

Table of contents

Rules and guidelines regarding Reviews and Examinations	2
Bachelor, Master & Associate Degree practical transitional exams procedure	6
Bachelor, Master & Associate Degree practical final exams, procedure for assessment and committee deliberations	7
Criteria for selection of external expert.....	9

Rules and guidelines regarding Reviews and Examinations

In accordance with Article 7(12b) (3) of the Higher Education and Research Act

Table of contents

Article 1: Definitions

Article 2: Examination Board

Article 3: Board of examiners

Article 4: Evaluation Methods

Article 5: Individual Assessments

Article 6: Method of Deliberation and Voting

Article 7: Results

Article 8: Additional Matters

Article 9: Adoption and Entry Into Force

Article 1: Definitions

- Types of examinations/reviews

The following methods of evaluation are employed at the Conservatorium van Amsterdam:

- entrance examinations (practical, oral or written)
- examinations (practical, oral or written)
- other, like papers/theses
- individual assessments
- practical final examinations

- Artistic Directorship

For the purposes of these regulations, the Artistic Directorship is made up of the Vice Director / Head of the Classical Department and the Vice Director / Head of the Jazz and Popular Music Department.

- Board of examiners

With regard to the preparation and/or implementation of parts of examinations, boards of examiners can be established as referred to in section 7(12) of the Act. The board of examiners will be appointed by the examination board.

- Examination Board

The Board, referred to in article 7.12 of the Higher Education and Research Act. The Board's responsibilities include ensuring the quality of the examinations. The Examination Board is the

objective and expert body which determines whether a student meets the conditions imposed by the Education and Examination Regulations regarding knowledge, understanding and skills required to obtain a degree. The Examination Board is appointed by the Executive Board of the AHK. See also article 2 of this act.

- Examiners

The Examination Board will appoint the committees charged with assessing the examinations and reviews, referred to in article 7.12c of the Higher Education and Research Act.

Article 2: Examination Board

2.1 Information regarding the membership and work methods of the Examination Board, can be found in the AHK regulations Examination Board (to be found on AHK) and in the general part of the study guide.

Article 3: Board of examiners

3.1 A committee administering a practical examination will consist of at least three members and will be chaired either by one of the members of the Examination Board or by an examiner appointed for this purpose.

3.2 A committee administering a final practical examination will consist of at least five members and will be chaired by one of the members of the Examination Board or by an examiner mandated for this purpose.

3.3 The committee for the final practical examination has at least one external expert member. The committee administering an oral examination will consist of at least two members.

3.4 The examination or final examination may be cancelled if the make-up of the committee deviates from the requirements set out above, in which case a new opportunity to take the examination or final examination must be offered to the candidate as quickly as possible and within a period not to exceed one month. In case of force majeure, and in consultation with the candidate, this could be overruled.

Article 4: Evaluation Methods

4.1 The results of an examination are measured in numbers or by means of a description. Marks in number form will have one decimal place. If descriptions are used, these will be based on a list of examples of accepted descriptions drawn up by the Student Registrar Office.

4.2 When numbers are used, a mark of 5.5 or higher will be deemed satisfactory. When descriptions are used, 'sufficient' [voldoende] will be deemed satisfactory, and 'not sufficient' [onvoldoende] will be deemed unsatisfactory.

4.3 For final practical examination only whole and half numbers, or a description, may be used.

Article 5: Individual Assessments

5.1. Individual assessments will be carried out by the principal subject teacher at the end of the academic year in question. The study co-ordinator or a relevant department representative will also sign the report sheet.

Article 6: Method of Deliberation and Voting

6.1. The method of deliberation and voting of the Board of Examiners, has been fixed by the Examination Board in the document *Procedure assessment and committee deliberation regarding practical final exams bachelor, master & associate degree* and *Procedure assessment and committee deliberation regarding practical transition exams bachelor, master & associate degree*.

Article 7: Results

7.1 A result of either passing [geslaagd] or failing [gezakt] may be given.

7.2 If it is decided that the candidate should be allowed to resit the examination, the department representative will ensure that the date, time and location of the second examination are set as quickly as possible.

Article 8: Additional Matters

8.1 In cases where these regulations or article 7.12b of the Higher Education and Research Act do not provide, the Examination Board's decision will be binding.

Article 9: Adoption and Entry Into Force

9.1. These modified regulations were adopted by the Examination Committee of the Conservatorium van Amsterdam on 21 April 2022 and has become effective as from 1 September 2022.

Bachelor, Master & Associate Degree practical transitional exams procedure for assessment and committee deliberations

committee member

In practical transitional exams, there are no individual assessment forms for committee members (depending on the specific department). Each committee member adequately records their impressions during the exam, as input for the round of comments and the deliberation in the subsequent committee meeting.

chairperson

1. After the practical transitional exam, the chairperson invites each committee member to comment on the exam; he/she gives a concise assessment;
2. if the committee is chaired by a technical chairperson (from within or outside the section), this chairperson does not assess the exam; he/she announces this at the start of the deliberation;
3. the chairperson ensures a balanced distribution of speaking time;
4. if there are any external committee members, they will comment first, followed by the other committee members;
5. if a committee assesses multiple subsequent transitional exams, it is important to vary the order of speaking to avoid a possible sequence effect;
6. the chairperson then draws an initial conclusion, after which the outcomes are discussed;
7. during the deliberation, the chairperson notes the assessment under the various headings on the report sheet, in accordance with the committee's findings, resp. fills in the AMACK form;
8. the chairperson ensures that the assessment is underpinned and substantiated in written commentary, concisely but adequately, on the assessment form;
9. in the course of the deliberation, committee members may adjust their assessment. Based on this, the chairperson then arrives at a new final assessment, checks whether this is in line with the assessments and commentary under the various headings, and sets the final grade; he/she records this final grade on the assessment form, after which it will not be discussed again;
10. the chairperson reads the written commentary on the assessment form to the committee, ascertaining that the committee agrees, and signs the form;
11. the chairperson ascertains that the names of all committee members are specified on the form;
12. the candidate has passed when the final mark ranges between 5.5 and 10 (AHK norm), or the equivalent in assessment terminology; whole numbers and halves may be given.
13. the assessment form, resp. AMCK form, is returned to the student administration, added to the student's files, and shared with the student.

communicating the results to the student

14. Following the deliberation, the results are communicated to the student in a meeting with the committee.

Bachelor, Master & Associate Degree practical final exams, procedure for assessment and committee deliberations

committee member

1. Prior to or immediately after the practical final exam, the chairperson issues each committee member with an assessment form, to be filled in completely with an assessment of the specified criteria, a final assessment, and a concise written commentary;
2. the committee member puts his/her signature at the bottom of the form, and his/her name, if not yet filled in;
3. prior to the deliberation, the committee member returns the completed form to the chairperson.

chairperson

4. After the exam, but prior to the deliberation, the chairperson collects all forms from the committee members;
5. if the committee is chaired by a technical chairperson (from within or outside the section), this chairperson does not assess the exam and does not fill in a form; he/she announces this at the start of the deliberation;
6. on the basis of the completed forms, the chairperson first calculates the average final grade for the exam (and partial grades if applicable to a specific department);
7. the chairman then draws an initial conclusion, after which the deliberation begins; there is no secret, anonymous giving of final grades;
8. an external committee member will comment on the exam first, followed by the other committee members;
9. the chairman ensures a balanced distribution of speaking time;
10. if a committee assesses multiple subsequent practical final exams, it is important to vary the speaking order to avoid a possible sequence effect;
11. during the deliberation, the chairperson notes the assessment under the various headings on the collective assessment form, in accordance with the committee's findings, resp. fills in the AMACK form;
12. the chairperson ensures that the assessment is underpinned and substantiated in written commentary, concisely but adequately, on the assessment form;
13. the individual committee members' forms are archived, but not available for inspection by the candidate;
14. in the course of the deliberation, committee members may adjust their assessment; the chairperson notes these adjustments on the respective individual assessment forms, then arrives at a new final assessment, checks whether this is in line with the assessments and commentary under the various headings, and sets the final grade; he/she records this final grade on the collective assessment form, after which it will not be discussed again;
15. during the deliberation, the exam committee may decide to nominate a candidate, who in the unanimous opinion of the committee has shown an exceptional level, for the 'cum laude' predicate; this decision is recorded on the collective assessment form;
16. the chairperson reads the written commentary on the collective assessment form to the committee, ascertaining that the committee agrees, and signs the form;

17. the chairperson ascertains that the names of all committee members are specified on the form;
18. the candidate has passed when the final grade ranges between 5.5 and 10 (AHK norm), or the equivalent in assessment terminology; whole numbers and halves may be given;
19. the chairperson adds the original of the collective assessment form, resp. the AMACK form, to the diploma; if the latter is not included in the folder, it means that a diploma cannot yet be awarded;
20. a copy of the collective assessment form, resp. the AMACK form, is returned to the student administration, together with the individual assessment forms and the copy of the diploma.

announcement

21. following the deliberation, the results are communicated to the candidate in a meeting with the committee, during which the candidate - if applicable - signs the diploma and a copy of it; this meeting is followed by a public announcement and a diploma awarding ceremony.

Criteria for selection of external expert

1. Reviews quality from his/her own field of expertise.
2. Is/was successfully active for a long-term in the highest quality segment of the relevant (inter)national work field.
3. Must be able to function independently without obligation or compulsion.
4. Has no personal relationship or close work relationship with one or more members of the board of examiners or principal subject teachers of the relevant department.
5. Has only taught the examinee occasionally and less than annually in the previous 4 years.
6. Has not been employed by, or been a student of, the CvA in the previous 4 years.