THE DANG THEATRE AND DANCE SYLLABUS (DTDS) LIVE REMOTE EXAMINATIONS POLICY

Introduction

The Dang Theatre and Dance Syllabus offer the facility for the graded musical theatre examinations to be live streamed to an examiner in a different location. This is to support our centres that may have small entry numbers and our international centres.

Issue and review

The date of issue of this policy is January 2023. This policy will be reviewed annually in January of each preceding year.

Requirements

Any centre wishing to host remote live examinations will need to provide the following:

- A sufficient internet connection
- A laptop (and where possible an additional monitor for the candidates to be able to see the examiner on a separate screen). Camera and audio should be of a good enough quality to enable the examiner to see the candidates clearly.
- The Zoom platform already installed and up to date on the computer
- Studio set up large enough for the students to be seen in full view through the camera
- A teacher or moderator on the day who can operate the camera and introduce the students. Either the same person, or another staff member, should be present throughout the exam to operate the music. This person should be proficient in their operation of the music and/or any basic IT support on the laptop.

Booking

Centres and/or teachers should book the examination in the traditional way and inform the head office that they wish to host a live remote exam.

The exams team will co-ordinate dates with you and assign an examiner who can work across different time-zones if applicable.

Before the exam day

Prior to the exam day the centre and/or teacher will be sent any unseen material (if applicable to the grade).

A Zoom link will be sent for the day and all students should be log in using the details sent. For quality assurance purposes all candidates will be informed that the examination will be recorded and only kept by on a secure drive by the exam's office.

Teachers will be responsible for checking their settings prior to the exam day to ensure that all audio and video settings are working.

Teachers may wish to mark their studio floors with tape to help guide the students as to the perimeter of the space they can work in.

On the day

A timetable will be created, and students should follow the order and times allocated (the same as a normal exam day).

Each student will need to identify themselves to the camera with their full name and candidate pin number. Students taking Grade 6 or above will be required to bring a copy of photographic ID, and this should also been shown to the examiner at the start of the examination.

The exam will run as a normal face-to-face examination would do.

All music for the examinations should be played either on a separate audio device or on a piano if a pianist is available. For any unseen work, recordings will be made available to the teacher 24 hours before and these should be used on the studio audio devices.

Candidates may be asked by the examiner to come nearer to the computer when answering questions and introducing their pieces.

Another examiner may join the live video call, this is purely for monitoring and training purposes. All teachers will be advised of this in advance so that they can advise the candidates.

At the end of the exam the examiner will thank the students and ask them to leave the room. Depending on the timetable, the examiner will either turn their volume and camera off or could end the call if there is an extended break. Centres should ensure that they also turn off their camera and audio at this time.

Issues with connection

We have to accept that utilising this method of examination may come with its share of technological challenges.

Buffering and connection instability is unavoidable, and candidates should be prepared that there may be times when there are interruptions in communication. If a performance is severely affected the examiner may stop the candidate and give them some time before recommencing.

If there is a break in connection, candidates will be given the opportunity to start again, or the examiner may make such a request. The examiner will allow up to 4 attempts, but only in cases where the connection is causing the issue. Every opportunity will be made to ensure the candidate is seen in a complete performance.

Should the connection be unworkable the sessions will be cancelled and re-scheduled. The centre should liaise with the exams team to rearrange as soon as possible. This is a last resort, but we have to acknowledge that this could happen and the office will handle the situation to suit both parties as soon as is conveniently possible.

All candidates should be made aware of this in advance so that they are prepared.

Any queries regarding love remote exams should be addressed to exams@thedang.com.