

Progress Reviews

Student progression decisions are made by 'Progress Review' panels, which typically include the relevant Head of Department and the Director or a nominated deputy. Progress Reviews take place at six monthly intervals and are informed by written tutor feedback on student performance and attainment and students own self-assessments. Students can either 'pass', 'fail' or be 'referred'. The paper work for these review panels is standard.

An **External Assessor** conducts an assessment of student production work once a year. He or she is an industry professional or an academic with relevant professional experience appointed by the Director. Students have an opportunity to read and discuss their report from the External Assessor at their Progress Review.

Masters students have four major Progress Reviews and Diploma and Certificate students have two Progress Reviews.

The decision awarded at each Progress Review is based on the assessment of the modules completed during that review period.

Masters Progress Reviews

The First Progress Review is conducted by the Head of Department and the Director. Other Progress Reviews will be with the Head of Department and other tutors from the course where relevant and may involve the Director on request of the student or Head of Department.

Progress Review 1 (Year One - January to June)

At the end of this period each student receives their first Progress Review and is informed if they are not reaching the required standard. If necessary, suitable remedial action is agreed.

Progress Review 2 (Year One - July to December)

In November/December each student receives an Annual Review and subject to satisfactory assessment is allowed to progress into Year Two. The student meets with the External Assessor prior to this review and a report from the assessor forms part of the Annual Review. Those students whose work is below the required level will not be invited to continue with the course. A satisfactory treatment

for the dissertation or research project must be presented before Progress Review 2 (see MA Guidelines for Dissertation – ‘Everything you ever wanted to know about the Dissertation’).

Criteria for progression into Year 2 of the Masters

In order to progress into the second year students must demonstrate:

- sufficient skills in their specialist area to take advantage of the second year
- an ability to work independently with confidence and initiative
- an ability to evaluate their own achievement
- a growing awareness of the professional world in the field in which they will be working

Students are assessed against the assessment criteria common to all specialisations:

- Creativity and Quality of Work - as evidenced in the student's work and in discussion or presentation of your work
- Intellectual Engagement - as evidenced in discussion or presentation of the students work and the work of others
- Technical Skills - as evidenced in the student's work
- Personal Development - as evidenced in the student's approach to their studies and their participation in the life of the department and the school
- Professional Orientation - as evidenced in discussion or presentation of the student's work, achievements and ambitions

Progress Review 3 (Year Two - January to June)

Each student receives an informal Progress Review from their Head of Department focusing on his or her final project(s). The timing of this varies from specialisation to specialisation but it is arranged to ensure each student is suitably prepared and supported during their final project(s). Where appropriate, a deficit learning programme may be suggested. If there is any concern over progress either the student or the Head of Department can request a formal Progress Review with the Director.

A student must have successfully completed and passed their dissertation or research project prior to their final Progress Review.

Final Progress Review (Final Examination Year Two - May/July to December)

This review covers primarily the conclusion of the final project. The timing depends on the completion of the project but, in most cases, takes place in December. The student meets with the External Assessor prior to the review and a further report from the assessor is presented for this review. At the Final Examination the student is asked to give a short presentation detailing their progress through the course. They are then questioned by the tutors. Subject to satisfactory assessment, the student is recommended to the Sub-Board for an MA award.

The final Progress Review is attended by the Head of Department, another Head of Department and another Tutor from the course where relevant and the Director.

Criteria for Final Assessment

Students who pass the final examination should demonstrate:

- the successful completion of a body of work that demonstrates knowledge and understanding sufficient to apply their learning and skills in the professional world
- an evaluation of its weaknesses and strengths
- a contribution to the development of the subject

At the end of the course students receive a grade for **Overall Achievement** within the range Excellent, Very Good Pass, Good Pass, Pass, Borderline Fail/Referral, Fail. This takes into consideration their dissertation, which is also marked separately and a grade for each of the key attributes as defined in the assessment criteria common to all specialisations **creativity and quality of work, intellectual engagement, technical skills, personal development, and professional orientation** within the range Excellent, Very Good, Good, Satisfactory, Poor, Very Poor.

Any factor beyond the student's control - e.g. ill health - will be taken into consideration in the assessment by those involved in the Final Progress Review and at the Final Exam Board.

Student assessment records are held in individual files by the Director and a summary of the assessment is held on the Personal student database. Following the Final Exam Board, the student is informed of the result and the record is signed by the Head of Department, the Director and the external examiners.

Following the Final Exam Board, the Royal College of Art (RCA) are sent the conferment listing for final approval, certificates are then signed by the RCA. This is outlined in section 8 of the National Film and Television School (the School) and RCA Memorandum of Understanding.

Diploma and Certificate Progress Reviews

School Diplomas are awarded to those students who complete their course to the agreed standard and meet the individual student outcomes for the course.

Students are graded for Proficiency and Performance.

Proficiency covers overall skills and creativity including original quality of thought.

Performance covers progress, attendance, collaboration, self-evaluation and technical skills.

Throughout the course, the ability of the student to work autonomously and to professional standards will be monitored. The understanding of teamwork and engagement will be assessed. Students are encouraged to find their own voice and to experiment with new ideas. They can demonstrate this in their ability to respond to the opportunities available as well as the necessary constraints, both technical and financial, of the course.

Students who fall below the required level may be subject to a review of their unsatisfactory progress.

Students are assessed throughout the course. Each module is reviewed and students receive either oral and/or written feedback on their performance. Self assessment is an important element of the programme and students are invited to discuss their progress with their tutors on a regular basis.

Students are seen by an External Assessor at the end of the course and have an opportunity to show their work and receive an objective opinion from an external industry practitioner. The report from the external assessor forms part of the end of Diploma Progress Review.

There are two Progress Reviews during the diploma course where students receive a written report from their Head of Department and can compare this with their own self-assessment. The Director (or nominee) is also present at these reviews.

Interim Progress Review

In order to progress into the second half of the diploma students must demonstrate:

- sufficient skills in their specialist area to take advantage of the second period of study
- an ability to work independently with confidence and initiative
- an ability to evaluate their own achievement
- a growing awareness of the professional world in the field in which they will be working

The individual course assessment criteria and course outcomes are also referenced at this point to ensure students are on target to achieve the course standard.

Final Progress Review

The student meets with the External Assessor prior to the review and a report from the assessor is presented at the Final Progress Review meeting. At the Final Examination the student is asked to give a short presentation detailing their progress through the course. They are then questioned by the tutors in order to ensure students can demonstrate:

- the successful completion of a body of work that demonstrates knowledge and understanding sufficient to apply their learning and skills in the professional world
- an evaluation of its weaknesses and strengths
- a contribution to the development of the subject

The individual course assessment criteria and course outcomes are also referenced at this point to ensure students have achieved the course specific aims and outcomes.

Subject to satisfactory assessment, the student is awarded the diploma. Following the meeting the assessment panel write to the student to indicate a grade for **Overall Achievement** within the range Excellent, Very Good Pass, Good Pass, Pass, Borderline Fail/Referral, Fail.