

Future Tutors

Assessment of Work

Terms and Conditions

Commencing September 2022



Introduction

- The Royal School of Needlework (“The School”) is one of the most respected needlework schools in the world. The School trains its students to the highest standards to uphold the reputation it is famous for.
- The Future Tutors programme is the most demanding programme taught by the school and students’ work is rigorously assessed to ensure high standards are maintained and passed on to the next generation.
- Future Tutors are expected to score well in their assessed pieces.
- We expect students to have the highest standards of general demeanour, character, behaviour and attitude to their studies and relationships with other RSN students and staff. This is measured through tutorials and feedback from relevant tutors and RSN staff.
- All Future Tutors need to be able to show the strength and motivation to work alone on numerous pieces at the same time, while developing their portfolio of skills to meet deadlines.
- On occasions students will work collaboratively with both their peers and RSN staff requiring teamwork and communication skills, along with a willingness to learn from others.
- Students will be challenged and may be required to accept different ideas/points of view.

Deadlines

- Deadlines for each piece of work will be set at the start of the module and all students will be expected to adhere to these.
- Students will be expected to meet deadlines and failure to do so may affect their assessment scores.
- In exceptional circumstances (e.g. major illness) an extension may be granted by the Course Leader. This will be subject to supporting documentation (e.g. medical certificate) and must be made in writing.
- Approval for a legitimate extension will not normally be withheld.

Submission of work

- Students must hand their completed work to the Course Leader by the agreed dates and times.
- In the absence of the Course Leader, work should be given to the Future Tutors Course Administrator.
- Each piece of work handed in for assessment should be as per the course requirements.
- Paperwork should be separated into individual plastic wallets in one file.
- Please do not put more than one piece of work in the same box.
- Boxes and tissue paper for the submission of students’ work will be provided by the Royal School of Needlework.

Late Submissions

- Late submission is defined as receipt of a piece of work after the final submission time/date. An assignment that is due by noon, for example, is considered late if it is submitted at 17:00 on the same day.
- Late submissions will be subject to a penalty of -10%.

Assessment Criteria

- The following table shows the marking criteria for all Future Tutor assessed pieces.

Level	Percentage	End of course award
Distinction	90% - 100%	Graduate Future Tutor with Distinction
Merit	85% - 89%	Graduate Future Tutor with Merit
Pass	80% - 84%	Graduate Future Tutor Certificate of Completion
Fail	79% and below	No award

- Students are expected to obtain a minimum mark of 80% for each piece of work submitted. However, the school recognises that students may struggle with some techniques.
- A running average of all marks will be kept by the Course Leader.
- In order to graduate at the end of the course, a student must have a minimum total average of 80%.
- Any student not obtaining the minimum requirement of 80% for a piece of work, but showing promise for the future, will firstly be invited to a discussion with the Course Leader.
- Following the discussion, a plan of action will be agreed between the student, Course Leader and Head of Education, to support the student going forward.
- The student's performance and position on the course will be closely monitored and reviewed. If no improvement is seen, the student's place on the course will be terminated.

Marking of work

- The school endeavours to mark work in a timely manner, usually within 5-6 weeks of the submission date.
- The work will be marked by two assessors, who will provide written feedback on various areas, appropriate to the technique.
- Following the marking process, work will be moderated, to ensure consistency across the cohort and for small cohorts, comparison will be made with previous years.
- Assessors and moderators follow strict marking criteria, to determine the student's technical ability as an embroiderer. This criteria is set out in the technique assessment sheets, which are provided to students and tutors at the start of each module.
- When marking a piece of work, the assessors and moderators are not looking at the student's ability to teach.
- As an advisory, teaching ability will be formally assessed, through the online Level Three Award in Education and Training. Opportunities for informal assessment of teaching skills also take place throughout the course, when students demonstrate/assist/teach at the various classes and exhibitions.

Return of work

- When a piece of work has been through both assessment and moderation with the Head of Education (moderator), it will be returned to the Course Leader.
- The Course Leader will log the marks given and arrange for the safe return of the work to the student.
- The student will be sent a copy of the mark sheet by email and informed of their running average.

Appeals

- Students who have concerns about the outcome of an assessed piece, should first discuss the matter with the Course Leader. This should be done within five working days of receiving their assessed piece.
- The course fees allow for the marking and moderation of one piece per student, per technique. Therefore, a remark will be chargeable to the student.
- A remark does not guarantee a higher grade and students should be aware that in asking for a remark, their original mark could be lowered.
- The remark replaces the original grade. Therefore, if the remark is lower, the student forfeits the previous higher grade.
- If the student is still unhappy following the discussion with the Course Tutor and/or the remarking, the student is invited to follow the RSN Complaints Policy, noting Clause 3 “Principles”.

For all other relevant RSN Policies and Procedures please contact your Course Leader.

I confirm that I have read, understood and accept the terms and conditions regarding the assessment of my work on the Future Tutors Course at the Royal School of Needlework.

Signature.....

PRINT
NAME.....

Date.....