cases where a panel member is absent and is required to listen to a recording in advance of the panel discussion. Recordings may not be used for the purpose of appeal against the judgement of the examiners and will not be made available to students due to the inclusion of the confidential panel discussion following the assessment. Appeals cannot be lodged on the grounds of procedure on the basis that a recording has not been made. The recording is the property of the institution.

Students wishing to make their own recordings of their recitals for their own personal use must seek approval from the panel Chair. Where permission is granted, students may be asked to discontinue recording at the discretion of the Chair of the Performance Assessment Panel if the recording in any way interferes with the assessment process. The recordings may not be used for the purpose of appeal against the judgement of the examiners.

2. Accompanying documents

The following regulations apply to Principal Study and ensemble performance assessments across all music programmes:

a) **Provision of scores for Performance Assessment Panels**

It is the student's responsibility to provide a minimum of one copy of the score(s) of all music performed for the Performance Assessment Panel.

Students are required to **provide assessors** with a copy of each of the works they are performing. This must be the same edition(s) as that being used by the candidate. ***Any breach of this ruling will incur a 5 mark reduction in the overall recital mark.***

Where provided copies are photocopies or scans, they must be accompanied by either:

- a letter from the rights holder which grants permission for the photocopy to have been made for the assessment; **OR**
- a cover sheet confirming that the work is either in the public domain, subject to a Creative Commons licence or has been legitimately produced and reported under Trinity Laban's Higher Education Printed Music Licence

Students may only perform from a photocopy where the work is similarly either in the public domain, subject to a Creative Commons Licence or has been legitimately produced and reported under Trinity Laban's Higher Education Printed Music Licence. Where none of these apply, a letter from the rights holder granting permission for the photocopy to have been made for the purpose of performance must be supplied.

Standard guidance on compliance with copyright legislation is available from the Library and through Moodle, as is a form to generate appropriate photocopy coversheets.

If a student does not comply with these copyright requirements, the panel should complete the “**Notes to the assessment Board Form**” to record this information.

b) Recital Programmes Details Form

With the exception of the Composition and Jazz departments, all students are advised to complete a *Recital Programme Details* form for their end of year recitals. These forms are provided by Academic Admin and must be approved by the student’s Principal Study teacher and Head of Department prior to submission. Students are required to include the titles, composers, dates of the works, the timing of each piece, and the total time including breaks.

Academic Admin will set a suitable deadline for submission of the Recital Programme Details form. Students must keep a copy of the form and its receipt will be logged. Heads of Department are not obliged to sign-off forms beyond this date.

NB: *Students must ensure that the same work is not submitted for assessment on more than one occasion except in the case of a re-assessment, or where specifically approved by their Head of Department or Programme Leader. Submission of the same material for assessment without permission will be considered under the Procedure for Handling Academic Misconduct (Appendix E2)* It is the responsibility of the student to ensure that all repertoire and timings listed on the recital programme and presented at the assessment are correct and comply with the requirements stated in the relevant module description. ***Any programmes that exceed or are less than the stated timings will incur a 5 mark reduction in the overall recital mark.***

c) Programme Notes

The ability to produce well-written and informed programme notes is a valuable skill for the modern professional musician. Programme notes are an important and informative guide to the recital programme, giving, for example, relevant information about the featured composer(s), a perspective on the musical content and historical context of the work(s), and may also provide an opportunity for the performer or composer to describe any particular individual approach or concept which might enhance the audience's appreciation of the performance. An imaginative, thought-provoking programme note could be considered as a dimension of the performance itself.

It is required that the programme notes should be largely the student's original work and must be presented in typed or printed form. Credit is given for both

presentation and content (as detailed in the programme specific information), and plagiarism will be penalised. The judicious use of appropriately attributed material (such as quotations from the composer(s) and/or quotations from other writings on the work(s) concerned) is encouraged, but this should amount to no more than 25% of the overall content. Students should refer to the Citation Guidelines available on *Moodle*

Candidates must provide their own programme notes where this is set out as a requirement in the Assessment Brief.

Three copies of the programme notes for all programmes should be submitted to the Performance Assessment Panel on the day of the recital. ***Any breach of this ruling will incur a 5 mark reduction in the overall recital mark.***

Non-submission of programme notes will incur a 10 mark penalty on all programmes.

3. Summary of mark penalties

Issue	Penalty
Timing infraction (please check against the assessment brief)	<i>5 mark deduction</i>
Failure to provide one copy of the score(s) of all music performed	<i>5 mark deduction</i>
Non-submission of Programme Notes (where applicable): Three copies required for BMus Final Recitals,	<i>5 mark deduction if fewer than 3 copies provided.</i> <i>10 mark deduction if no notes provided.</i>
<i>NB: The non-submission of recital forms is not penalised. Use of illegal photocopies should be noted for disciplinary procedures to be followed, but no mark penalty is applied.</i>	