



# Assessor Policy

## Alberta Dance Alliance Community Workshop Program

THIS SUPPORT PROGRAM HAS BEEN PART OF THE ALBERTA DANCE ALLIANCE SINCE 1989.

### Primary Goal

Provide financial support to host workshops for dance communities in Alberta.

### Objectives

- **develop** new artistic and technical skills
- **further** knowledge and resources
- **broaden** and enrich community leadership, participation and reflection
- **explore** new approaches for dance performance, education, and health
- **provide** opportunity for intellectual discourse on dance

### Outcomes

- **development** of opportunities for coordinators' communities
- **understanding** of the knowledge and resources available to coordinators' communities
- **opportunity** to share, exchange and network
- **exposure** for Albertan communities to dance leaders outside our province

# Assessor Guide

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## Background

This guide provides information about the ADA Community Workshop Program's process for evaluating proposals and making decisions, including the roles and responsibilities of assessors in this process.

The ADA Community Workshop Program uses peer assessment to inform allocation decisions made by the ADA. Dance artists from the Alberta dance community serve as assessors to evaluate workshop proposals. Assessment leads to financial support allocation recommendations for the workshops that apply. Support allocation is determined by ADA using assessor's qualitative feedback and a symmetrical sigmoidal model\* that favours sufficiently supporting average-scoring proposals. ADA strives to ensure that the composition of assessment panels reflects the diversity of the proposed workshops, each quarter.

$$* y = 1.30422 + (0.4508074 - 1.30422)/(1 + (x/4.188125)^{8.47442})$$

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## Assessment

All genres of dance/movement are given consideration. Proposed workshops will be allocated support on a discretionary basis using the following guidelines.

- Be an ADA Member in good standing;
- Propose a workshop that meets a need/demand in the community for specialized skill development in dance or affiliated practices, that is not being met without the proposed workshop;
- Ensure the workshops is open to the public for participation;
- Not be proposing regular ongoing classes or summer programs normal to the coordinator or a studio/company;
- Demonstrate how community support and need for the workshop will lead to its success (i.e. it explains why/how it will not lose money and how it will achieve its desired outcomes);
- Show that the projected impact of the workshop is high;
- Demonstrate in their proposal that they are able to successfully deliver the workshop;
- Indicate financial need that necessitates the support of the Alberta Dance Alliance.

Workshop proposals are assessed in four equally-weighted categories: correctness, impact, viability and artistic merit. The assessment is based on the workshop coordinator's answers to the questions in the proposal form, the projected budget, and all support documents and artistic examples.

Proposals are assessed using a 5-point rating system: 5=excellent, 4=very good, 3=good, 2=fair, and 1=poor. Proposals with a final score, averaged across all assessors, of 3 or higher are considered eligible for ADA support.

**After assessing all the proposals, submit the spreadsheet containing all your scores and assessment notes attached to one email sent to [info@abdancealliance.ab.ca](mailto:info@abdancealliance.ab.ca)**

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## Role and Responsibilities of the Assessor

- Represent diversity of artistic and cultural practices and expertise.
- Represent diversity of the province, e.g. race, age, region, language, gender, ability, and Indigenous and Francophone perspectives.
- Bring vision, open-mindedness and generosity of spirit to their assignment.
- Provide fair and objective opinion, based upon proposal guidelines and score categories.
- Read all the proposals, review artistic examples and support documents, and make notes about each proposal based upon assessment guidelines and score categories.
- Willing to express their views while respecting and listening to the views of others.
- Score all proposals.

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## Responsibility of ADA staff

The ADA staff gathers information about potential assessors through ongoing, regular contact with the community, and recommendations from past applicants, assessors and other professionals in the field. Assessors are added to ADA's assessor list on an ongoing basis and effort is made to randomize assessors for each quarterly assessment panel.

### **Prior to the assessment:**

- Ensure that assessors understand the materials provided and the assessment process, and address any questions that may arise.

### **During assessment:**

- Facilitates discussion and ensures that each proposal is treated equitably, without prejudice.
- Ensures that there are no direct conflicts of interest and any indirect conflicts are noted.
- Ensures assessors share a common understanding of the assessment process and scoring.
- Acts as a resource and provides information and or historical context.
- Manages and records the scores and notes from assessors.

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## Conflict of Interest

ADA manages all conflicts of interest for all its stakeholders – staff, board and assessors. The ADA's policy is to ensure transparency; that our assessment process is understood by applicants and that they feel their proposal was considered fairly, even if it was not allocated support.

Direct conflict of interest occurs when an assessor or an immediate family member will benefit financially from the support allocation to a proposed workshop.

Indirect or Perceived conflicts can occur in cases where an assessor is in a more distant relationship or involvement with, or to, the primary proposal.

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## Confidentiality

All discussions and decisions in which assessors are involved, and any information, proposal materials or audiovisual, digital or documentation that assessors receive or to which they have access in their role as an assessor are confidential.

In addition to maintaining confidentiality, Assessors, as part of the execution of their responsibilities, have access to information regarding various artists and organizations. This information is to be used solely for the consideration of the proposals, and Assessors agree not to use this information otherwise for their benefit or for the benefit of any third party (individual or organization). After Assessors are identified and have agreed to serve, they are sent a Letter of Agreement via email. Individuals must sign and return the Letter of Agreement before any sensitive materials are sent. This obligation continues to survive the expiration of their role as an assessor and participation in assessment. *See LoA Attached.*

### **Assessors agree to maintain the confidentiality and:**

- Will not disseminate, distribute, copy or otherwise reproduce in any manner or by any means the materials entrusted to them for assessment.
- Will use workshop proposal information solely for the purpose of serving in their role as an assessor, and not for any other purpose.
- Securely maintain workshop proposal information, protecting it against loss, theft, unauthorized access, modification or destruction.

### **Upon completion of their role as an assessor and the termination of their assessment panel, assessors agree to:**

- Destroy all community workshop proposals and any and all of the personal notes they recorded for use as an assessor.
- Delete any and all physical and electronic information pertaining to their position as assessor, aside from their signed confidentiality agreement, including both sent and received electronic mail, notably those messages containing attachments of assessment/scoring materials.

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## Assessor Dismissal

Dismissal will occur if an assessor:

- Fails to declare a known conflict of interest.
- Does not participate in the review of materials.
- Disrupts the process and or discriminates against any proposal.
- Does not adhere to the confidentiality process.

# Volunteer Assessor Confidentiality Agreement

This Confidentiality Agreement is made between

Alberta Dance Alliance

BOBBI WESTMAN

(Engager)

And

FIRSTNAME LASTNAME

(Assessor Volunteer)

## Background

*This acknowledges that I understand my ability to volunteer for the Alberta Dance Alliance is contingent upon the following confidentiality agreement. I understand that any breach of the confidentiality agreement may result in the end of my time as an Assessor Volunteer.*

## The confidentiality agreement terms are as follows:

- I agree to handle all the proposal's information with sensitivity.
- I agree that all discussions and decisions in which assessors are involved, and any information, proposal materials or audiovisual, digital or documentation that assessors receive or to which I have access in my role as an assessor, are confidential.
- I will not disseminate, distribute, copy or otherwise reproduce in any manner or by any means the materials I am provided.
- I will use the information solely for the purpose of serving in my role as an assessor, and not for any other purpose.
- I will securely maintain information to protect it against loss, theft, unauthorized access, modification or destruction.

## Upon completion of my role as an assessor and the termination of the assessment panel, I agree to:

- Destroy all Information and any and all of the personal notes I recorded for use as an assessor.
- Delete any and all assessment materials on my personal device(s), and on my email and cloud servers.

**Assessor Volunteer Signature**

**Date:**

**Alberta Dance Alliance Engager Signature**

**Date:** MONTH DAY, YEAR