



## **Submission process**

All submissions should be accompanied by a completed submission form (available at [www.rscm.com/education/skills.php](http://www.rscm.com/education/skills.php)).

Assignments should be sent by email or post to the RSCM Education Administrator at [skills@rscm.com](mailto:skills@rscm.com) or RSCM Skills, 19 The Close, Salisbury SP1 2EB.

When sending assignments by email you must include the assignment numbers in the subject title of the email.

When sending assignments by post, please clearly mark on the back of your envelope your name and assignment numbers.

You should receive feedback from a course tutor within 28 days of receipt of your work. This will include a mark and grade, where appropriate.

Work will not be returned to students after assessment so students are advised to retain copies for their personal use.

## **Presentation of work**

All students are encouraged to submit their written work in word-processed form; unclear presentation of work will attract a negative assessment.

All pieces of work should be clearly labelled with the student's name and assignment number.

Recordings of performances for evaluation should be submitted on audio tape, CD, MP3, DVD or video and should be of sufficient quality to accurately represent the performance of the student. These may be sent by post or email.

## **Deadlines**

Some assignments must be submitted by a specific deadline. If you fail to meet this deadline you will lose 5% of your overall mark for each additional day.

## Grading for Assignments

Assignments submitted for the Skills of the Church Musician course will be given a percentage mark and grade.

### Written work

<i>Percentage</i>	<i>Grade</i>	<i>Description</i>
70% and above	Distinction	Work showing originality of thought and a good broad knowledge. Really excellent work will be awarded a mark of 80% - 90%. Publishable work will be awarded a mark of 90% or higher.
60-69%	Merit	Clear work showing a good broad knowledge and an awareness of issues.
50-59%	Pass	Work showing a fair overall knowledge and a basic awareness of issues.
49% and below	Fail	Work that does not meet the required standard at this level.

### Performing work (playing/singing/directing)

<i>Percentage</i>	<i>Grade</i>	<i>Description</i>
70% and above	Distinction	A fluid, highly-accomplished performance demonstrating an impressive level of artistic integrity, imagination and technical proficiency. Really outstanding performances will be awarded a mark of 80-89%. Phenomenal performances of a professional standard will be awarded a mark of 90% or higher.
60-69%	Merit	An accomplished performance with artistic awareness, clear powers of communication and technical efficiency
50-59%	Pass	A confident performance demonstrating some stylistic awareness and good technique.
49% and below	Fail	A performance that falls below an acceptable standard at this level.

Students that fail a particular assignment will be permitted to submit a revised version of their work a second time. After that, additional assessments will incur extra charges.