

GUIDE TO EVALUATION OF COURSES FOR STUDENTS AT BAS

It is a demand from BAS that we have evaluation of all students and courses, both in the 1. and 2. part of the study. This is the responsibility of the main teacher (Teacher 1)

1. part (1. – 3. year)

The student will not receive written individual evaluation on the courses. Exception is after the two exams in the spring term of the 3rd year.

The students in the 1. year are allowed to experiment and find their way. However, there are requirements for attendance, effort and result for every course unit during the first three years at BAS and students can still fail a course.

It is only when a course is not approved, that the student will receive a written evaluation with an explanation.

The important thing for student feedback is the final review after each course. This is where the student will receive critical comments and a guideline on where he/she stands. Therefore we are putting great emphasis on the importance of mandatory attendance at all reviews, not only the final one, but also during the course period. Attendance is also mandatory once the task is given at the beginning of a course. Failing to attend might lead to a course not being approved. For shorter and more intensive courses, it is mandatory to meet all of the days, as instructed in the introduction of the course.

The teachers in the 1. part courses will write a short written evaluation on each student. This will be for the archives at BAS, and says something about your process and progression. This will be a tool for the Master teacher of every class, which has a responsibility of following each student's progression during the year.

2. part (4.-5. year)

For 2. part, each student shall have a written feedback from the teacher in charge after the course has been completed. This you should receive at the latest 4 weeks after the final review.

This is a mandatory part of the teaching assignment at BAS, and a part of the teachers' contract.

The suggested structure for the student evaluation:

1. Name of the course

2. Type of course

3. Name of teachers

4. Background of the course

5. Description of the course / content

6. Individual feedback on each student, about working process, constructive critics. Comment on the final product if any.

The evaluation must contain a

8. Clear conclusion:

PASS

FAIL – must be explained

PASS ON CONDITION - state what needs to be done, and when. It should be handed in not more than 2 week after final review. The student must be given thorough information about how and where to hand in the material. (Electronically, paper copy?).

PASS WITH DOUBT –must be explained