

ROYAL ACADEMY OF DANCE

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

1 Introduction

Filmed examinations are required to replicate the conditions of a live examination. The content, format and groupings should follow the guidelines as listed in the [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 by the RAD teacher 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 that they mean to submit a filmed exam entry.

Filmed footage should be submitted within 3 months of filming. 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, if your entry is less than 4 hours, the entry will 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/parents/guardians for the filmed exam to take place, and sign the controller to controller agreement. This detail will be captured 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**.

Timeline:

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**. If entries do not follow guidelines (e.g. poor footage quality or other, similar issues), then this will result in an extended timeframe as we work to resolve these issues.

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**.

6 Payment

Fees can be found [here](#).

7 Reasonable Adjustments

If you wish to make a request for a [Reasonable Adjustment](#) which requires any [Adjustment](#) to the exam format for filmed examinations - please notify us by email to customer services at London headquarters (examscustomerservices@rad.org.uk) or your regional office no later than **5 working days** before the date of the filmed examination taking place.

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.

If you wish to submit an application for a reasonable adjustment for [Examiner Awareness](#) only (i.e. no adjustments being needed to the exam format) you may submit this up until the point of *submission* of your entry in RAD Online Examination Entry. Please ensure the check box next to the relevant candidate is ticked so that we can process the entry against the correct candidate.

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 your *submission* of the online examination entry.

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

Please note office staff do not receive notification of documents attached to your online entry.

9 Filming Requirements

1. Filming must take place in a clear room/studio space free of obstruction.
2. Mirrors must be covered as per the RAD Specifications.

3. Camera positioned in the middle and front of the room. Filmed footage resolution must be the minimum of SD (standard definition) 480p.
4. Exam must be filmed in landscape.
5. **(NEW August 2023)** The use of fish angled lenses, filters or any other device that can distort or change the original image is not permitted.
6. 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.
7. The only people permitted in the studio are the person acting as the examiner, candidates and pianist or music operator, and a videographer (if choosing to use) with the exception of demonstration classes where an additional assistant may be permitted.
8. Each examination must be filmed continuously i.e. there should not be breaks in the footage during each exam set.
9. Our regulators require that the camera pans round the room at the beginning of the examination day (e.g. a 360° view of the studio). This shot should capture the authorised persons who will be present in the studio during the examination (see 6. above) and should be linked to the first set of the day (it should not be a separate file). Applicants must ensure that they have relevant permissions for such persons to be so captured.
10. 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.
11. Prior to the start of each set, the Applicant should clearly state the exam entry number, name and ID of school, date, scheduled time of examination and level of examination. Alternatively, this information can be written on a piece of paper and filmed for clarity (Applicants can use the confirmed exam report).
12. 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.

Candidate 1	Candidate 2	Candidate 3	Candidate 4
Examiner			

13. The Applicant should then greet the candidates “good morning/afternoon” and for each set, ask the candidates to say their name. After the candidates have verbally confirmed their name, 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 name and ID number is audible, therefore this information must be delivered as close as possible to the microphone.

14. 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 and then asked to take their starting position for the first exercise.
15. Candidates should be encouraged to rest and place their belongings towards the back at the side of the room and not along the back wall.
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).
17. Each candidate needs to be fully visible throughout the footage. Where candidates are at the barre, the barre hand and whole body of all candidates must be visible. The camera can be moved to allow for best positioning of candidates at the barre and in the centre, but filming should not be stopped while repositioning occurs – see appendix A for further detail.
18. Candidates do not need to be in camera shot whilst resting or changing into character wear or pointe shoes.
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, please contact your local office for further guidance.
20. Candidates should be an appropriate distance from screen 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. See appendix A for guidance.
21. The person acting as the examiner must keep instructions clear, concise and neutral in tone. Candidates should be referred to by the 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).
22. The person acting as the examiner can remind candidates of their starting position if there is confusion or a moment of forgetfulness.
23. Under normal circumstances candidates should only perform an exercise once unless otherwise stated in the specification. Candidates should perform each exercise/dance/variation once unless otherwise indicated in the specification (or accompanying a fellow candidate in a group of three arrangement).
24. Applicants are reminded to take extra care that **all** required exercises and dances/variations are presented in filmed examinations 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.
25. If a minor incident occurs (character skirt/shoe falls off/candidate trips or falls/ has a lapse of memory at the beginning of an exercise), candidate is permitted to restart. The person acting as the examiner should use 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.

26. In the event of a major incident which affects the ability of all candidates to continue with the examination, 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.

27. Be aware of the lighting in the studio and how it may affect the footage - e.g. candidate cannot be backlit so strongly that they are only seen in silhouette or front lit so brightly that their expressions are not visible. Ideally 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.

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

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

No.	Not permitted	Outcome
7	Unauthorised people present in the examination room.	Guidance letter. (Repeat letters for the same reason can result in an exam entry being returned, less a surcharge)
19	Candidates placed at the barre along the back of the room.	Guidance letter (Repeat letters for the same reason can result in an exam entry being returned, less a surcharge)
24	Missed exercises, dances, variations or sections	0 marks for the missing section. Applicants are reminded to take extra care that all required exercises and dances/variations are presented in filmed examinations. Please refer to the Specifications for a complete list of exercises required in all examinations and class awards and we strongly advise that footage is checked by Applicants prior to submission.
8	Editing filmed footage (each examination needs to be one continuous video.)	Where footage is edited, this will be investigated. If it is found unsuitable to mark as an examination, then entry will be returned less a surcharge.

5	The use of fish angled lenses, filters or any other device that can distort the image	Exam entry will be returned, less a surcharge
28	Poor audio and video quality, including distorted/inaudible/no sound/out of sync music and visuals.	Where footage is unsuitable for marking, the exam/entry will be returned less a surcharge.
21	Over- direction What over-direction may look like; <ul style="list-style-type: none"> • Applicant seen in examination footage excessively guiding the candidates, gesticulating or commenting • Candidates appearing to be following or taking direction from someone off screen 	Instances of over-direction will be investigated. This can result in delayed results or in serious cases, an exam entry being rejected. Any rejected entry will be returned less a surcharge.
10 (below)	Fee enchaînement being taught prior to the exam.	Where this occurs, an investigation will take place. The result of this can impact result times as well as final marks and results.
10 (below)	Fee enchaînement using incorrect settings or content.	This will impact the result received by the candidates. Using incorrect settings or content mean that full marks cannot be awarded. A guidance letter will be sent.
21	Excessive feedback, guidance or input. In an examination Applicants must remain neutral in tone and not give excessive guidance or feedback or react to what candidates have performed.	Guidance letter (Repeat letters for the same reason can result in an exam entry being returned, less a surcharge)

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.

11 Examination format

Applicants should refer to the most up to date copy of the [Specification](#) 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 Submitting filmed footage

Footage should be submitted via Planet eStream, our secure footage platform. If you are not registered, contact your local office to receive a login.

Once uploaded to Planet eStream, the applicant must copy and paste the web sharing link to the filmed footage into the notes section of the RAD Online Exam entry to tie up the entry and the footage. 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

Filmed exams are submitted by applicants **after** filming is completed. Applicants must ensure that the information in RAD Online Exam Entry and the footage matches exactly (chronological order, same sets etc).

When footage is complete, ensure that the information in RAD Online Exam Entry and the footage matches. Once the filmed exam entry is complete with the Planet eStream sharing link uploaded and the filming date(s) added in an entry note, please contact your local office. The local office will check the entry over for you and then advise you if it is ready for submission. 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 they will be sending the entry to headquarters.

14 Marking and results

All examinations will be marked to the published criteria and stated timeframes in the Filmed Examination Policy.

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.

Any exercise/dance/variation not presented will be allocated a mark of '0'.

Policy Adopted: January 2023

Policy Amendments: August 2023

Policy Review Date: January 2026

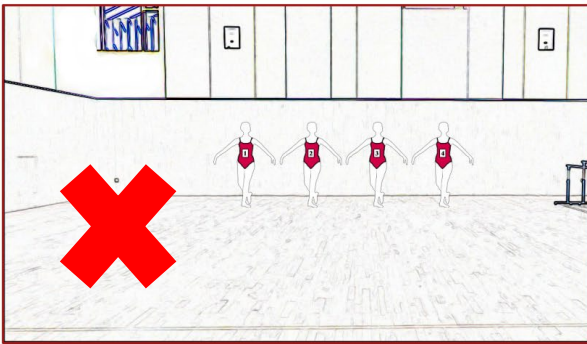
Circulation: RAD National and Regional Offices, RAD websites



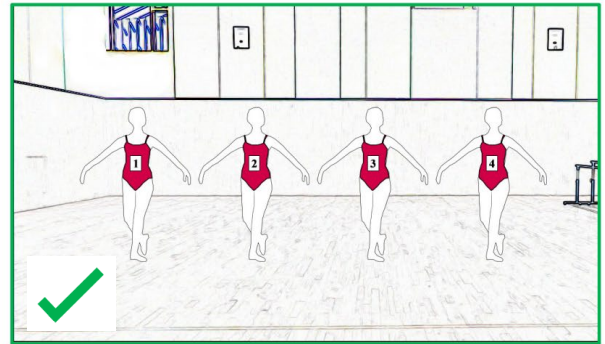
Hannah Meissenheimer

Examinations Development and Compliance Manager

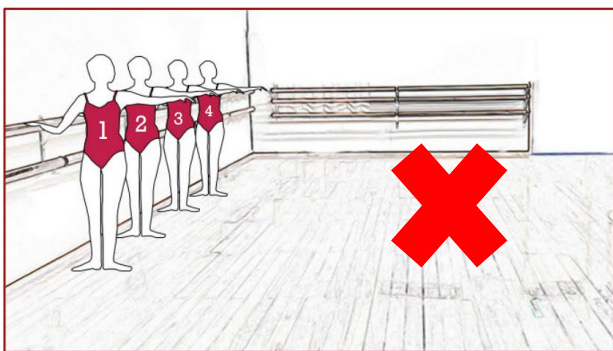
Appendix A – Camera/candidate positioning



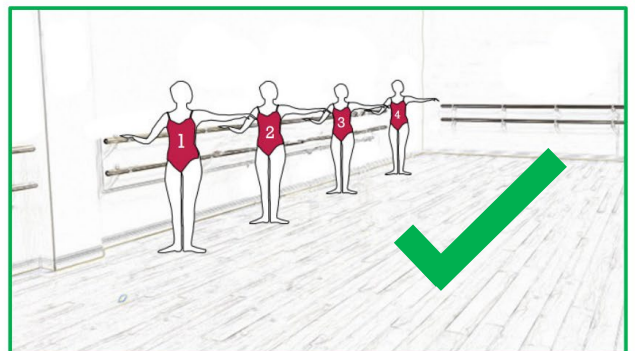
Candidates too far back



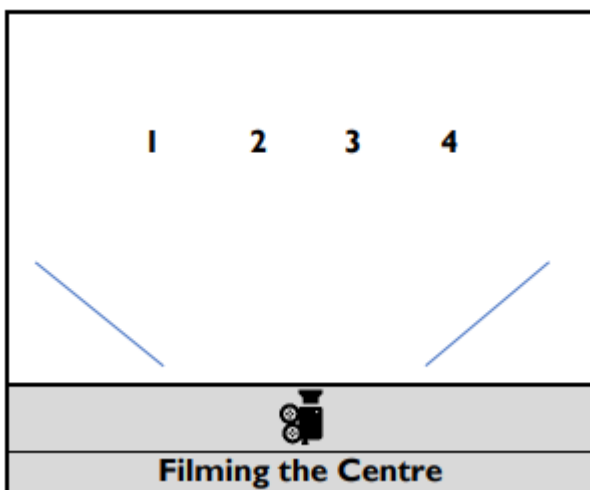
Correct position



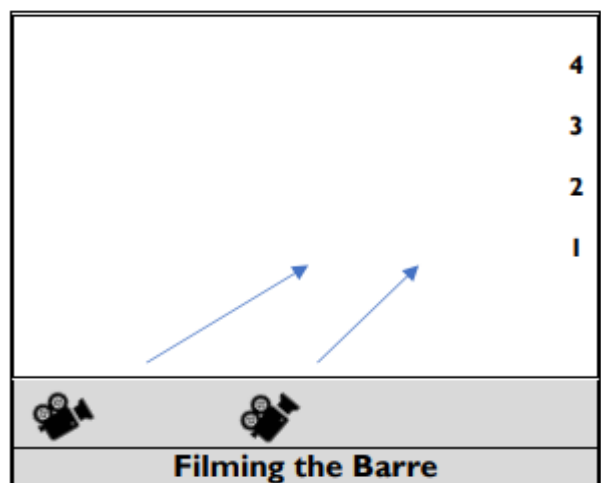
Not all candidates are visible



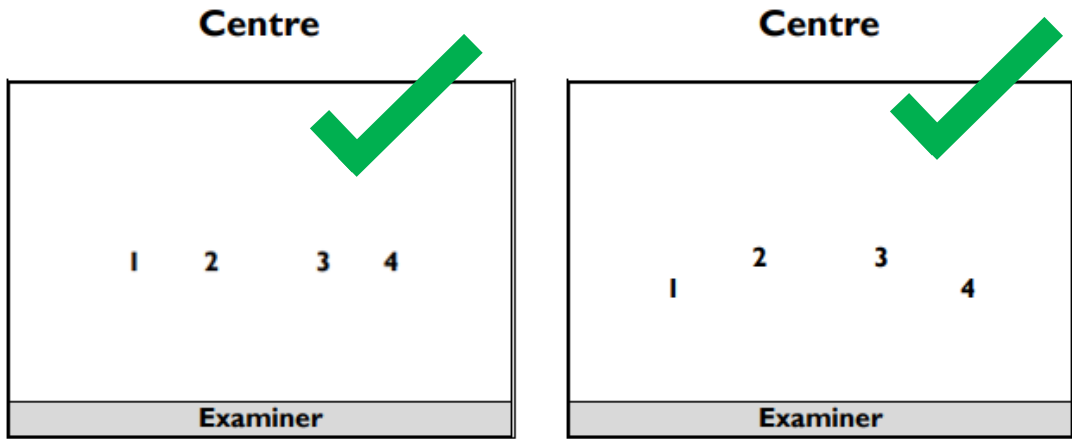
Candidates visible



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 Checklist

The Filmed Exams Checklist is 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 Checklist is available within the [Members' Area](#).