



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

I. Introduction

Teachers who wish to pursue filmed examinations should contact the Sydney office or their Regional Manager. Teachers will be required to complete and submit an entry form prior to any filmed examinations taking place.

- I.1 Filming of exams will only take place where other options (including finding an alternative examiner, and postponement) have been exhausted. Performing 'live' to an examiner is considered an integral part of the examination experience, and dispensing with this is only done in exceptional circumstances.
- I.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](#).
- I.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](#).
- I.4 Where 'live' examinations are not possible, we will be accepting video assessments until March 2021. Current guidelines in place to contain COVID-19 mean that we will not be able to offer RAV venues in all areas – please do contact your local office for more detail.
- I.5 Please agree filming with your local office.
- I.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.
- I.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.
- I.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.
- I.9 The footage should be provided via a secure platform such as *Dropbox, We Transfer or similar*. In case the footage is too large to send via a secure platform the teacher may use a password-protected video hosting website, such as Vimeo. A video hosting website is considered to be less safe than a secure platform. It is the responsibility and the liability of the teacher to send the footage as securely as possible. Only hosting websites with adequate level of security in compliance with GDPR requirements should be used. For this reason the teacher should **NOT** use YouTube. The link generated by this software should be saved in the applicant's exam entry in RADius, (see 4.1 for more details). If the footage is captured on a DVD or USB,

this should be sent by registered post to The Examinations Department, Royal Academy of Dance, 20 Farrell Avenue, Darlinghurst, NSW, 2010). The files on the DVD or USB should preferably be password protected.

- 1.10 A copy of the footage can be kept on the 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 should be returned with the exam entry. 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](#).

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- 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. 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 The footage should be provided via a secure platform such as *Dropbox* or *We Transfer*. The link generated by this software should be saved in your exam entry in RADius (in the notes section). Any password to access such a link should be sent to exams@rad.org.au address in a separate email with the email subject listed as the school name and school ID.
- 4.2 Alternatively, film may be provided on DVD or USB and sent via registered post to The Examinations Department, Royal Academy of Dance, 20 Farrell Avenue, Darlinghurst, NSW, 2010. The files on the DVD or USB should preferably be password protected.
- 4.3 Footage should be sent to the Examinations Department at Sydney head office as soon as the examinations are completed.
- 4.4 Examination paperwork (e.g. your examinations timetable) should accompany the footage sent via email, and either be emailed or supplied in paper copy if you are sending in a DVD/USB. It should be noted with the paperwork that the exams were filmed, and any procedural irregularities should be stated.
- 4.5 Once the footage has been received at headquarters, it will be marked by an examiner appointed by the Chief Examiner and Panel of Examiners Manager.
- 4.6 The results will be monitored by the Examinations Quality Assurance Manager, as per normal procedure.
- 4.7 The results will be issued according to normal procedures and timescales.
- 4.8 Any enquiries or complaints will be dealt with according to normal procedures.
- 4.9 Once the results have been issued, the examination footage will be deleted from the RAD system 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.