

Evaluation Policy



Evaluation policy at CADA Truemax

Purpose

The 3D digital artist education aims at rapidly changing industries with changing tools, methods, and artistic requirements. The quality of the education is closely linked to its ability to prepare graduates for these challenges.

Evaluations are an essential tool for ensuring an updated academic content, relevant teaching methods, professional development for the students as well as relevant external lecturers. Finally, evaluations are used as part of the quality assurance of the administrative processes relating to the education.

Approach

Evaluations are a clearly defined as part of the teaching as well as of the ordinary work at CADA Truemax. It is therefore important that evaluations are done in a safe and respectful environment.

To ensure this, the following must be clear, accessible, and known to those involved:

- The purpose of the evaluation
- The parameters used for the evaluation
- The participants in the evaluation process
- The availability of complaint opportunities and instances
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Implementation

Truemax Academy is working with the evaluation of:

- The teaching in the individual subjects, including methods and relevance
- The individual student's learning outcome in relation to the learning goals as well as the artistic and professional development
- The professional and pedagogical level of guest teachers
- The censor corps' experience of the process in relation to the exam, the relevance of the syllabus and the students' overall level

Below, the evaluations which are carried through every semester are described.

Examinations

The 2nd to the 7th semester of the 3D Digital Artist education ends with an assignment/exam to evaluate the academic level of the students.

The school uses the following grading scales: The 7-point grading scale and pass/fail.

Exams can take place with either external or internal examination.

The assessments are given based on the school's formulated goals for the respective semesters. The goals are available to the students in the school's Study Programme and are reviewed at the beginning of each semester.

Exam types and contents are as follows:

- 2nd semester ends with a practical and an oral examination with external examination. Separate grades are given according to the 7-point scale.
- 3rd semester ends with a written examination which contains a practical test. Examination is with an external examiner, and a grade is given according to the 7-point scale.
- 4th semester ends with a project assignment. Internal examination and the assignment is assessed pass/fail.
- 5th semester ends with a project assignment. Internal examination and the assignment is assessed pass/fail.
- 6th semester ends with a practical, a written and an oral examination. Examination is with an external examiner, and a grade is given according to the 7-point scale.
- 7th semester ends with a practical assignment. Examination is with an external examiner, and the assignment is assessed pass/fail.

Individual evaluation

In the middle and at the end of each semester there will be an individual evaluation of each student. It takes place at an evaluation meeting with the student's teacher. Before the meeting, the semester's learning objectives are made available to the student.

At the meeting, student and teacher reviews the student's learning outcome compared to the described learning outcomes for the semester. Furthermore, the student gets an academic/artistic evaluation. Together, the student and the teacher formulate the focus areas for the rest of the semester, and the student notes it in a standardized form, so that the parts can reassess the progress.

Semester evaluation

At the end of each semester the student fills out a standardized form with an evaluation of the semester. The student evaluates:

- whether the learning goals have been achieved
- whether the semester content has made it possible to achieve the learning goals

Assignments

The students' productions are continuously evaluated with oral feedback, both when reviewing it in class and individually. It is reviewed how the assignment is solved and why the student has chosen this exact way to solve it. Furthermore, the student gets an academic/artistic evaluation.

In the assignment evaluation it is especially important to follow the parameters that are described under method.

External Examiners

Every spring and every fall, a meeting is held with the school's external examiners corps, head of education and head of secretariat. At the meeting, the external examiners corps' feedback on the form and content of the examinations is collected, to adjust and develop as required. The external examiners corps also evaluates the relevance of the education for the industry.

Guest teachers

In addition to the class teachers, guest teachers are used. When guest teachers teach for more than two days, their teaching is evaluated. The students fill out an evaluation form in which they evaluate relevance, quality, output, communication skills, their own commitment etc. On this background the school can estimate whether the individual guest teacher delivers the teaching content wanted.

Furthermore, the guest teachers evaluate the learning objectives and the descriptions of the subjects they have received from the school, as well as how the process is organized.

The evaluation policy is publicly available on the school's website: www.cada-edu.com