

Star Awards

Teacher Guidance (updated September 2022)

All supporting documents and online links referred to in this guidance can be found on the [CMA website](#) > **Staffzone**> **Star Awards**

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 your own tracking document for your class or individual pupils. Some sample tracking documents can be downloaded from the CMA website (Staffzone/ Star Awards). Tick off skills and tasks as you assess them passed/ completed and keep this evidence.

Use Seesaw (the virtual learning environment) to communicate targets and assessment tasks to pupils. Check the Staffzone for supporting document, eg. for the Heritage task.

Completing an Award

Star Awards are teacher assessed. For each student, you will need the following evidence to demonstrate the Star Award criteria has been met and Assessment Tasks completed.

- A tracking document showing all skills and knowledge criteria have been achieved.
- A signed teacher declaration to say the work is genuine and student's own.
- 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 or presentation of student work that demonstrates some of the criteria required for the relevant Star Award level, eg. Star 2. Teachers must keep a note of the Star Award criteria being evidenced by the video and provide that information to moderators if requested.

*Ensure you have written permission to video your students in advance. See the next section for more details about permissions. An audio recording is an acceptable alternative for non-visual performing arts eg. Music.

Entering a student for a Star Award

Contact the parents and carers

Email parents/carers to let them know their child is working towards a Star Award. If you do not have their contact details (e.g. those teaching classes through CMA centres or C3), ask the CMA office team to forward your message to the class contact list.

When the student is ready to complete their award, direct their parent/carer to the online application form <https://www.croydonmusicandarts.co.uk/rsl-star-award>. By completing the form, the parent/carer will be giving consent for you (the teacher) to record the assessment video directly to Seesaw, and for CMA to share that video with RSL for external moderation. The CMA office will inform you when a student has been entered.

Fees

Free for some, otherwise £9.00 per award.

Students who are entered via a Star Class, Star Workshop, or C3 class will not be charged for their Star Award entry.

Students entered by schools or instrumental teachers will be charged £9.00. The fee is waived if they are on their school's Pupil Premium register (checked by CMA office).

Internal verification

Keep in touch with your CMA line manager or CMA partner teacher when completing Star Awards, especially if you are new to the process. Ensure they have checked your teacher evidence before the submission deadline in case something needs to be changed or re-recorded. This internal verification is an important part of the Star Award process.

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.

At that point the list of candidates will be sent to RSL along with a selection of candidates for external moderation. No further entries will be accepted until the next submission date.

Therefore, check all your eligible students have been entered by their parent/carer at the start of term so you have time to record the videos.

Ensure you have completed all the videos and evidence required by these deadlines.

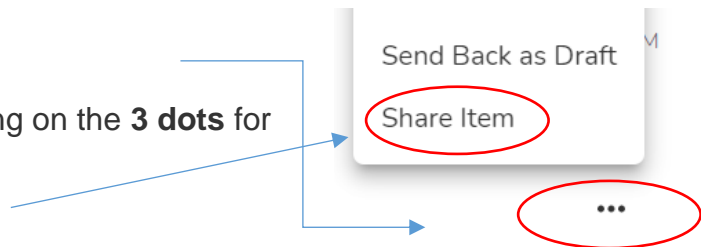
External moderation

RSL will moderate at least 5% of all the Star Awards, including a minimum of 3 candidates from each discipline. They will request a representative sample, which means CMA selecting students from different teachers and different Star Award levels. If one or more of your students is selected CMA will need you to provide the following evidence straight away via this link: [RSL Star Award Form for External Moderation](#)

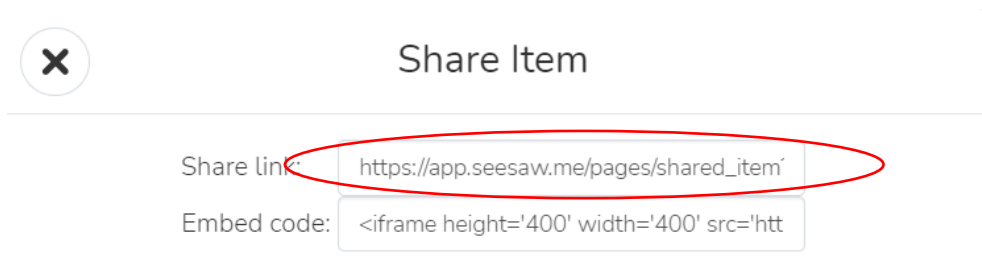
- **Signed Tracking Document** (Seesaw link to a clear photo/scan)
- **Student Performance/ Presentation Video** (Seesaw link)
- **Video support document**, listing Star Award criteria evidenced by the video. (Either a Seesaw link to a photo/scan OR it can be typed directly onto the form.) If more than one student appears in the video make sure to include a means of identifying the student being assessed.

How to share a Seesaw post

Seesaw links are generated by clicking on the **3 dots** for each post and selecting '**Share item**'



Copy the text from the top box and paste it onto the online form:



Share link: `https://app.seesaw.me/pages/shared_item`

Embed code: `<iframe height='400' width='400' src='htt`

If the RSL moderator is uncertain about the standard of entries they will ask for further examples and additional evidence, which may include the Student Evaluation form.

Questions about Stars and Seesaw, contact your line manager or CMA partner teacher.

Questions about student submissions, contact Ryan Beecham in the CMA office.