



Recording and submitting video evidence

1. Before recording

Members should check that they have obtained informed consent at the beginning of the exams from parents/carers/guardians to use audio-visual of learners as assessment evidence. A form will become available to you via the remote examinations platform.

Members should adhere to the following guidelines to ensure sufficient recording quality:

- Test the electronic device used for filming and any accessories, such as microphones, by recording a small amount of footage and playing it back.
Note for Tap examinations. Ensure that the music and tap sound is aligned.
- Stabilise the electronic device used for filming (eg using a tripod) and position it in a fixed point from an examiner perspective.
Note for Tap examinations. Place a weight on the foot of the tripod to prevent it moving on a sprung floor.
- Ensure that the space being used for filming is clear of furniture and equipment; these can obscure the overall view of the learner or detract from the performance.
- Ensure the studio is well lit, with any direct light source behind the operator of the electronic device used for filming; where natural light floods in from windows behind the learner, the recording will appear in silhouette; stage lighting or spotlights can also adversely affect the video quality.
- Ask learners to wear light coloured clothing where black/dark coloured curtains/blinds are the background; this should enable them to be seen clearly.
- The teacher must be visible on the recording throughout the examination - seated front and centre in the studio, or at the front to one side.

2. Identifying students

If the examiner is not completely certain of the identity of a learner, the work cannot be examined.

- Before every examination, the learner must hold up an A4 sheet clearly showing their full name (as entered for the examination) and PIN number close to the camera. The learner should then move to the start position whilst on camera to commence the examination.
- Only the learner should be wearing a number and hold up their PIN and full name to the examiner for each exam/time slot.
- For partnered examinations, the candidate should wear their candidate number on their back and for solo examinations the number should be worn on the front.
- Those partnering candidates and not being examined should not be wearing numbers (an exception to this is if both candidates are dancing together and being examined simultaneously).

3. During recording

The examination must be recorded with a single electronic device from an examiner perspective, from start to finish and be unedited.

- Wherever possible, try to film the performance straight-on from the examiner perspective.



Footage filmed from a side angle, or from behind the student, might not be accepted for assessment.

- The electronic device used for filming needs to be positioned in a way that the whole body and feet are visible throughout the performance.
- If you are using a phone/tablet or iPhone/iPad to film your exams, please hold the device with the Home button to the right-hand side during the recording.
- When performing travelling steps and movements (particularly in fast routines), ensure that the learner stays at a meaningful distance from the electronic device used for filming.
- If a learner goes out of shot during the filming, the period they are not on screen cannot be included as part of the assessment.
- For examinations where 'markers' are allowed, please ensure that they are out of shot for the whole examination and that they do not impede the examiners view of the candidates.
- Check that the electronic device used for filming is not set to go automatically to auto-focus during the examination as this can cause blurring on the recording, making assessment very difficult.
- Ensure that extraneous noise is kept to a minimum. It can affect learner performances and make it difficult to hear the soundtrack.
- Please speak clearly when delivering examination instructions and ask the candidate to repeat their answer to any theory questions if they speak quietly.
- Do not film the learner from some distance as this will affect the ability to moderate expressive skills.
- Keep filming for several seconds beyond the end of the bow.

Studio Preparation for Filming Examinations

Teachers should rehearse using these instructions and procedures before the examination to ensure candidates are familiar and confident with the examination format. The filmed examination is to be conducted in the same formal manner as one with an examiner present. A separate camera operator is required unless the teacher is using a tripod. The facilitator may operate the music if they feel confident to do so and it does not adversely impact the exam.

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

- Mark the spot where the candidates will stand when they enter the room. From the examiner's viewpoint, Candidate 1 should be on the left of centre and candidate 2 on the right of centre etc.
- The teacher should be positioned at the front and centre in the studio, or at the front but to one side, to remain within camera shot.
- Mark out the performance area – at the front and back of the studio. To ensure candidates remain fully in camera shot.



- Mark out two areas on the floor which can be used when candidates are required to dance at the same time.
- Please try to alternate which candidate is forward or back during filming when dancing together, and to alternate which candidate performs first when dancing solo. This information will also be included on the remote exam set work script.
- 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.
- For exercises that are performed individually, the candidate who is not dancing should stand at the side of the room.

Preparation for the Exams Filming

- Send out clear instructions ahead of the day to all involved, detailing how and when they should enter and exit the building. This includes pianists/music operators, camera operators, students, and any parents.