

# NOTTING HILL ACADEMY OF MUSIC ASSESSMENT

## Guidelines, Policy and Procedure

Version	5.0
Effective date	August 2021
Date for review	August 2022
Policy owner	Head of Quality
Reference points	<a href="https://www.esc.ac.uk/about-esc/policies-and-procedures">https://www.esc.ac.uk/about-esc/policies-and-procedures</a> , <a href="https://www.bruford.ac.uk/about/who-we-are/policies-and-procedures/">https://www.bruford.ac.uk/about/who-we-are/policies-and-procedures/</a> , <a href="https://www.qaa.ac.uk/en/quality-code/advice-and-guidance/assessment">https://www.qaa.ac.uk/en/quality-code/advice-and-guidance/assessment</a>
Audience/handling notes	Public
Dissemination and implementation plan	<p>These Assessment Guidelines, Policy and Procedure will be published on the NHAM website and student portal for reference by students, staff, and all other relevant stakeholders.</p> <p>Lecturers will receive training in how to apply this policy and its procedures. They will also be directed to where it is published. The Administration Manager will be responsible for the dissemination of the policy and procedures to academic staff; the Administration Manager will be responsible for the dissemination of the policy and procedures to support staff.</p> <p>Students will be informed by email that this information is available on the student portal and NHAM website.</p>
Date approved	September 2021

### GUIDELINES

We take the quality of education you receive here at NHAM really seriously. This means that we want you to understand why and how we assess you.

**At Notting Hill Academy of Music (NHAM) we will assess you at the end of every module.**

The reason for this is that assessment is a tried and tested way of consolidating your knowledge, skills and understanding. It lets us, and you, understand how you are doing on the course. This kind of assessment is called a '**summative**' assessment. It means that it counts towards your final award and tests you on the range of knowledge, skills and understanding you have gained throughout the module.

**We may also set you other assignments throughout each module.** We do this as a way of helping you practise and prepare for the summative assignments that will count towards your final award. We also do this because assignments are a great way of helping you apply your learning. Any assignment that is to develop your learning is called a '**formative**' assessment and won't count towards your grade, but is equally as important in helping you develop the knowledge, skills and experience that will set you apart in the music industry.

**Each assessment that you do reflects the skills, knowledge and understanding that you will need to develop to succeed real world of work.** Every assessment we set has been designed especially by us, in consultation with a range of educational and creative industries experts. We don't assess for the sake of it. These assignments will genuinely develop you.

**It is important you stick to deadlines** and you understand the reasons we need to make sure you do so with this policy. Your commitment to your study is likely to reflect your commitment in the workplace. In the fast-paced world of the creative industries, you'll need to meet deadlines. We need you to get used to that now, as you're learning.

**Details of your assessments and their dates will always be published ahead of time through email and our student portal.** This means you can plan your work, seek advice and guidance early if you feel you might need it and you know what's coming. Our team of lecturers and support staff are always on hand if you need to ask any questions. Assessment is about developing your learning and your employability, so it's worth your while really engaging with the process. It's all great evidence of your skills for a potential employer.

**Make sure you use your feedback.** It's an opportunity to understand how you did, where you can improve and what you're doing well. After your assessment, we'll always talk your grade through with you in a tutorial and this is your chance to ask any questions too.

## **POLICY AND PROCEDURE**

- You must submit your assessment online using our student portal, by midnight on the day it is due
- Presentations will be marked on the day by the person examining you; usually your module lecturer
- Any assignments that are late, will be capped. This means you can only receive a pass mark as a maximum
- Sometimes, there will be good reason for your assignment being late. If this is the case, you need to contact the Administration Manager ([rebecca@nottinghillacademyofmusic.com](mailto:rebecca@nottinghillacademyofmusic.com)) as soon as possible
- Details of acceptable reasons for late submissions and how you apply for Deferral or Extenuating Circumstances are outlined in the [Deferral of Assessment Policy & Procedures for Extenuating Circumstances Policy & Procedures](#) available on our website and you must complete and ECF (Extenuating Circumstances Form)
- If you are granted deferral on the grounds of Extenuating Circumstances, your submission will be treated as a first attempt and will not be capped.
- You will normally receive your results two weeks after your submission date
- If you have failed your assessment, you will have one chance to resubmit your assignment within the resubmission period, which will be published on the academic calendar available online in the student area. The resubmission of this assignment will be capped. If you have

failed an assessment for any reason, you will have opportunity to discuss this with your tutor or lecturer in order for you to identify any opportunities for improvement

- Your result will be final. Sometimes, you do not receive the grade you expected and there might be reasons for this we were unaware of when you submitted your work. You can submit an Academic Appeal. The guidelines for this are available in our [Academic Appeals Policy & Procedure](#) available on our website
- Each term, we hold a Teaching, Learning and Assessment Committee to keep a track on your progress and also ensure the quality of the marks we award. The minutes of these meetings and marks we award are checked by the awarding body to ensure the integrity of the work we do. We hold a Final Award Board at the end of your programme to ensure that the grade you receive is accurate, fair and in line with the collaborative partner's quality assurance process
- You are not allowed to appeal your grade on the basis of the lecturer's decision. Your work is rigorously marked by internal and external professionals and their decision is final
- For each submission you will receive detailed feedback, which you should use to help develop
- Work will be marked by your lecturer. It will also be internally verified by another trained lecturer, to ensure that those marks are accurate
- Each module's marks will be second marked and moderated by trained assessors and externally examined by the collaborative partner, to ensure that everyone has been marked accurately and fairly.