

ROYAL ACADEMY OF DANCE

Checklist for Royal Academy of Dance filmed examinations – in line with the 2023 guidelines.

Please note: this document should be used alongside the [Filmed Exams Guidelines](#).

Preparation	✓
Read Filmed Examination Overview and Guidelines for Teachers, available here .	
Inform local RAD office in advance that you intend to film exams.	
Create entry in RAD Online Exams using filmed session advised by local office and add candidates to be filmed in exam sets. Press 'save' to keep entry pending.	
Request or check you have Planet eStream login details from headquarters to upload footage.	
Test equipment, lighting, sounds, studio and filming provisions in advance of filming. Review test footage to ensure quality is sufficient.	
Paperwork	✓
Note: upon submission of your exam entry (after filming) applicants confirm via checkboxes they have the required consents and agreements in place. These forms do not need to be attached to the entry (although you can if you wish). They are not required to be seen or checked by the RAD unless a request is made, for example in the event of an audit.	
Obtain consent from candidates/parents/guardians. Generate the pre-populated filming consent form from exam entry or there is a blank form here .	
Read and agree to Data Sharing Agreement (Controller to Controller), available here .	
If hiring a third party to film, complete RAD Data Processing agreement, found here .	
Reasonable adjustments – if applicable	✓
Note: Reasonable Adjustment (RA) forms must be signed by applicant and parent/guardian.	
Ensure RA checkbox is ticked next to candidate's name in exam entry.	
RA forms requiring an adjustment to exam format emailed to headquarters no later than 5 working days before filming .	
RA forms for examiner awareness uploaded to notes section of exam entry.	
Please ensure the RA check box next to the relevant candidate is ticked	
Studio set up	✓
Ensure the filming space is free of obstruction.	
Ensure mirrors are covered as per RAD Specifications .	
Ensure the barre is positioned correctly, as per set up in Appendix A of Guidelines .	
Permitted people only in studio - see 6 in the Filming Requirements section of the Guidelines for who these are.	
Check lighting and contrast so candidates are clearly visible (27 of Guidelines).	
Exam content	✓
Note: All syllabus updates for 2023 are all in the updated RAD Specifications, here .	
All required exercises/dances/variations etc. presented as per the 'Content and Format' section of RAD Specifications . Missing sections receive zero marks.	
Free Enchainment Guidelines available here (see 10 of Guidelines).	
Free Enchainment tracks available to purchase here (required if not using pianist).	
Candidates	✓
Candidate numbers clearly visible, front and back as per RAD Specifications .	
Candidates placed on same barre, equally spaced along the same side of the barre at one side of room.	
Candidates not too far back in the room (see Appendix A in Guidelines).	
Filming	✓
Exam must be filmed in landscape .	
Filmed resolution must be minimum SD (Standard Definition) 480p.	

Audio quality should be clear and audible. Sound and vision must be in sync.	
Each examination must be filmed continuously . Breaks or editing are not allowed.	
Camera positioned in the middle & front of the room (Appendix A of Guidelines).	
Camera positioned at correct angle for all barre work with barre hand and whole body visible (see Appendix A of Guidelines).	
Do not stop filming while you reposition camera from barre to centre or vice versa.	
Candidates appropriate distance from camera. See 20 & Appendix A in Guidelines .	
Candidates do not need to in shot whilst resting or changing skirts /shoes etc.	
At the beginning of examination day, ensure you film a 360 pan of studio, capturing authorised persons in the room.	
Information to relay at the start of each set (10-16 of Guidelines)	✓
Note: if candidate(s) unexpectedly absent, please re-number remaining candidates from 1.	
Exam Entry ID Number (available top left of RAD Online Exam Entry).	
Name and RAD ID Number of School.	
Date of filming and time of exam.	
Level of exam.	
Ring bell, then candidates enter studio space and position centrally in ascending numerical order (left to right). Candidate order must match exam entry.	
Person acting as examiner greets candidates "Good Morning/Afternoon/Evening"	
In numerical order, ask candidates to say their name (self-identify).	
After each candidate has said name, person acting as examiner to clearly repeat the candidate's full name and RAD candidate ID number. This must be audible.	
Person acting as examiner	✓
Refer to candidates by name in the exam entry. Add a note to the entry if the name used in filming is different to this (for example, a known-as name).	
Keep instructions clear, concise and neutral in tone.	
You can remind candidates of starting positions if confused or have forgotten.	
Must not over-direct or give excessive guidance/input (see 21 the Filming Requirements section of the Guidelines).	
In normal circumstances, candidates only perform an exercise once unless stated otherwise in RAD Specifications (see 23 of Guidelines).	
Use reasonable judgement to let candidate restart exercise/ dance if minor incident occurs. Filming should not be stopped (see 25 of Guidelines).	
In event of major incident affecting all candidates, stop filming and re-schedule. If incident doesn't affect all candidates, keep filming and make it clear if any candidates are withdrawing during exam (and add note to exam entry explaining). Exam continues for remaining candidates.	
After filming	✓
Exam entry must be submitted to the RAD within 3 months of earliest filming date.	
Review your footage to check it adheres to guidelines and is complete.	
Upload footage to Planet eStream and check it is complete and of good quality after uploading. Planet eStream instructions available here .	
Make any amendments to exam entry, e.g. remove absent candidates.	
Ensure that the footage matches information in the exam entry. The entry and playlist must both be in chronological order .	
Add a note to RAD exam entry with dates(s) of filming.	
Copy and paste sharing link from Planet eStream into the notes of the exam entry.	
Contact your local RAD local office who will check the entry over for you.	
Once confirmed ok by local office, press 'save and submit' to finalise and pay for exam entry. If under 3 hours select yes to say entry is filmed.	
Note: charges apply for corrections or changes after the point of submission, as per RAD Specifications. Local RAD office will advise of results target date.	
Special Consideration – if applicable	✓
SC form must be emailed to headquarters within 5 working days of submitting filmed exam.	