

Professional Embroidery Tutor Programme

Assessment and Awards Terms and Conditions

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This policy reflects legislation and official guidance at the time it was last reviewed. Any changes in legislation will take precedence over anything printed in this policy.

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Assessment and Awards Terms and Conditions

Introduction

The Royal School of Needlework is one of the most respected needlework schools in the world. The school trains its students to the highest standards to uphold its reputation and to ensure that the art of Hand Embroidery is passed from generation to generation. The Professional Embroidery Tutor Programme (PETP) is the most demanding programme taught by the school and students' work is rigorously assessed to ensure high standards are maintained. Students 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 students 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 will be required to accept different ideas and points of view.

Deadlines

- Deadlines for each piece of work will be set at the start of the academic year 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. Please see the Extenuating Circumstances Policy and Procedure.
- 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.
- 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 12:01 on the same day.
- Late submissions will be subject to a penalty of -10% of the final mark if it is received within 24 hours of the deadline. Submissions that are received after 24 hours of the deadline will be subject to a 15%-mark deduction up to a week after the deadline. You will not be able to resubmit the piece for a higher mark if it falls below a pass mark for this reason. Work that is submitted more than a week late will not be accepted without approved extenuating circumstances (see the Extenuating Circumstances Policy and Procedure).

You should make the course leader aware of any issues that are impacting on your ability to meet deadlines or complete your assessments. However, meeting deadlines is an important part of the course.

Marking of Assessments

- 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 criterion is set out in the technique assessment sheets, which are provided to students and tutors at the start of each module.

Return of Work

- When a piece of work has been through both assessment and moderation with the Head of Standards (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 invited to discuss the feedback with the course leader.

Progression and Awards

The following table shows the grade banding for all PETP assessed pieces and final award:

Mark	Level	End of Course Classification
90%-100%	Distinction	Pass with Distinction
82%-89%	Merit	Pass with Merit
75%-81%	Pass	Pass
74% and below	Fail	No award

- Students must strive for excellence in all their assessments.
- Students must pass all modules to remain on the course and to pass the course overall. A minimum mark of 75% is required to pass the modules.
- In order to graduate at the end of the course, a student must have a minimum total average of 75%.
- However, the school recognises that students may struggle with some techniques. The two lowest scoring techniques will be deducted from the final average of marks.
- Any student not obtaining the minimum requirement of 75% 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 Standards, 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 may be withdrawn from the programme.
- In the event of a piece of work being failed at the first attempt, the student will meet with the course leader and Head of Standards to talk about areas for improvement and will be given an opportunity to make amends and submit an alternative assessment piece taking into consideration the reasons for the initial failure. The timeframe for this will be agreed with the course leader and Head of Standards.
- If a piece of work receives a failure in the second attempt, the student will be invited for a discussion with the course leader and Head of Standards as to their options which may include repeating the module or being withdrawn from the programme.

Awards on boundaries

If a student's final average sits within one mark of an upper boundary (i.e. 81%, 89%) then they will be awarded the upper classification if more than 50% of their module marks are in the upper classification. For example, a student with an average of 81% will be awarded a merit if more than half of their marks are above 82%.

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.

- All the assessments are marked and moderated and will only be subject to a remark if a material error in procedure is found.
- 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 Leader and/or remark, the student is invited to follow the RSN Complaints Policy, noting Clause 3 “Principles”.

Photography

The RSN will take and retain images of your work. Images of work may be used to promote your work, the course and/or the RSN in adverts, editorials, newsletters, presentations, and social media posts. You will always be credited for the work wherever possible.

I confirm that I have read, understood and accept the terms and conditions regarding the assessment of my work on the Professional Embroidery Tutor Programme at the Royal School of Needlework.

Signature.....

PRINT NAME..... Date

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