

## Teacher-Assessor Guidance (2024 onwards)

### Part 1: Introduction & Process Overview

#### Why Star Award?

**It acknowledges and rewards pupil progress.**

The Star Award assessment framework supports teaching, learning and assessment that should be part of early instrumental and vocal lessons. Stars 1 and 2 can be achieved before pupils are ready for public performance or external examination.

**It's holistic and student focused.**

The assessment tasks encourage students to explore their own interests and methods of creative self-expression through the arts. They are also required to make links and engage with their families, friends and wider communities through the arts.

**It removes financial barriers to gaining a qualification.**

Students can access free and low-cost programmes through CMA, including School Studios, Star Classes, and Group lessons. CMA funding streams subsidise the cost of the awards so that they are free to low-income families and only £9 to everyone else.

**It removes other barriers to gaining recognition.**

The awards are teacher-assessed, either in school or at a CMA centre, during their normal teaching sessions.

#### Process overview

- Identify pupils who are ready to work towards a Star Award
  - Track each pupil's completion of skills, understanding, and Star Award tasks
    - CMA teachers should use Study Planner in Speed Admin to set targets
  - Email Parents/Carers with the [registration form and guidance page](#), which requests consent for filming your pupil's performance for assessment and moderation purposes
    - Wait for CMA confirmation that recording consent has been given
  - Record each pupil performance, demonstrating appropriate Star Award criteria
  - Ask pupils to complete their Student Evaluation form. The questions are structured to demonstrate that all relevant tasks have been completed.
  - Submit all documents and video evidence to [RSL's online submission area](#).
- Ensure evidence is uploaded by the Monday before Spring/ Summer half term**
- Internal Verification: Videos and documents spot-checked by CMA team
  - External Moderation by RSL: Chosen at random by RSL team

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### Part 2: Process in detail

All supporting documents and online links referred to in this guidance can be found on the [CMA website](#) > RSL Star Award section (just below the Staffzone link)

#### *Planning and preparing students for Star Awards*

Download and consult the **RSL Star Award Full Criteria and Information** document. Identify the skills and knowledge criteria for your specialism, and the assessment tasks required for each of your students to complete their Star Award.

**Create a tracking document** for your class or individual pupils. Sample tracking documents can be downloaded from the CMA website. These are not instrument-specific so you may wish to create your own. The version you use will need to be completed and signed as the main evidence that the pupil has completed all elements of their Star Award.

**CMA teachers only:** Create a New Study 'RSL Star x Award' in Speed Admin for each pupil who is preparing for a Star Award. This Study should contain

- The main targets and tasks for pupils need to complete
- Templates and support documents such as the Student Evaluation questionnaire and the cultural task (e.g. Family Heritage prompts)
- Support for the main performance piece e.g. scan of the music, backing track, YouTube link, teacher demo video

Save this Study template in your Study Plan Library so you can reuse it with other pupils. If you are teaching a Saturday ensemble class you will not be able to set this up for individuals until they have been entered for the award by a parent/carer – see below.

**Non-CMA teachers** who do not use Speed Admin can set tasks on their own platforms.

#### *Entering a student for a Star Award*

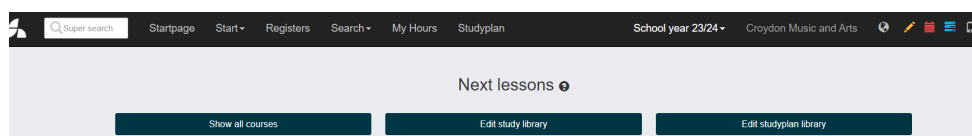
**Email parents/carers** to let them know their child is working towards a Star Award and direct them to the [registration and guidance page](#). By completing this form, the parent/carer provides consent for you (the teacher) to record an assessment video using an approved method (see below) and for that video to be shared with CMA internal moderators and RSL external moderators.

**The cost of an RSL Star Award is £9.** This fee is waived if they are on their school's Pupil Premium register (Free School Meals or Looked After). The award is also free for students who are entered via a Star Class, Star Workshop, and other specified courses.

### Submission Deadlines and Evidence Required

**Submission deadlines will fall shortly before each February and May half terms.** The CMA office team or SLT will confirm an internal moderation date nearer the time but aim to have all your material ready by the end of January and the end of May.

**CMA teachers:** Once the parent/carer has completed the application form and consent has been given, the pupil will appear in a new Star Award Course on Speed Admin. To see a list of students who have been entered, select 'Show all courses' within Studyplan.



Select the RSL Star Award course and view the pupils who have been entered and provided consent to be recorded for their assessment. You may now record their video.

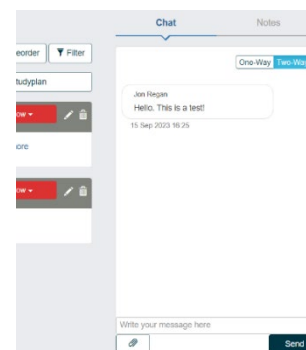
### **Online Submission Area**

Performance videos and other evidence will need to be uploaded to [RSL's online submission area](#). Please name folders and files in the following format: <Student Name> <Star Level> <Instrument><Document>.

Contact [musicandartseducation@croydon.gov.uk](mailto:musicandartseducation@croydon.gov.uk) to request login details.

**Performance video** (and other videos). For safeguarding reasons, CMA teachers must not record videos onto personal devices. Please use one of the following options instead:

1. Your pupils can **record their performance at home**. Their parent/ carer will need to send a link to the teacher via email or using the two-way chat function on Speed Admin. Ensure the video can be viewed by anyone. Recommendations include a private YouTube link, Vimeo, Google Drive, One Drive link. If the video is compressed to less than 100MB they can attach it to the Chat in Speed Admin by clicking on the paper clip.
2. **If you have access to a CMA laptop**, you can record directly to the camera and upload the video to [RSL's online submission area](#).
3. **Borrow a CMA device** (iPad or camcorder). Return the device to the office and ask a member of the office team to upload the video to [RSL's online submission area](#) on your behalf.
4. **Borrow a school device** to record in lesson time. You will need to agree logistics with the school in advance and ask someone in the school to send the files to the CMA office team from their email address, using [WeTransfer](#).
5. **Microsoft Teams meeting**. Invite your line manager and [ryan.beecham@croydon.gov.uk](mailto:ryan.beecham@croydon.gov.uk) as co-organisers and record the performance in a Teams meeting, ensuring that the sound is recorded. If done correctly, the video will be saved on the Teams cloud and co-organisers will be able to access it. [Click here](#) for a guide on how to set this up.



**Other evidence required:** Star Awards are teacher-assessed. Check that you are satisfied with the quality of the performance and other evidence before the internal moderation deadline. For each student, you will need the following evidence to demonstrate the Star Award criteria has been completed.

- **A tracking document** showing all skills and knowledge criteria have been achieved to your satisfaction.
- **A teacher-signed declaration** to say the work is genuine and the student's own. The declaration is included as part of the CMA tracking documents. If you use your own tracking document you will need to add this or write a separate document.
- **A Student Evaluation form** response (written, video or audio) demonstrating completion of the main tasks, and that reflective evaluation has taken place. Teachers can create their own version of this or use the CMA templates.
- **A video of a performance/ presentation** of student work that demonstrates some of the criteria required for the relevant Star Award.
- **Video evidence statement:** Write down the relevant Star Award criteria being demonstrated in the performance/ presentation. Moderators will use this information to decide if the student's work is consistent with that Star Award level. The statement can be bullet points or a separate document attached to the Study.

### Internal verification

CMA line managers will spot check videos and other evidence provided by teachers before the full list of candidates is sent to RSL.

### External moderation

RSL will moderate at least 5% of all the Star Awards, including a minimum of 3 candidates from each discipline (e.g. Music, Dance, Drama). The samples will be chosen at random so please ensure all entries are complete and you are satisfied the evidence meets the standards.

### Deadlines

**CMA will set two submission deadlines each year, which will be**

- 1. Spring half term** (or shortly before). Parent/carer entry deadline in January.
- 2. Summer half term** (or shortly before). Parent/carer entry deadline in May.

The next deadline will be 9am on Monday 20<sup>th</sup> May 2024, so the final Saturday centre for making recordings will be Saturday 18<sup>th</sup> May. If necessary, video links and files can be emailed to the office team [musicandartseducation@croydon.gov.uk](mailto:musicandartseducation@croydon.gov.uk)