



REMOTE EXAMINATION SESSION REQUEST FORM

Centre Name:	
Centre Address:	
Preferred Date of Remote Session:	
Reason for Request:	
Preferred Remote Option:	

DECLARATION

PLEASE TICK THE BOXES BELOW

☐ I confirm that I have read and understood the **REMOTE EXAMINING** document (**Appendix 1**).

In particular I will ensure:

- ☐ The camera operator is familiar with dance.
- ☐ The footage will be visually and audibly clear.
- ☐ Where requested a second video or live stream panning the whole studio.
- ☐ The recording is not paused for any reason.
- ☐ The camera will not be left unattended and only turned off during scheduled breaks.
- ☐ The video footage will be transferred immediately after the examination to Head Office and a copy kept on a secure device.
- ☐ The copy of the recording will be deleted after the candidates have received their certificates.

- ☐ Video footage transmitted digitally after the examination will be done via a secure platform
- ☐ That the video footage will not be shared, transferred or shown to any other person or organisation.
- ☐ A 'Remote Examining Consent Form' will be completed by all candidates (by the parent/guardian for children under 18 or in the case of a vulnerable adult).
- ☐ A confirmation that all candidates entered have signed the consent form and understand copies may be requested.
- ☐ I confirm that I have read and understood the **GUIDANCE FOR VIDEO RECORDING (Appendix 2)**
- ☐ I confirm that I have read and understood the **ABSENSE OF THE EXAMINER (Appendix 3)**

Name

Signature

Date

Appendix 1

REMOTE EXAMINING

Commonly referred to as '**Remote Examining**':-

- **Online Live Streaming**, whereby the examiner examines the performance as it happens, live over the internet. This will not be used in isolation as there will always be the need for a video recording as a back-up. (The two procedures may be necessary to provide visual and audio clarity for the examiner to complete their marking)
- **Video Recording**, whereby the examiner examines the performance after the event, after it is digitally transmitted over the internet.

REMOTE EXAMINING REQUIREMENTS.

1. Remote examining is not by default our preferred option, hence will only take place where other options have been exhausted. Performing to a live audience albeit an examiner is considered to be part of the performing experience.
2. Dance examinations must be studio based.
3. The examination will be (i) streamed live to the examiner with a video recorded back-up transmitted digitally **or** (ii) just video recorded and transmitted digitally.
4. The camera operator would need to be familiar with dance in general, and the examination dance requirements in particular. This would suggest another dance teacher, teaching assistant or senior dance student/practitioner.
5. The footage should be visually and audibly clear and the date and time should also be visible on the screen. We reserve the right not to examine the candidate if the clarity of the picture or sound is poor. Further guidance is provided to ensure good quality streaming and video footage.
6. In certain circumstances we will request a second video or live stream panning the whole studio in addition to that of the candidate – this is referred to as 'remote proctoring' and acts as a remote invigilator via a fixed camera.
7. If the recording of a performance is paused for any reason, the reason would have to be fully explained in a written report. Cuts in a recording might be interpreted as indicating the application of editing and/or combining more than one performance.
8. The camera should not be left unattended and should only be turned off during any scheduled lunch and tea breaks.
9. Whether camera's, laptops, tablets or phones are used teachers should be satisfied that the visual and audio clarity is of good quality and that their memory and battery life is enough for the examination session.
10. The video footage should be transferred immediately after the examination to Head

Office and a copy kept on a secure device. The teacher should keep a copy of the recording until after the candidates have received their certificates. It must then be deleted by the teacher.

11. Video footage transmitted digitally after the examination will be done via a secure platform, this and any links/passwords will be provided before each examination.
12. Teachers are not allowed to share, transfer or show the footage to any other person or organisation.
13. A 'Remote Examining Consent Form' must be completed by all candidates (by the parent/guardian for children under 18 or in the case of a vulnerable adult). Teachers will be required to confirm that all candidates entered have signed the consent form, copies of which may be requested at any time.
- 13 The examination schedule will run in accordance with the published timetable.
- 14 Remote examining adheres to our policy on Data Protection and Privacy.

Appendix 2

GUIDANCE FOR VIDEO RECORDING OF EXAMINATIONS

The following guidelines are provided:

1. Videoing should be undertaken in a normal examination environment.
2. The date and time feature on the camera must be active for the recording to be valid.
3. Ideally, the camera should be situated front/centre of the studio, close to the 'Virtual Examiner/Teacher' operating the examination schedule, but outside the performance area
4. The dancer(s) should fill the whole frame of the shot for most of the performance requiring the camera to follow the dancer(s)' movements. A camera operator would therefore pan, tilt and zoom as required so that the dancer(s) fill the frame continually. This would emulate the human eye (as of an examiner) observing a dancer closely and would record the detail of a dancer'(s) movements/technical ability.
5. The camera should enable the whole performance to be seen by the examiner and the entire candidate(s) (from head to feet) should be visible in the footage.
6. It will be necessary to record the performance of dancer(s) for the duration of the examination in one continuous 'take', hence the camera should keep recording even when there are pauses between exercises so the whole examination group is contained on a single 'take'.
7. The camera operator should have appropriate competence and familiarity with operating a camera. This could be attained by some training and practise.
8. Such training and practise would not require a specialist camera operator. The end result could be achieved by teachers training together in groups of three. They would take turns rotating between operating the camera, performing examination dance requirements and observing. After a 'shoot' the recording could be analysed by all three in discussion for the maximum clarity of recording the detail of movement.
9. Because operating a camera in this way requires the full attention of the operator it would not be possible to fulfil a second function in the examination room at the same time. For example, they would not be able to conduct the examination procedures at the same time. A dedicated camera operator is therefore required in addition to other personnel for the conduct of the examination.
10. In setting up the dancers and studio for filming it is necessary to ensure that the background is as uncluttered as possible and that any backdrops do not make it difficult to see the detail of dancers' movement, e.g. where dancers attired in black are performing in front of a black backdrop it is difficult to see the outline of a dancer's form.

Appendix 3

CONDUCT OF EXAMINATIONS IN THE ABSENCE OF AN EXAMINER

In cases where live streaming is not an option, the session will be videoed for assessment purposes. In these circumstances the Teacher will need to conduct the session in the absence of the examiner as follows:

1. The Teacher must sit in the same position within the examination room as the Examiner would.
2. The candidates enter the examination room as normal.
3. The Teacher will state the Grade and Discipline the candidates will be performing.
4. The teacher will then ask each candidate in turn commencing with number one the following:
For the purposes of the recording please can you tell me your name.
5. The Teacher must ask for the candidates to perform each examination piece as worded in and in the same order as laid out in the Programme of Study, allowing a short break after each exercise. A longer break should be allowed between the barre, centre and dance sections and the Teacher should direct the candidates to come away from the barre and into the centre, making sure that number one is situated to their left.
6. No theory questions are to be asked in either the Ballet or the Tap.
7. No assistance is to be given to the candidates.
8. The Teacher should at the end of the examination ask the candidates for their curtsy or bow and then ask them to leave the room.

We would actively encourage you to practice this with your candidates prior to the examination day.