ROYAL ACADEMY
OF DANCE

Filmed Examination Guidelines - For RAD (RTS) Registered Teachers (Applicants)

1   Introduction

Filmed examinations are required to replicate the conditions and set up of a live examination. The content, format and groupings should follow the guidelines as listed in the [RAD Specification](#) document.

For examinations and solo performance awards, candidates should be able to independently recall the required settings. During class awards, more assistance can be provided as appropriate.

The atmosphere should be encouraging although remain professional and impartial.

2   Applying to Film

All filming documentation is available from your local RAD office or the [Members' Area](#).

The RAD (RTS) Registered Teacher/Applicant (hereafter Applicant) should inform their local office **before** they submit a filmed exam entry.

Certain countries and regions have specific rules around the planning and processing of Filmed Exams. Therefore, the Applicant must ensure they contact their local office before commencing a filmed exam entry.

Filmed footage should be submitted within 3 months of the earliest filming date within your entry. Please note that you are not permitted to submit the same footage twice.

3   Minimum hours

There will be no minimum hours for filmed examination entries - however, your entry may be held until there is enough exam footage to submit to an examiner (at least 4 hours of footage). This may mean a longer wait for results and certificates.

4   Consent

Applicants must obtain appropriate consent from the candidates, the candidates' parents or guardians (if under 18 years of age), all authorised persons present in the exam room and 'buddies' for Reasonable Adjustments (where applicable). Applicants must sign the controller to controller agreement and confirm this via RAD Online Exam Entry – further information and full paperwork can be found in the [Members' Area](#).

5   Processing

Our filmed exam processing timeline **starts from the date your filmed exam entry is submitted on RAD Online Exams,** rather than the date filming takes place. We aim to release your provisional results within **8-10 weeks from the date your filmed exam entry is submitted.**

Once you submit your filmed exam entry, your local office will aim to send your submitted entry to the RAD within **4 weeks** from the date of your entry submission.

The RAD Filmed Exams Team will aim to check your submitted entry and allocate it to an examiner within **1 week.**

Examiners will aim to mark your entry within **2 weeks.**

The Results Team will aim to process, standardise, and moderate marks and then share your provisional results within **1 week.**

If entries do not follow guidelines (e.g. missing introduction information, missing 360°pan, poor footage quality or other, similar issues), then this will result in an extended timeframe as we work to resolve these issues, and could result in your footage being rejected (see table 1 below)

6 Payment

Fees can be found [here](#).

7 Reasonable Adjustments

If you wish to make a request for any Reasonable Adjustment - please notify us by using the pencil icon to the right of the relevant candidate and using the RA check box (new window opens) to define the type of Reasonable Adjustment (please see below). This should be done no later than **5 working days** before the date of the filmed examination taking place so that we can process the entry against the correct candidate. Please also ensure that your application form is uploaded to the notes section of the exam entry.

Adjustments to the examination procedure must be approved in advance and we reserve the right to refuse any footage with adjustments which have not been approved prior.

Failure to meet the timescales detailed above may result in your Reasonable Adjustment being declined.

8 Special Considerations

Please note that you may submit an application for [Special Consideration](#) for filmed examinations within **5 working days** of the date of the filmed examination taking place.

Please follow the same process as for live examinations and submit your application via email to examscustomerservices@rad.org.uk

9   Filming Requirements

9.1   Filming must take place in a clear room/studio space free of obstruction.

9.2   All mirrors must be fully covered as per the RAD Specifications.

9.3   During the introduction the camera should be positioned in the middle, front and centre of the room to replicate the view of a live examiner.

The examiner does not need to be in the camera view for the duration of the exam (except for the 360° pan – please see point 9.10 below)

9.4   Filmed footage resolution must be as high as possible, ideally 720p (High Definition), with a minimum resolution of 480p (Standard Definition).

9.5   The exam must be filmed in landscape.

9.6   The use of fish angled lenses, filters or any other device that can distort or change the original image is not permitted.

9.7   If an Applicant chooses to engage a professional camera person, then the data processing agreement needs to be signed between the Applicant and this videographer. Please refer to the separate data processor agreement for further information.

9.8   The only people permitted in the studio are the person acting as the examiner, candidates, and pianist/music operator with the exception of class awards and demonstration classes where an additional assistant/teacher may be permitted. This may also include a videographer if you choose to use one. These are considered authorised persons.

9.9   Each examination must be filmed continuously (the camera should not stop filming). There should not be breaks, pauses or any editing of the footage during each exam set. The only time split footage will be accepted is if your device automatically breaks up one take into more than one piece of footage. In this instance there will be a seamless move between the automatically split footage. The RAD reserves the right to make decisions regarding the footage at its discretion.

9.10   Our regulators require that the camera pans round the room at the beginning of every examination day (e.g. a 360° view of the studio). **If you have multiple days of filmed examinations the 360° pan should be done at the beginning of each day of filming. This shot should capture all authorised persons who will be present in the studio during the examination, including the camera operator** (see 9.8 above). The 360° pan should be a continuous piece of footage with the first set of the day (it should not be a separate file). Applicants must ensure that they have relevant consent for all authorised persons to be captured.

Please note, the above 360° pan should be repeated if the authorised people in the exam room change, thus capturing the new people in the room.

9.11   Candidate numbers should be clearly visible throughout the examination - front and back as per the RAD Specifications and even for single candidates. We recommend using these numbers or ones similar.

9.12   Prior to the **start of each set**, the Applicant should clearly state or show the information included in the 'Introduction Template' (appendix C). This includes the date of filming and level of exam demonstrated (e.g. Grade 1 exam).

9.13   After ringing the bell, candidates should enter the studio space and position themselves

centrally towards the front of the studio space in ascending numerical order (left to right). The footage must match the entry information on RAD Online Exam Entry**.**

Candidate1	Candidate 2	Candidate 3	Candidate 4
Examiner			

9.14   The Applicant should then greet the candidates "good morning/afternoon" and for each set ask the candidates to say their name (this can be their full name, or just their first name - either is acceptable). After the candidates have verbally confirmed their name (self-identified), the Applicant should clearly repeat the candidate's full name and ID number. This process is repeated for each candidate. **It is important that each candidate's name and ID number are audible, therefore this information must be delivered as close as possible to the microphone.**

9.15   After the candidates' names have been confirmed, the candidates should be asked to place their belongings (character skirt, shoes, props, pointe shoes etc) at the side towards the back of the room (this must not be against the back wall) and then asked to take their starting position for the first exercise. This is also the resting place for candidates between exercises.

9.16   If a candidate is absent unexpectedly when you film, please re-number the remaining candidates from 1 so that they are consecutive and will match the RAD Online Exam entry once finalised (applicants will remove the absent candidate from the set in the exam entry before submission).

Please note that some offices may have different rules around re-numbering your candidates. Please ensure you contact your local office to seek clarification.

9.17   Each candidate needs to be fully visible throughout the footage. When candidates are at the barre, the barre hand and whole body of all candidates must be visible. The camera should be repositioned to accommodate this. The camera should be repositioned again after the barre, back to the middle, front and centre when candidates perform their centre work. Filming should not be stopped while the camera is repositioned - see appendix A for further detail.

9.18   Candidates do not need to be in camera shot whilst resting or changing into character wear or pointe shoes, but filming should not be stopped whilst this occurs.

9.19   Candidates should all be placed on the same barre at the side of the room. If the barre is too small to accommodate all candidates, allowing sufficient space, then please contact your local office who can help you adjust your set sizes to accommodate your candidates sufficiently – please do not place two barres parallel with each other.

9.20   Candidates should be an appropriate distance from the camera, e.g. positioned as close to the camera as possible, but not so close that any part is cut off, or that they move out of shot. Applicants can zoom in/out to capture as much detail as possible. If you find it useful to mark the floor of the studio to prevent candidates from going out of shot, this is acceptable. See appendix A for guidance.

9.21   The person acting as the examiner must keep instructions clear, concise, and neutral in tone. Candidates should be referred to by their name in the RAD exam entry or a known-as name if this is different (please add a note to the exam entry if so). Over-direction and providing excessive guidance/input is prohibited.

The person acting as the examiner can remind candidates of their starting position if there is confusion or a moment of forgetfulness.

Candidates should only perform an exercise/dance/variation **once**, unless otherwise stated in the RAD Specifications.

9.22 Applicants are reminded to take extra care that **all** required exercises and dances/variations are presented as per the RAD Specifications (Content and Format section). We recommend that the person acting as the examiner, and the music operator have a check list to work through. If an exercise is missed, the missing exercise should be filmed immediately and added to your playlist as a separate file. All footage should be submitted at the same time.

9.23 If a minor incident occurs (e.g. character skirt/shoe falls off/candidate trips or falls/has a lapse of memory at the beginning of an exercise) the candidate is permitted to restart. The person acting as the examiner should make reasonable judgement if any of the above occurs and continue if it is safe to do so. In this case filming should not be stopped.

9.24 In the event of a major incident which affects the ability of all candidates to continue with the examination (e.g. a power cut), then filming should be stopped and the exam re-filmed. However, if the major incident doesn't affect all candidates, and the remainder wish to finish their examination, then the rest of the exam may continue. Applicants should make it clear if a candidate has withdrawn when they submit their entry.

9.25 Be aware of the lighting in the studio and how it may affect the footage - e.g. candidates cannot be backlit so strongly that they are only seen in silhouette or front lit so brightly that their expressions are not visible. Candidate uniform and the background of the studio should not be similar colours so that there is enough contrast so that the candidate is clearly visible in the footage. For example, if the studio walls are black, the candidate <u>must not</u> wear a black leotard.

9.26 Audio quality should be clear and audible without any distortion. Sound and vision must be in sync.

We highly recommend Applicants test equipment, lighting, sound, and studio provision to ensure that the quality is sufficient to demonstrate the candidates clearly.

We also strongly recommend that applicants view their footage before submission to ensure everything is included.

10   Free enchaînement

There is a separate document with guidance regarding the structure and delivery of the free enchaînement at Intermediate Foundation, Intermediate and Advanced Foundation levels. Example settings are provided at each level.

If the correct setting or content has not been used, full marks will not be awarded.

The free enchaînement must not be pre-taught to candidates before their examination.

11   Examination format

Applicants should refer to the most up to date copy of the RAD Specifications document, Section 2, for guidance regarding the full title of the exercises, the order of the examination, candidate groupings and examination formats. It is the Applicant's responsibility to check that they have filmed everything required.

12   Uploading filmed footage

Footage should be uploaded via Planet eStream, our secure footage platform. If you require a

login for Planet eStream please contact your local office.

Once uploaded to Planet eStream, the applicant must copy and paste the web sharing link into the notes section of the RAD Online Exam entry. It is the RAD Applicant's responsibility to check the footage is complete after it has been uploaded to Planet eStream, to ensure that everything has been uploaded successfully.

13 Submitting exam entry

Applicants must inform their local office before submitting their filmed exam entry. Filmed exams are submitted by applicants **<u>after</u>** filming is completed. Applicants must ensure that the information in the Online Exam Entry and the footage matches exactly (chronological order, same sets etc.).

Once you have added the Planet eStream sharing link to your entry notes, please also add a note with the filming date(s) and specify which sets were filmed on which day (if filming was across multiple days). Please then contact your local office who will check the entry and advise you if it is ready for submission/payment. You then press 'save and submit' to finalise and pay for your entry. Your local office will endeavour to provide an estimated timescale for when you will receive your results.

14 Marking and results

All examinations will be marked to the published criteria and stated timeframes in these Guidelines.

If the exam entry is found to contain any actions from the 'not permitted' list above, this may impact acceptance of the exam entry/result release and/or candidate marks.

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Table 1

Not permitted	Guideline section
Mirrors are not covered in the examination room	9.2
The use of fish angled lenses, filters or any other device that can distort the image	9.6
Unauthorised people present in the examination room.	9.8
Editing filmed footage	9.9
Split footage – each examination needs to be one continuous video. (this does not include automatic splitting of footage by the device)	9.9
Missing 360° pan capturing all authorised persons who will be present in the studio during the examination, including the camera operator	9.10
Missing Introductory Information at the start of each set: • Date • Level of Exam/Class Award	9.12
Candidates placed at the barre incorrectly or wrong positioning of the barre	9.17 & 9.19
Over- direction/ Excessive feedback, guidance, or input What over-direction may look like; • Applicant seen in examination footage excessively guiding the candidates, gesticulating, or commenting. Candidates appearing to be following or taking direction from someone off screen	9.21
Missed exercises, dances, variations, or sections	9.22
Poor audio and video quality, including distorted/inaudible/no sound/out of sync music and visuals.	9.25 & 9.26
Free enchaînement being taught prior to the exam.	10
Free enchaînement using incorrect settings or content.	10

Any footage submitted with issues detailed in Table 1 above will be reviewed by the Filmed Exam Investigation panel (the usual people are Chief Examiner, Head of Examination Operations, Compliance Manager). An outcome will be communicated to the applicant and could result in the rejection of footage (in these cases a surcharge will be applicable).

Policy Adopted: January 2023

Policy Amendments: Sept 2024

Policy Review Date: January 2026

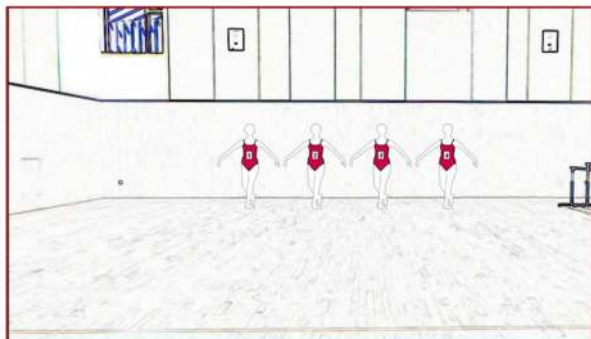**Circulation:** RAD National and Regional Offices, RAD websites
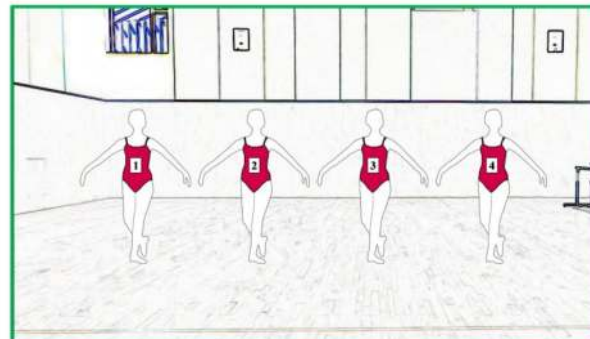
Mary Keene

Director of Examinations
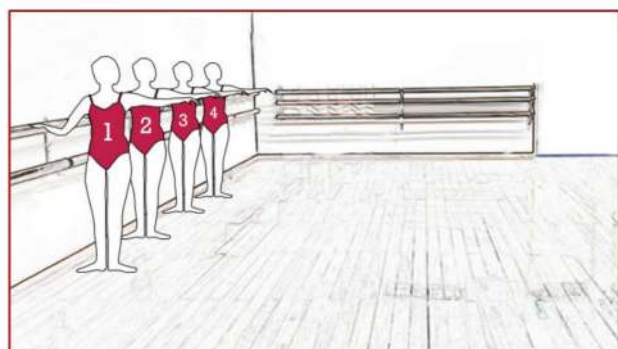
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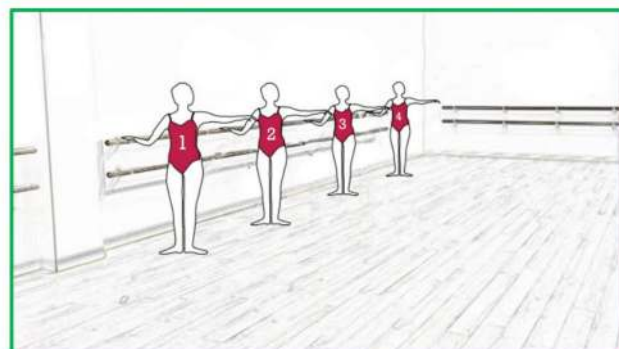
Appendix A - Camera/candidate positioning
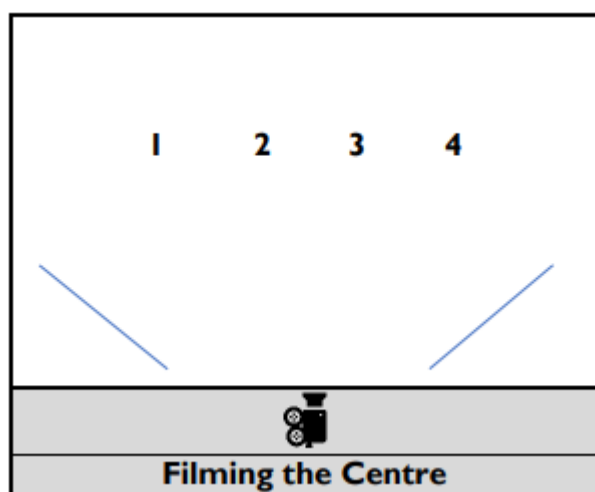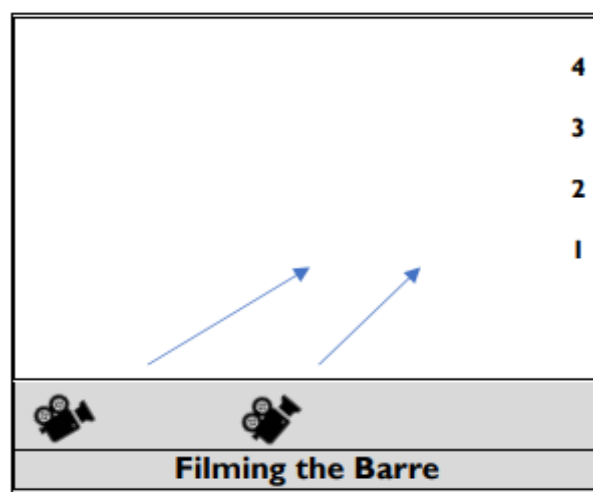

Candidates too far back

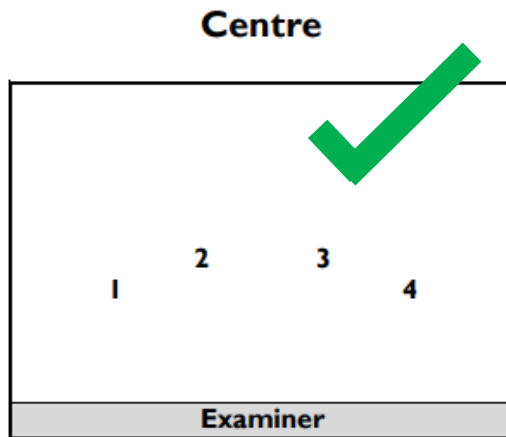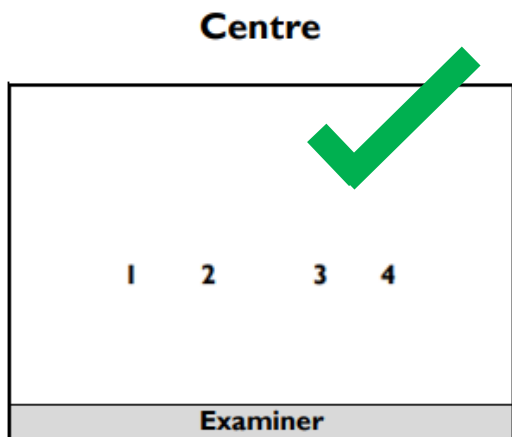Correct position

Not all candidates are visible

Candidates visible

Position of camera for the centre

Position of camera for the barre

Candidates can form a straight line or a slight curve, dependant on the size and shape of the exam studio.

Appendix B - Filmed Exams Checklists (2 documents)

The Filmed Exams Checklists are a free resource for all teachers and applicants to help ensure that all requirements are included within your Filmed Exam entry. This is designed to be used alongside, and not in place of, the Filmed Exams Guidelines.

The Checklists are available within the [Members' Area](#).

Appendix C – Introduction Template

The Filmed Exams Introduction Template is a free resource for all teachers and applicants to help ensure that all spoken/shown introduction requirements are included within your Filmed Exam entry.

The Introduction Template is available within the [Members' Area](#).