

Department of
Entertainment Design & Technology

Assessment form
for the
Student Designer or Technical Director
to assess EDT Crew

ASSESSMENT INFORMATION

Name of Student:

Student No.:

Name of Production:

Venue:

Other:

ASSESSMENT METHODOLOGY

	Assessment Methodology	Percentage	Assessor's Mark
1	Craft Skills as an EDT Crew	40%	
2	Communication Skills	10%	
3	Problem Solving Skills	10%	
4	Time Management Skills	10%	
5	Personal Skills	30%	
		TOTAL:	

Assessed by:

Date:

Student Designer or Technical Director

Approved by:

Date:

Production Supervisor

ASSESSMENT CRITERIA

GUIDANCE FOR STUDENT ASSESSOR

Below are descriptions of the assessment criteria you should use to assess the EDT student crew. You are responsible for taking time to assess the performance of your crew. Each member of the crew should be assessed over the entire period they are assigned to the production. There are six areas that you are responsible to assess and these are listed below.

A. CRAFT SKILLS AS AN EDT CREW

The student's ability to perform and successfully complete the work associated within the area of the student's assigned specialism.

The student will demonstrate:

1. the ability to implement the instructions of from the Technical Director, Lighting Technician, Sound Technician or Stage Technician on the installation and strike of all production related equipment.
2. the ability to interact with other Departments in the installation and strike of all technical related equipment.
3. the ability to operate stage cues such as fitting of radio mics or operating follow-spot during the performance.
4. the ability to make constructive contributions to formulating and solving required tasks.

B. COMMUNICATION SKILLS

The student's ability to communicate well with all EDT team members, and other members of the production team.

The student will demonstrate:

1. the ability to express ideas clearly.
2. the ability to listen and respond to other people's ideas.
3. skills in interpersonal negotiation and group collaboration.

C. PROBLEM SOLVING SKILLS

The student's ability to solve problems and work with others in providing an effective solution.

The student will demonstrate:

1. The ability to recognise problems when they arise and prioritise the problems in order of importance to the production.
2. The understanding of the problem and the implication of the problem on the current situation.
3. The selection, categorisation and use of new information and sources, assessing its validity and relevance to solve necessary problems.
4. Decision making skills in the selection of the solution to the problem.
5. Implementation of the solution and verification that the chosen solution is working. The implementation of revised solutions if the original is not working.

D. TIME MANAGEMENT SKILLS

The student's ability to manage their time and to work efficiently during the production call time.

The student will demonstrate:

1. The scheduling of the EDT Crew's time to fulfil all requirements as required.
2. The ability to prioritise work and tasks of the EDT Crew.
3. Punctuality and appropriate attendance of calls.
4. The ability to achieve all deadlines.

E. PERSONAL SKILLS

The student's commitment to the project, sense of responsibility and understanding of the demands (and requirements) of the job will be considered.

The student will demonstrate:

1. A positive attitude and commitment to the assigned role and the production
2. Flexibility and ability to adapt and make necessary changes.
3. A passion to the assigned role and to the production.
4. Confidence in fulfilling the assigned role and to the production.

GRADING:

The table provides the relationship between grades and the numerical mark that should be entered by the assessor for the assessment.

If you find it easier to think in grades then grade the EDT student crew and convert your grade to a number using the table provided.

A	95 to 100	C+	76 to 80
A-	90 to 94	C	73 to 75
B+	86 to 89	C-	70 to 72
B	83 to 85	D+	65 to 69
B-	80 to 82	D	60 to 64
		F	0 to 59