

ROYAL ACADEMY OF DANCE

Guidelines for filming examinations
(as a result of COVID-19 restrictions)
Adapted for Australia

1. Introduction

Teachers who wish to pursue filmed examinations should contact the Sydney office or their Tour Owner. Teachers will be required to complete and submit an entry form prior to any filmed examinations taking place. Teachers with existing entries may also be contacted to inform them that their session is now being conducted using video exams as a result of a COVID-19 situation either locally or nationally.

The Academy is now using a secure platform called [Planet eStream](#) to administer filmed exams.

- 1.1 Filming of exams will only take place where other options (including finding an alternative examiner, and postponement) have been exhausted or pose a significant risk to proceeding with the tour. Performing 'live' to an examiner is considered an integral part of the examination experience, and dispensing with this is only done in special circumstances.
- 1.2 The teacher or applicant must be in agreement with or consent to the proposal to film examinations, and this consent should be obtained in writing (via the teacher signature on the consent for filming form). Find the consent form [here](#).
- 1.3 A controller-to-controller data sharing agreement needs to be signed between the Teacher and the RAD. The RAD will provide this. Find the data processing agreement form [here](#).
- 1.4 Where 'live' examinations are not possible, we will be accepting video assessments throughout 2021.
- 1.5 Please agree filming with your local office to secure your personal log in to Planet eStream.
- 1.6 The filming does not have to be done by a professional; the teacher can film the examination on a device, as long as the footage (including sound) is clear.
- 1.7 For security reasons, it is not recommended to use a mobile device (e.g. phone, tablet). It is preferable that teachers use a camera with (preferably password protected) memory card. If teachers choose to use a mobile device, the footage should be transferred, immediately after the exam, to another more secure device (e.g. computer - desktop rather than laptop) and once transferred, should be deleted from the mobile device.

- 1.8 We suggest that teachers check their footage before submitting it to ensure that there are no technical issues and that all relevant exercises and dances/variations are included.
- 1.9 The footage should be provided via the Planet e-Stream platform only.
- 1.10 A copy of the footage can be kept on your secure device until RAD headquarters has confirmed that the final exam result has been processed and sent to the applicant. Once this has happened **all** copies of the footage **must** be deleted, unless it has been agreed on the consent form that the footage can be used for examiner standardisation, in which case the alternate retention schedule will apply.

1.11 Teachers are NOT allowed to share, transfer or show the footage to any other person or organisation other than the RAD.

- 1.12 The RAD will not reimburse teachers where they engage a professional camera person.
- 1.13 If a teacher chooses to engage a professional camera person, then an agreement needs to be signed between the teacher and this videographer. Please refer to the separate data processor agreement for further information. Find the data processor agreement form [here](#).
- 1.14 **A filming consent form must be completed for all candidates, by the parent/guardian for children under 18 or in the case of a vulnerable adult (or by the candidate if they are an adult).** The template for this will be provided by the RAD and may be adjusted to take account of local laws and best practice. All consent forms and relevant paperwork not returned with the exam entry should be attached to the email to filmedexams@rad.org.au when the footage is uploaded to Planet eStream. Where any forms are missing, processing and release of results may be delayed until they are supplied. Find the data processing form [here](#).

2. Guidelines for the videographer and 'examiner'

- 2.1 Filming should be undertaken in a normal examination environment.
- 2.2 There should be one videographer and one camera – the teacher who is acting as the examiner can also be in charge of the filming if this is possible. If not, then there can be an additional person in the examination room who is in charge of the filming.

- 2.3 A suitable person should act as the 'examiner'. This may be the teacher who entered the candidates, another teacher or a responsible adult (although not the parent/guardian of a candidate). We describe this person as the 'examiner' hereafter.
- 2.4 The videographer should never be left alone with candidates. They are not considered a 'responsible person' for safeguarding purposes and the 'examiner' and pianist/music operator should be present at all times as normal. If using an additional person to film, they should be given the RAD Safeguarding Policy & Procedures before they commence work. If you engage a professional camera person, then they also need to have signed an agreement (see 1.10 please refer to the controller to controller data sharing Agreement). Find the data processing form [here](#) and our [Safeguarding Policy here](#).
- 2.5 Ideally, the camera should be situated at the front and centre of the studio, close to the 'examiner' leading the exams, so as to film from the viewpoint of the examiner. It should be situated outside the performance area and should film the whole studio space as far as possible.
- 2.6 It may be necessary to adjust the camera position for barre as opposed to centre exercises. This may necessitate a short pause in proceedings while the camera is moved. This is similar to a normal examination environment, where short pauses are allowed for the examiner to write, and for candidates to rest.
- 2.7 The camera should follow the action wherever possible and the entire candidate (from head to feet) should be visible in the footage.
- 2.8 The film must not have breaks during an exam, the camera should keep recording even when there are pauses between exercises so the whole examination group is contained on a single 'take'. The camera should not be left unattended, and must be turned off during any scheduled breaks between examinations and during lunch breaks.
- 2.9 The camera must never be left unattended (this is to avoid accidentally filming people who are not supposed to be filmed).
- 2.10 Sound is also necessary, but if some of the 'examiner's' instructions are not clear this is not a problem, as long as the music is audible.

3. On the examination day

- 3.1 The examinations should follow the normal format, as per the Specifications which can be found [online](#). Please also refer to the COVID-19 examination updates document [here](#) for any adaptations to exams in 2020/2021. For further information in the preparation and delivery of the Free Enchaînement for Intermediate Foundation, Intermediate and Advanced Foundation levels please refer to the [Free Enchaînement Guidelines for Video Exams](#)
- 3.2 At the beginning of each day, the ‘examiner’ should state the applicant name and ID, the school name, school ID, entry number and the date on which the filming is taking place. If necessary, to capture the school and teacher information, the ‘examiner’ can film the top of the Confirmed Exam Report generated from the online exam entry.
- 3.3 Candidates should enter the examination studio when the ‘examiner’ rings the bell. They should enter the room and stand in the same order as on the exam entry/timetable:

Candidate 1	Candidate 2	Candidate 3	Candidate 4

EXAMINER

- 3.3 The ‘examiner’ should say which examination is going to take place (e.g. Grade 4 exams) and then ask each candidate their name and read the appropriate candidate ID numbers and examination numbers in order, so that the person watching the footage is clear who is Candidate 1, Candidate 2 etc. and can verify that this matches the entry form. The examination numbers worn by the candidates should be clearly visible.
- 3.4 If, in exceptional circumstances, a candidate is out of the frame of the film for a high percentage of an exercise, the videographer may inform the ‘examiner’ of this, and the exercise may be filmed a second time. The film should not be stopped; the exercise should be repeated in the same take. The teacher should make a note of exactly what happened and send this to headquarters with their paperwork.

4. After the examinations

- 4.1 Footage should be uploaded as soon as the examinations are completed. The footage should be provided via the Academy's secure video platform Planet eStream. You will receive an email with your personal login and password for the [Planet eStream website](#). You can find instructions on how to upload your video in this [instructional video](#). Please read the [Planet eStream instructions](#) prior to uploading.
- 4.2 Once you have uploaded your footage please email the filmedexams@rad.org.au address with your completed forms ([Consent form](#), [Data Processing Agreement](#), [Data Sharing Agreement Controller to Controller](#)) and confirmation your footage has been uploaded, stating any procedural irregularities.
- 4.3 Once the footage has been received through Planet eStream, it will be marked by an examiner appointed by the National Examiners Manager, Chief Examiner or Panel of Examinations Manager.
- 4.4 The results will be monitored by the Examinations Quality Assurance Manager, as per normal procedure.
- 4.5 The results will be issued according to normal procedures and timescales.
- 4.6 Any enquiries or complaints will be dealt with according to normal procedures.
- 4.7 Once the results have been issued, the examination footage will be deleted from Planet eStream in accordance with the information listed on the signed consent form and privacy notice. Unless consent has been given to keep the footage for training purposes.