

HE Assessment Procedure: Performance (Live music performances)

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Approved by:	NA
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Date of next review:	
Scope of procedure (audience):	Staff and students, External Assessors, External Examiners
Procedure holder:	HE Registrar
Contact:	quality@leedsconservatoire.ac.uk
Alternative formats:	Audio, Large font available on request

Linked external codes/regulations
QAA UK Quality Code for Higher Education (2024) Principle 11: Teaching Learning and Assessment and the Office For Students Conditions of Registration: Condition B4.
Linked documents/references
HE Academic Appeals & Queries Policy & Procedure, HE Assessment Procedure (Timed Written/ Practical Examinations), Examination Information and Rules for Students, HE Examination Emergency Evacuation Procedure, Frequently Asked Questions Ensemble and Group Examinations, University of Hull Code of Practice, Assessment Procedures v 1 22 (April 2024).
Equality Impact Assessment information
Impact assessment to be completed

Policy statement
<p>This Procedure, along with other relevant procedures, is designed to ensure fairness and consistency across all HE summative examinations.</p> <p>It should be read in conjunction with University of Hull Code of Practice, Assessment Procedures v 1 22 (April 2024).</p> <p>For the purposes of this procedure, 'performance' refers to live performances with assessors present, live performances that are being recorded for</p>

assessment, recitals, assessment that requires the student to be present to be assessed at a specified time.

Summative examinations are differentiated as follows:

- *Pre-final stage examinations* i.e. Levels 3, 4 and 5, 6 (not the dissertation module) PGDip;
Final stage examinations, i.e. level 6 dissertation module; Master's.

Background/vision (if applicable)

The HE Assessment Procedure: Performance (Live Performance) supersedes the HE Performance Assessment Procedure: Performance (Recitals and Presentations) 2023/24 and is accompanied by the HE Assessment Procedure: Timed written/practical examinations. This is written in accordance with changes to the University of Hull Code of Practice: Assessment procedures 2025.

Procedure

Pre-Assessment

Internal Calibration

All staff that will be assessing live music performances within the academic year at levels 5,6 or 7 will be required to complete the live performance calibration workshop within their school prior to any assessments taking place to ensure all assessors are applying assessment criteria and marks in the same way. Each school is responsible for scheduling this.

Timetabling

The Exams Team, in conjunction with the academic teams within each School, are responsible for the compilation and publication of the recital and presentation timetables.

All examination timetables **must** be communicated to all students in advance and published on the student information site visible to all students the timetable relates to. It is good practice to reinforce information using other methods of communication to students, such as email or directly to students in class.

Each timetable must build in:

- Panel membership, as appropriate (see below);
- Briefing time for the External Assessor (if used)
- Setup time for each examination;
- Warm-up time for each student/ensemble;
- Examination time of the correct length for each student/ensemble including 10% extra time for possible over length performances and extra time for students with any declared Disabilities, Learning Difficulties or Health (DLH) adjustments/requirements;
- Discussion and marking time for the panel;

- Rest breaks for the panel, as appropriate.

Assessment Choice Proposal Forms

Some modules have options in the way the students are assessed to achieve the learning outcomes for a particular module. Students can choose the type of assessment(s) they complete within these modules. To do this, students will be required to complete their Assessment Proposal Form each trimester by the date specified by the module co-ordinator and the Exams Team; students who do not meet the deadline will be allocated assessment type / weighting by the Exams Team. The default assessment for those that do not make a choice prior to the deadline will be Portfolio, if the choice was between Performance or Portfolio. If the choice was between Essay and Presentation the default assessment would be Essay.

Requested changes to assessment type / weighting will not normally be accommodated once the Proposal Form deadline has passed and will not be accommodated once examination arrangements are underway, unless where possible, this is related to the outcome of a Provisional Adjustment Plan (PAP), or Additional Considerations have been implemented.

Organisation of equipment and resources

The Academic teams within each School are responsible for the organisation of equipment and resources for performance examinations, assisted by the Exams Team and representatives of other conservatoire departments, as required.

Organisation of equipment and resources must include:

- Booking of examination room and necessary equipment (Exams Team);
- Booking of warm-up room (if different to examination room) (Exams Team);
- Room/place for discussion and marking, with appropriate access to IT connections and equipment (Exams Team);
- Ensure oversight of recording equipment/setup (AV Team);
- Booking of accompanist time as appropriate (Academic School);
- Arrangement of public access to examination room as appropriate, e.g. The Venue/The Wardrobe (Facilities & Estates Team);
- All examination documentation, including marks and feedback sheets (Exams Team);
- Arrangement / information provided of any required examination adjustments to be made for students with LD requirements (Exams Team).

Panel Membership

Pre-Final stage examinations

Examinations will be assessed by a 2-person panel (Chair and internal assessor).

The External Examiner and/or University Moderator for the pathway/course may also be present to oversee the assessment process and confirm the standard of marking; they will not be involved in the marking process.

The Chair of the Panel:

- Will be appointed by the Academic Manager;
- Will contribute to and coordinate discussion with the Internal Examiner and author agreed feedback related to the awarded mark;
- Will take part in staff development which explains their responsibilities, including refresher training;
- Will normally be appropriate to the genre to be assessed (recital);
- Will not assess students (recital) whom they have taught (one-to-one tuition on the instrument/voice being assessed) during that academic year;
- Will begin each examination and have responsibility for ensuring that the examination runs to time.

The Internal Assessor:

- Will be appointed by the Academic Manager;
- Will be appropriate to the genre to be assessed (recital);
- Would normally be a specialist in the instrument/voice being assessed;
- May assess students whom they have taught during that academic year.

Internal Moderation

Recordings of the assessments will be made available for the internal moderation process to take place after the assessments along with the feedback and marks agreed.

In case of disagreement between panel members, a third marker would be allocated. The role of the third marker must not be to overrule the existing marks but to contribute to resolving the issues.

Final stage Examinations

Examinations will be assessed by a 2 or 3-person panel for the 40 credit undergraduate dissertation module (Specialist Study 3 and Major Project) and 60 credit postgraduate modules:

These assessments are to be Second Marked and do not require calibration or moderation to take place.

The panel will comprise of the Chair, the Internal Assessor and the External Assessor (optional).

The External Examiner and/or University Moderator for the pathway/course may also be present to oversee the assessment process and confirm the standard of marking; they will not be involved in the marking process.

The Chair of the Panel:

- Will normally be the Academic Manager for the course/pathway being assessed;
- Will be consistent across all assessment panels for that pathway/course, if possible. If this is not possible, all panel chairs will meet prior to the first examination to ensure the consistent application of assessment procedures;
- Will take part in staff development which explains their responsibilities, including refresher training;
- Will contribute to and coordinate discussion between the Internal Assessor and External Assessor, where appropriate, and author agreed feedback related to the awarded mark;
- Will be the final arbitrator for any three-way disagreement between panel members;
- Will not assess students (recital) whom they have taught (one-to-one tuition on the instrument/voice being assessed) during that academic year;
- Will have responsibility for briefing each new External Assessor prior to their first assessment, where relevant;
- Will begin each examination and have responsibility for ensuring that the examination runs to time.

The Deputy Chair of the Panel:

Will perform the duties of the Chair in the event of the Chair's absence

The Internal Assessor:

- Will be appointed by the Academic Manager;
- Will be appropriate to the genre to be assessed (recital);
- Will not necessarily be a specialist in the instrument/voice being assessed for 3-person panels;
- May assess students whom they have taught during that academic year (one-to-one tuition). If this is the case, the Internal Assessor will declare an interest to the Chair and External Assessor.

The External Assessor:

- Will be appointed as the third panel member for the 3-person panel examinations, as listed above;
- Will be a specialist in the instrument/voice and genre being assessed;
- Will have experience of assessing students.
- Will be appointed according to the process outlined below;
- Will advise on comparative standards in the sector during the marking discussion;
- Will contribute equally to the feedback discussion and mark assigned;
- Will report to the External Examiner for the pathway/course on the assessment process and comparative standards of performance;

- Will not be employed by the conservatoire or its validating body except as a guest lecturer, for example for a Masterclass or workshop.

2-person panels

In case of disagreement between panel members, a third marker would be allocated. The role of the third marker must not be to overrule the existing marks but to contribute to resolving the issues.

3-person panels

In cases of disagreement between panel members, a majority decision will stand.

Where a majority decision has been reached and an External Assessor disagrees with the decision of internal examiners, the External Assessor may refer a 'minority report' to the Head of School or External Examiner, where appropriate, for consideration.

In the case of three-way disagreement between panel members, the Chair will act as final arbitrator. The Chair may refer the case to the Head of School and, External Examiner for review, where appropriate.

Panel Absence

Pre-final stage Examinations

If an occasion arises where the Chair or Internal Assessor cannot attend the examination (for example, due to illness), a designate Chair or Assessor will take his/her place.

If the relevant Assessor cannot be replaced, it is the responsibility of the sole Assessor to ensure that all examinations are captured onto video in addition to audio recordings to ensure that the footage can be reviewed later. Both the video and audio must be reviewed and a mark and feedback agreed following the normal assessment procedure.

Final stage Examinations

If an occasion arises where the Chair cannot attend the Examination (for example, due to illness), a Deputy Chair shall take his/her place. The Deputy Chair will normally be an Academic Manager (UG Studies) or designate (PG Studies) from another pathway/course of study to ensure he/she understands the assessment process. The Deputy Chair should be nominated and agreed with the nominee when the examination schedule is developed.

If an occasion arises where the Internal Assessor cannot attend the examination (for example, due to illness), a designate Assessor shall take his/her place.

If the relevant Assessor cannot be replaced, it is the responsibility of the Chair to ensure that all examinations are captured onto video in addition to audio recordings to ensure that the footage can be reviewed at a later time. Both the

video and audio must be reviewed and a mark and feedback agreed following the normal assessment procedure and in agreement with the External Assessor. All second marking forms must be completed and agreed prior to grade release.

If an occasion arises where the External Assessor cannot attend the Examination (for example, due to illness), it is the responsibility of the Chair to ensure that all examinations are captured onto video in addition to audio recordings to ensure that the footage can be reviewed at a later time. Both the video and audio must be reviewed by the External Assessor, and a discussion must take place between all three Assessors at a later point to agree a mark and the feedback, following the normal assessment procedure. All second marking forms must be completed and agreed prior to grade release.

Training/briefing of assessment panels

Panel Chairs and Internal Assessors will have undertaken the calibration workshop session prior to the first performance examination, to include familiarisation with this Procedure and standardisation of marking and feedback using recordings of previous performances.

New External Assessors will be briefed in writing about the assessment context and process and will receive training similar to that of the Internal Assessors. They will receive a briefing of at least half an hour on their first day of assessing, to include observation of an examination if possible.

Appointment of External Assessors

External Assessors will be appointed prior to the first assessment date. There will normally be one External Assessor for each instrument/voice within each genre. For Postgraduate studies an External Assessor will also be recruited for Installation/ Songwriting (where compositions are publicly showcased) and multi-disciplinary performance examinations.

The Academic Managers will identify potential External Assessors and agreed by each Head of School.

The Exams team will approach potential External Assessors and, with their agreement the Exams Team will provide External Assessors with the following information:

- Letter of engagement, including fees information;
- Examination timetable, including briefing information;
- Information regarding invoicing, fees and travel expenses
- Access to the External Assessor report template;
- Training Pack, including: -
 - HE Assessment Procedure: Performance (Recitals and Presentations);
 - Assessment criteria;
 - Assignment Brief / Module Specification;

Access to recordings of previous performances including feedback and marks.

Recording of Examinations

Level 3, 4 and 5 performance examinations will be audio or video recorded,

All Level 6 performance examinations will be video recorded.

Assessment Process

Resources available to the Panel

During the examination, the Panel will have access to:

- The examination timetable, with specified examination lengths;
- Generic assessment criteria and genre/task-specific assessment guidance;
- Repertoire lists, as appropriate;
- Details of penalties to be applied for examinations under/over length;
- Assessors' notes sheets, for note-taking during the examinations;
- Access to the Proforma for recording marks and feedback.
- Access to the Second marking proforma for the Level 6 or 7 Dissertation module.

Starting the examination

The Chair is responsible for starting the examination, making sure that:

- The Panel is in place;
- The student/ensemble/group has had sufficient time to set up/warm up (unless the student/ensemble/group was late arriving);
- The student/ensemble/group is kept informed if there is a delay in starting the examination;
- The audio/visual recording equipment is set to record the examination;
- Where a member of an ensemble/group is absent, the ensemble/group are informed whether or not the examination will go ahead.
- For the purpose of the recording clearly state the name and instrument (where applicable) for each student participating in the examination and time of the examination;
- The environment is suitable for assessment purposes including control of disruptive or extraneous noise;
- Any students with LD requirements are aware of any adjustment in place for them;
- The students'/student's ID have been checked.

The Chair must also ensure that:

- if a student being assessed is more than the permitted number of minutes late (25% of the duration of the examination), that they are not permitted entry to the examination (the exception to this is for a recital, where the Chair of the panel can have discretion);
- a student who notifies the Chair of the panel of being ill and leaves the examination is recorded on the proforma for recording marks and

feedback and the student is given advice regarding Additional Considerations procedures;

- the Emergency Evacuation procedures are noted and followed where appropriate;
- Students' belongings are left in clear sight, away from desks/instruments or areas used for the examination and that food and drink has not been brought to the examination room, except for bottled water and where medically necessary.

Timing the examination

The Chair is responsible for timing the examination but may delegate this to another member of the Panel.

The length of the examination is specified on the Assignment brief. Both the original mark and the final mark following the application of time penalties should be recorded on the proforma mark sheet.

Note-taking during the Examination

Each Assessor should take notes during the examination. Assessors must be aware that their notes will be retained along with marks and feedback sheets, and that students have the right to view the notes sheets on request.

Each Assessor should note an indicative mark based on their own observations and the assessment criteria prior to any marking discussion.

Discussion and marking

Following each examination, the Panel will move to the area set aside for discussion and marking.

The Chair will lead the discussion, which will consider:

- Each Assessor's observations and notes;
- Each Assessor's indicative mark, where applicable;
- The generic assessment criteria and genre-specific assessment guidance;
- The application of penalties for examinations under/over length.

The Panel will complete the assessment feedback sheet and agree a mark and feedback on the examination. The feedback must relate to the unpenalised mark, in the case of an applied length or contribution penalty.

The Chair will complete the proforma report sheet (word processed) with the agreed feedback, and the proforma mark sheet with the agreed mark. The mark sheet must be signed by all Assessors.

Where second marking has taken place for the Level 6 or 7 dissertation modules, the second marking form must also be completed showing the individual marks each assessor gave prior to the agreed mark. Comments

about how agreement was reached where there were discrepancies is also required.

Post-Assessment

Assessment records

The Chair of each panel will be responsible for returning all assessment paperwork to the Exams Team by the deadline given:

This could include:

- Any notes taken by students during the exam.
- Mark sheets
- Electronic final feedback sheets;
- Second Marking sheets (will be uploaded to the Quality and Standards sharepoint site)
- Electronic records that have been generated (these will be deleted from temporary storage on PCs/laptops/removable storage and kept in a password-protected area on the conservatoire network by the Exams Team).

Module Co-ordinators are responsible for ensuring all marks and feedback are available to students via the VLE within the time advertised to students.

No marks will be released to staff outside the assessment panel until they have been released to students via the VLE.

External Assessor report

The External Assessor will complete their report on the conservatoire template and submit it to the Exams Team no later than two weeks after the date of each examination, or as requested. Reports will then be made available to the relevant course/pathway External Examiner for consideration as part of the external examining process.

Following submission of their report, the External Assessor must submit an invoice to the conservatoire for their fees and expenses.

Responsibilities

Academic Manager

Appoint Chairs, Deputy Chairs and examination panels;
Oversee organisation of equipment and staff;
Insures internal moderation is completed.

Head of School

Ensures calibration and moderation plans are created and implemented

Make final decision, where referred to them, for any mark/feedback disagreement within assessment panels for 2-person and 3-person panels.

Examinations team

Compile and publish the examination timetable, including adjustments for students with DLH requirements;
Prepare examination paperwork;
Collect and retain marks and feedback;
Liaise with External Assessors regarding recruitment, briefing and remuneration;
To advise all members of the panel on this and other assessment policies.

Events Team: Technical Manager

Make the technical arrangements for examinations.

Estates & Facilities, IT Team, AV Team, other conservatoire departments

Assist with organisation of equipment and resources for examinations

Chairs of Panels

Brief External Assessors as appropriate;
Begin and time performance examinations appropriately;
Lead discussion following assessment and agree marks and feedback;
Act as arbitrator in cases of three-way disagreement (3-person panels);
Return signed marks and feedback sheets, along with any electronic records, to the Exams Team.

Deputy Chairs

Undertake duties of the Chair of Panel in the event of the Chair's absence.

All Panel members

Attend calibration event as required.

Module Co-ordinators

Ensure feedback and marks are available to students via the VLE

External Assessors

Review Training pack in advance of Examinations;
Advise on comparative performance standards during examinations and participate in assessment and feedback processes;
Report on assessment process and performance standards to External Examiner.

External Examiners

Review at the request of the Chair of a 3-person panel any three-way mark/feedback disagreement.

HE Registrar

A review of any Academic Appeals the student submits relating to the accusation of demonstrable procedural irregularities in the conduct of the academic body process which are likely to have materially affected the result.

Breach of policy (if applicable)

If the Procedure is not followed:

- The student may submit a formal appeal through the Academic Appeals process if they can demonstrable procedural irregularities in the conduct of the academic body process which are likely to have materially affected the result.
- Panel members should make a report to the Head of School for which the module resides;
- The External Assessor should report the circumstances to the External Examiner via their report.