

Department of
Entertainment Design & Technology

Assessment form
for the
Production Supervisor to assess the
Lighting Designer, Sound Designer or Technical Director

ASSESSMENT INFORMATION

Name of Student:

Student No.:

Name of Production:

Role:

Venue:

Other:

ASSESSMENT METHODOLOGY

	Assessment Methodology	Percentage	Assessor's Mark
1	Craft Skills as Designer or TD	30%	
2	Management Skills	8%	
3	Communication Skills	8%	
4	Problem Solving Skills	8%	
5	Time Management Skills	8%	
6	Personal Skills	8%	
7	Student Objective	8%	
8	Directors Grade	10%	
9	Production Report	12%	
		TOTAL:	

Approved by:

Date:

Production Supervisor

ASSESSMENT CRITERIA

GUIDANCE FOR THE ASSESSOR

Below are descriptions of the assessment criteria you are asked to use to assess the production Lighting Designer, Sound Designer or Technical Director. Please consider all components within each assessment criteria and provide an overall grade for each individual criteria in the table above.

A. CRAFT SKILLS AS A PRODUCTION DESIGNER OR TECHNICAL DIRECTOR

The student's ability to perform and successfully complete the work of Lighting Designer, Sound Designer or Technical Director throughout the assigned production.

The student will demonstrate:

1. The application of research and the use of information in a variety of theoretical and practical forms.
2. The making constructive contributions to formulating and solving complex tasks.
3. The selection, categorisation and use of new information and sources, assessing its validity and relevance for specific projects.
4. Skills in the analysis and comparative study of the dramatic text and theatre performance.
5. Creativity and originality in the artistic components of the design/technical direction and use in the production.
6. Creativity and originality in the technical components of the design/technical direction and use in the production.
7. The overall effectiveness and suitability of the design for the production.

B. MANAGEMENT SKILLS

The student's ability to manage the process of the production design or technical direction effectively and efficiently and also manage their team efficiently.

The student will demonstrate:

1. the ability to express ideas and commands clearly.
2. the ability to listen and respond to other people's ideas.
3. skills in interpersonal negotiation and group collaboration.
4. the ability to plan and prepare the design and/or technical information for rehearsals and the production.
5. developed organisational skills and basic process planning.

C. COMMUNICATION SKILLS

The student's ability to communicate well with the Director, 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.

D. 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.

E. 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.

F. PERSONAL SKILLS

The student's commitment to the production, 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.

G. STUDENT OBJECTIVES

The student will identify and specify a personal objective that they would like to achieve whilst working on the production. This will be assessed using the appropriate criteria selected from those above.