

Additional Regulations With Respect to Reviews and Examinations

in Accordance with Article 7(12b)(3) of the Higher Education and Research Act

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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/bachelor's and master's 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.

- 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. The Examination Board of the CvA is appointed by the Executive Board of the AHK.

2.2: Tasks of the Examination Board:

- a. The Examination Board is charged with ensuring the quality of the examinations and reviews and whether a student meets the conditions imposed by the Education and Examination Regulations in order to obtain a degree.
- b. The Examination Board sets guidelines for assessments;
- c. The Examination Board appoints examiners for conducting examinations / tests and assessment of students;
- d. The Examination Board decides on exemptions, adjustments for students with disabilities and penalties for fraud by students;
- e. The Examination Board awards the certificate and, on behalf of the Executive Board, the degree;
- f. The Examination Board prepares an annual report on its performance.

Article 3: Committees administering examinations

3.1. A committee administering a practical principal subject 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. At least one external expert member will be part of the committee for the final practical examination of the Associate Degree programme.

3.4. At least one external expert member will be part of the committee for the final practical examination of the Bachelor's Degree programme.

3.5. At least one external expert member will be part of the committee for the final practical examination of the Master's Degree programme.

3.6. A committee administering an oral or practical, non-principal subject, examination will consist of at least two members.

3.7. 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. This could be overruled, in case of force majeure, and in consultation with the candidate.

Article 4: Setting the Date and Time

4.1. At least three months in advance, the relevant department will establish a general schedule of dates and times.

4.2. Up to eight weeks before the scheduled date, the student may inform the Student Registrar Office in writing of any wishes he/she may have in respect of the time in question.

4.3. At least six weeks in advance, the Student Registrar Office in conjunction with the relevant department representative will determine a set timetable for the practical final examinations.

4.4. At least four weeks in advance, the Student Registrar Office in conjunction with the relevant department representative will determine a set timetable for the other examinations.

Article 5: Method of Notification

5.1. Students will be informed of the date, time and location by means of written notification sent by the Student Registrar Office at least four weeks in advance.

5.2. Not later than three weeks before the scheduled examination date, and providing the explanation of the urgency to do so, the student may submit a written request to Student Registrar Office to reschedule the examination.

5.3. Not later than two weeks before the planned examination date the Student Registrar Office will inform the student about the decision regarding the request referred to in 5.2.

Article 6: Evaluation Methods

6.1. 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.

6.2. 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.

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

Article 7: Individual Assessments

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 8: Method of Deliberation and Voting

8.1. The chairman will first determine whether a candidate has passed a practical examination or entrance examination by having obtained a sufficient number of votes. Oral deliberation will then follow, during which all members of the committee will express their views.

8.2. On the basis of this discussion, the chairman will then decide the result of the examination or entrance examination.

8.3. For a final practical examination, the members of the committee will submit a written assessment, rating the student by means of a score. The average of these scores will constitute the basis for deciding the student's final result.

8.4. Deliberation will then follow, during which all members of the committee will express their views. The external committee member will speak first.

8.5. On the basis of this discussion and the average score of the written assessment, the chairman will decide on the final result for the final practical examination.

8.6. The chairman will ensure that the deliberation is accurately recorded in writing.

8.7. If the votes are equally divided, the chairman's decision will be binding.

Article 9: Results

9.1. The chairman will ensure that the results are accurately recorded in writing.

9.2. A result of either passing [geslaagd] or failing [gezakt] may be given. Practical entrance examinations are governed by a separate set of regulations, which are set out under Articles 10.6, 11.6, and 12.6.

9.3. 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.

9.4. The chairman will provide the candidate with an oral summary of the committee's observations.

Article 10: End-of-first-year Master Examination

The examination at the end of the first year of the Master's programme is open for public. The programme consists of a minimum of 45 minutes of music. The total presentation including change-overs and possible explanations does not exceed 60 minutes.

Article 11: Determining the Final Examination Programme

11.1. Not later than four weeks before the set final practical examination date, the student submits to the Student Registrar Office a proposal for the programme that has already been approved by the principal subject teacher. Subsequently, the relevant department representative submits the proposed programme to the relevant Artistic Director. Upon approval, the Artistic Director will submit the programme to the Examination Board for final authorisation.

11.2. The final examination programme for the bachelor's degree will consist of at least forty and no more than sixty minutes of music. The total presentation including change-overs and possible explanations does not exceed

60 minutes. In case when the specific study programme does not support a presentation in the form of a concert, the Examination Board will decide on the way in which the final examination will take place, based on a proposal by the department representative.

11.3. The final examination programme for the master's degree at the department of Classical Music will consist of a concert of sixty to seventy-five minutes of music with an intermission. The total presentation including change-overs, possible explanations and the intermission does not exceed 90 minutes.

The final examination programme for the master's degree at the Jazz department will consist of a concert of forty to fifty minutes of music. The total presentation including change-overs and possible explanations does not exceed 60 minutes.

The final examination programme for the master's degree at the Pop department will consist of a the presentation of the thesis and organization and performance of the programme of 60 minutes at an external venue. The total presentation including change-overs and possible explanations does not exceed 60 minutes.

The final examination programme for the master's degree in Opera consist of a role in an opera production of the programme.

In case when the specific study programme does not support a presentation in the form of a concert, the Examination Board will decide on the way in which the final examination will take place, based on a proposal by the department representative.

11.4. The requirements pertaining to the repertoire to be played are listed individually by department in the study guide.

Article 12: Illness and Emergencies

12.1. In the event of absence from the examination due to illness or an emergency, the student must inform the Student Registrar Office and the chair of the committee of examiners in advance.

12.2. Upon conferring with the relevant parties, the department representative will set a date on which the student will be able to take the examination or final practical examination.

12.3. In the event of other emergencies, the Examination Board will, after conferring with the department representative, determine how and when the student will be able to take the examination or final practical examination.

Article 13: Additional Matters

In cases regarding entrance examinations not provided for in the present regulations, the Artistic Director's decision will be binding.

In cases regarding exams and final exams not provided for in the present regulations, the Examination Board's decision will be binding.

Article 14: Adoption and Entry Into Force

Conservatorium van Amsterdam

These modified regulations were adopted by the Examination Committee of the Conservatorium van Amsterdam on 2 July 2020 after conferring with the Programme Committee on 1 July 2020 and has become effective as from 1 September 2020.