



DDE Unit 4 and Vocational Examinations – Phase One

Teachers should rehearse using these instructions and procedures before the exam to ensure candidates are familiar and confident with the exam format. These instructions have been prepared for two candidates in an examination studio. Please adapt and use the guidance for one candidate taking a DDE Unit 4 or vocational exam as required.

Mark out the following spaces in the exam studio using a strong adhesive tape, ensuring it is firmly in place and cannot cause a tripping hazard:

- Mark the spot where Candidate 1 and Candidate 2 will stand when they enter the room, allowing at least one-metre distance between the candidates. From the examiner's viewpoint, Candidate 1 should be on the left of centre and candidate 2 on the right of centre. This is their individual 'home space' area.
- Mark out a protective area on the floor around the examiner's table. There should be at least two metres space at each side of the desk and several metres in front. Candidates must not have close contact with the examiner and or move into this area when dancing.
- Mark a place for candidates' drink bottles (and pointe shoes, if applicable) These must be at opposite ends, or on opposite sides of the room.
- Candidates must bring their own small/travel size hand sanitizer gel into the exam studio. This is to be used before and after barre work and floor work.
- Mark a safe distancing area for the pianist or music operator, at least one metre on each side. Candidates must not move into this area at any time. Pianists and music operators should bring their own lunch and drinks.
- For ballet and modern exams, mark a place on the barre for each candidate, ensuring at least a metre between candidates if using the same barre.
- Mark out two areas on the floor which can be used when candidates are required to dance at the same time. There must always be at least one metre distancing between candidates.
- Mark out a 'waiting space' at the side of the room. If one candidate is asked to dance alone, the other candidate must move to this place.
- For exercises which travel from the corners of the room, place a small tape marker at the start point in each back or front corner and use this and the 'waiting space' to ensure social distancing. When the first candidate moves away from the 'starting space', the second candidate can move into this space.
- For exercises that are performed individually, the candidate who is not dancing should stand at the side of the room in the marked out 'waiting space'.
- Instead of practising the exercises all together as required in some exams, candidates will be asked to practice individually. Use the 'waiting space', for the candidate who is not dancing.



Preparation for the Exam Day

- Send out clear instructions ahead of the exam day to all involved, detailing how and when they should enter and exit the building. This includes pianists/music operators, examiners, candidates, and parents. You may wish to limit the number of people in your building on exam days by requesting that only one parent/guardian accompanies each candidate. This will help to reduce risk and simplify the procedures for the day.
- Remind all involved not to attend the exam day if they have a high temperature or coronavirus symptoms.
- For modern theatre exams please ensure candidates wear footwear with flexible soles such as jazz/ ballet shoes. Teachers also have the option of each candidate using their own mat for floor work in the limbering sections.
- Make sure information is displayed to remind visitors to take precautions, such as washing hands and social distancing, and that candidates do not share drink bottles or snacks.
- Please ask pianists/music operators to bring their own drinks and lunch.
- Ensure that exam candidates have areas within the changing area clearly marked out to remain socially distanced. You may wish for candidates to arrive already dressed for their exam, but they will still need a safe designated waiting/warming up space.
- You must provide soap and hand towels in washing/ toilet facilities. The examiner and pianist or music operator should have separate facilities if possible.
- Make sure you have antibacterial wipes or spray to regularly wipe down ‘touch’ areas including toilet and changing areas throughout the day.

Procedures for the Examiner

- Teachers must remain socially distanced when welcoming the examiner and lead or direct them to the exam room, informing them of the location of the toilet facilities. Please then leave the room.
- Examiners will bring their own lunches and drinks. Do not enter the room during breaks. This guidance is to protect both yourself, and the examiner.