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Teachers' Association

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UK Members - Examination Procedure Guide: In person, Live Stream and Video examinations

Updated December 2022

For examination from 1st March 2023, compulsory from 1st May 2023

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Updates

The previous Alternative Examination Procedure Guides were produced in response to the Covid-19 pandemic of 2020 and 2021 and the government regulations put in place to allow candidates taking dance examinations in a controlled environment and to minimize possible infection.

The regulatory bodies in England, Wales and Northern Ireland, allowed awarding bodies to adapt examination syllabi to assist in the teaching and assessment of the syllabi. These adaptations for the IDTA's dance examinations included the introduction of live streaming via Zoom and also video and the adaption of the examination syllabi and examination day procedures to allow the examinations to be assessed either in person or remotely by an IDTA Examiner.

Following the lifting of restrictions, the dance awarding bodies have decided to continue offering examinations via live stream and video, however the adaptations to the examinations permitted by the regulators have now been withdrawn.

This new Examination Procedure Guide gives information on how to apply and run an examination session either In Person, by Live Stream or by Video (or a combination of formats) and the examinations that can be assessed by Live Stream and Video. It is essential to check the appropriate examination syllabus for information on the examinations requirements candidates are being entered for.

The main changes relate to the examinations that can be assessed by video. The IDTA will offer dance school principals the option of;

- a) Examinations with an Examiner in attendance at the dance school (in person). This is the preferred method of examination for all examinations and may include changes to procedures to minimize the risk to all involved if required by governments.
- b) A Live Streamed examination session, with an Examiner conducting the examination remotely via Zoom for regulated qualifications; Grade Examinations, Performer Awards, Pre-Associate, Level 3 Diploma Dance Teaching Assistant and all Professional Dance Teaching Qualifications plus non-regulated examinations.
- c) A Video examination session for specified non-regulated examinations; Dance Awards (formally Medal Tests), Rosettes, Stardance Awards, Social Dance Award and Single Dance Series.

From 1st March 2023, video examinations for regulated graded examinations and performers awards will be allowed **only** by exception and through special consideration. This is because these examinations include unseen material and interaction with the Examiner, so candidates are not covering the full examination when they opt for video. The only exceptions are Preparatory and Primary Grade candidates.

Please see appendices 1, 2, 3 and 4 which give a breakdown of the examination syllabi options for Ballroom, Freestyle and Theatre Branch candidates.

We understand that principals will have been training candidates for Grade and Performer examinations using the video examination format detailed in the previous Alternative Examination Guide and may have already applied for examinations sessions, therefore for Video examination sessions scheduled for March and April 2023, the Alternative examination system may be used. Principals should advise their examiner in advance. From 1st May 2023 the new examination procedures detailed in this document will apply.

Please read through the guidance below and if you have any questions please contact IDTA Head Office email: info@idta.co.uk or phone 01273 685652.

Overview

Following the agreement of alternative examination arrangements (Live Stream and Video) during the Covid-19 pandemic, the Board of Directors has agreed that these procedures will carry on as part of the offer alongside In Person (Examiner present) examinations, to enable candidates to take IDTA examinations in a variety of settings and locations.

The IDTA will offer dance school principals the option of;

- a) Examinations with an Examiner in attendance at the dance school (in person). This is the preferred method of examination for all examinations and may include changes to procedures to minimize the risk to all involved if required by governments.
- b) A Live Streamed examination session, with an Examiner conducting the examination remotely via Zoom for regulated qualifications; Grade Examinations, Performer Awards, Pre-Associate, Level 3 Diploma Dance Teaching Assistant and all Professional Dance Teaching Qualifications, plus non-regulated examinations.
- c) A Video examination session for specified non-regulated examinations; Dance Awards (formally Medal Tests), Rosettes, Stardance Awards, Social Dance Award and Single Dance Series.

From 1st March 2023, video examinations for regulated graded examinations and performers awards will be allowed **only** by exception and through special consideration. This is because these examinations include unseen material and interaction with the Examiner, so candidates are not covering the full examination when they opt for video. The only exceptions are Preparatory and Primary Grade candidates.

From 1st March 2023, the process for video examinations for regulated graded examinations and performers awards will be as follows:

- Allowed only in instances where a face to face or live stream examination is unable to take place.
- Applied for as a special consideration – application will be reviewed and a decision made to grant special consideration based the mitigating factors – the key principle is to give the candidate(s) the opportunity to take the examination.
- Video examinations carried out by special consideration will be marked as usual but will take into consideration the fact that the unseen elements have not been attempted. The examination's final mark will therefore not include marks that would have been awarded for the unseen elements but will be marked as a percentage out of the remaining marks available (e.g. out of 95 rather than 100).

Please read carefully the information provided. All instructions must be complied with in order for examinations to take place. Please note the length of the working day for Examiners will vary depending on the format of the examinations.

The safety of candidates, teachers, support staff and Examiners is paramount, as is the integrity and security of the IDTA Examination Service.

The list of examinations, for which candidates may be entered for, has been reviewed by the Quality Assurance Panels and Board of Directors. Only enter candidates for examinations listed in the appendix. Do not enter candidates for examinations that are not listed, as they will not be conducted.

See the list of Ballroom Branch examinations available

Appendix 1

See the list of Freestyle Branch examinations available

Appendix 2

See the list of Theatre Branch examinations available

Appendix 3

See additional information for Pre-Associate, Associate, Licentiate and

Fellowship examinations, plus Level 3 Diploma Dance Teaching Assistant and
Level 4 Diploma in Dance Teaching

Appendix 4

IDTA Members Guide

Booking an examination session:

The IDTA Examination Session Request Form, stating which examination format is preferred, must be completed and returned to Head Office for processing at least 6-8 weeks prior to the preferred examination date.

Indicate on the Request Form if the examination session is to be conducted a) In Person (with an Examiner present), b) by Live Streaming or c) by Video (please see above and the appendices for the list of examinations that can be assessed by video) or a combination of formats. Examination codes remain unchanged. Head office will apply a coding to the examinations to show how the examinations were conducted. Please ensure you submit with the Request Form, applications for Level 3 / Level 4 Diplomas, Pre-Associate examinations, Anatomy & Physiology Diploma, all Professional examinations and Reasonable Adjustments.

Principals must have written permission from the parents/guardians of children for them to take part in Live Streamed or Video examinations.

All examination sessions requested, in any of the formats, must be agreed in advance by Head Office.

The Examination Session Request Form can be obtained from IDTA Head Office (email info@idta.co.uk or phone 01273 685652) or one can be downloaded from the members section of the IDTA website.

Theatre Branch: Principals/teachers are not permitted to be in the examination room during the Live streamed examination sessions. The only exception is, for those examinations listed in the current syllabus.

Pre-recorded video submission can be filmed on any recording device. The candidate must be clearly seen and in full view, from head to feet, throughout the examination. The music must always be clear and audible. The format of the recording should be in a landscape orientation and of 1080HD file format. This will enable the files to be uploaded successfully – see video section below.

We strongly recommend that teachers make decisions about whether to enter candidates for examinations by talking to the candidates and their parents or guardians and ensure the candidates are ready and prepared for the examinations.

Please note members and Examiners must abide by any local restrictions or regulations put in place by Governments in the event of emergency situations, such as the Covid-19 pandemic. Additional guidance will be issued to members by the Association as required.

Examinations UK and International

General – for all examination session formats; Examiner Present, Live Stream and Video:

Principals wishing to hold an examination session should apply to IDTA Head Office using the appropriate Examination Session Request Form which can be downloaded from the IDTA website or requested from Head Office. Please complete the form as accurately as possible as we need this information to select your Examiner. If the country you live and work in has an Area Organiser who co-ordinates Examination Sessions please apply via your Area Organiser as normal.

We understand if the number of examinations varies on the day of the session but in showing approximate numbers please be realistic. Within 10% over or under is acceptable.

If you require report forms for amateur exams please put a note on the Request Form or email the office. Please allow sufficient time for reports forms to be posted to you in advance of your examination session date. Report forms for professional candidates are sent to the appointed Examiner by Head Office.

Please send with your Request Form applications for Reasonable Adjustment, Pre-Associate exams, Anatomy & Physiology Diplomas, Level 3 Diploma and Level 4 Diploma and Professional dance teaching examinations. The information on the applications forms is essential for Head Office to record and process the examinations and for the examiners. Professional examination fees must be paid to the IDTA in advance of the examination session. Following the examination session Principals will receive an invoice for amateur examinations taken on the day of the examination.

The Examination fees list can be downloaded from the IDTA website or requested from Head Office. Please note the minimum daily session fee required. Examination fees are reviewed annually and any fee changes are normally introduced from 1st September each year, any changes to examination fees will be advised to members via email and via the IDTA website.

An Examiner will be appointed by Head Office to conduct your examination session and you will be notified by email.

Principals are required to contact their appointed Examiner two weeks prior to the examination session with the timetable and clear directions to the venue. Changes to the timetable must be advised to the Examiner 7 days prior to the session. Please email these to the examiner if possible. Examiners need time prior to the examination session to prepare for the exams being entered, especially for higher level examinations and professional dance teaching examinations.

See the list of examinations that candidates may be entered for in each examination category - Appendix 1, 2, 3 and 4.

For examinations with the Examiner present, all sections of the current printed examination syllabus must be performed by the candidate. Minor adjustments to the syllabus for examinations by Live Streaming and Video are listed in the appendices.

Examiner working day

The maximum working day for an Examiner present is 8 hours including breaks.

Breaks should be a minimum of 15 minutes morning and afternoon, and 30 minutes for lunch. Comfort breaks and a lunch break must be scheduled into the timetable.

The maximum working day for an Examiner assessing examinations via Live Stream or Video is 5 hours – please see sections below.

Examiner Present:

Please check with your Examiner regarding refreshments and food during the day. Some Examiners may prefer to bring with them their own food and drinks with them. Please check with your examiner.

Report forms can be placed on the Examiner's table, in the same order as the timetable, before the Examiner arrives, alternatively candidates can hand their reports to the Examiner as they enter the room.

What happens after the examinations have taken place?

For Theatre examinations, the Examiner will return the report forms to IDTA's head office in Brighton, as soon as possible, after the examination session. This may vary in countries where an Area Administrator is co-ordinating the examination session with Head Office eg: New Zealand.

For amateur Ballroom and Freestyle session, which do not include Graded exams, the Examiner will leave the report forms with the principal and send the timetable/results sheet to the office for processing.

For amateur Ballroom and Freestyle sessions, which include Graded examinations, all the reports will be sent to the office for processing and a copy of the timetable/results sheet will be left with the principal.

Report forms / examination results will be processed and the office will email the principal a list of all the exams processed, so that the spelling of the candidates' names and exams taken can be checked prior to completing the session. Please check the list and advise the office if the names are correct or if there are any amendments. This check helps to prevent errors on certificates and awards.

When the report forms / examination results have been processed and checked, a final invoice will be issued for payment. The report forms, the candidates' certificates and awards will then be posted to you. Principals are only charged for the examinations taken. However, please note the conditions on the professional dance teaching examination application forms relating to late cancellation of an examination.

Principals may pay their invoice, either online via the website, by phoning the office to pay by credit or debit card or by sending a cheque to the office. For members living and working in countries where there is an Area Organiser co-ordinating the examinations with Head Office, arrangements may be in place for payment to be made via the Area Organiser.

Please note that you should not arrange a presentation date before you know your awards have been dispatched. You can check the progress of your examination session processing via the IDTA website. We do not provide priority for any sessions, as it has been proven to be an unfair system that leaves other members and their students that have had their sessions examined prior, having to wait longer for their sessions to be processed and dispatched.

The timeframe for processing sessions varies depending when the examination takes place. During quieter times of the year we aim to process examinations within 4-6 weeks of receipt of the examination reports at the office. Peak periods (Easter, June/July and Christmas/New Year) have an average processing period of around 8-10 weeks from the date of the examination to the awards being dispatched, due to the volume of examination sessions.

All examination session reports are processed in date order and once checked, the awards are then selected, assembled and dispatched in date order.

Live Streamed Examinations UK – conducted by UK Examiner

Principals must have written permission from the parents/guardians of children for them to take part in Live Streamed examinations.

An Examiner will be appointed to conduct your examination session in the normal way.

Examination fees remain unchanged. The UK fees list can be downloaded from the IDTA website or requested from Head Office. For Live Streamed professional examinations only. If these fees are less than the minimum session fee above, they will not incur any additional special examination fee.

Principals will be required to contact the Examiner two weeks prior to their examination session and send the completed timetable and all amateur examination report forms, direct to the Examiner. The candidate's details must be completed at the top of each form, by the teacher. Report forms must be sent in a secure envelope and by signed for post so that the package can be tracked. If the Examiner does not receive the timetable and report forms, the examination session will not be conducted. Report forms for professional examinations will be sent to the Examiner by Head Office. Changes to the timetable must be advised to the Examiner 7 days prior to the session.

Before your first Live Stream session - the principal must contact a member of the IDTA IT Committee, Michael Sandham (m.sandham@idta.co.uk) or Joanne Kirkland (j.kirkland@idta.co.uk), to arrange a test Live Stream Zoom link 7 days prior to the session. This must be completed in order for the examination session to take place. Failure to do so will result in the examination session being cancelled.

Principals will need to provide the following equipment:

1. Laptop/IPad/PC
2. Secure Broadband. It is recommended, this is plugged into the Ethernet rather than using wireless connection.
3. Wide angle web cam
4. TV screen/monitor and cable for mirroring laptop/IPad
5. Zoom platform – teacher to host the session.

Principal to check

1. Broadband strength at different times of the day as this may affect the Zoom platform if the connection is weaker at certain times of the day.
2. Angle of the camera so that all the studio can be seen.
3. Volume of music
4. Volume of sound to ensure the Examiner can be heard by the candidates – a separate speaker is advised.
5. Candidates to have number identification on front and back (not ribbons or stickers as these cannot be seen easily by the examiner).
6. A coloured dot on one side of the studio and a different coloured dot on the opposite side, to assist the candidates with direction from the examiner regarding starting positions.

Three days prior to the examination session the principal must arrange for a test Zoom link with the appointed Examiner. This must be completed in order for the examination session to take place. Failure to do so will result in the examination session being cancelled. This is especially important for Tap examinations to ensure the sound levels are sufficient.

It is the responsibility of the principal to send the Zoom link, for the examination session day, to the Examiner. Hosting of the session may need to be transferred from the principal to the Examiner, depending upon the examinations being conducted.

Examination room set up;

Screen, camera equipment, speakers etc....

Music operator to be present as normal

Camera operator – a responsible person to check the camera and to move the camera as requested by the Examiner (see below)

Chaperone –The responsible adult (the music operator or camera operator) to be available if required for younger candidates and to direct the candidates to their starting positions and to exit the room when finished.

When entering the examination room the candidate must be introduced to the Examiner by the chaperone or themselves if they are old enough to do so and confirm the examination they are taking. Eg: John Smith, Grade 1 Ballroom.

At the start of the examination, the Examiner will request the camera operator to scan around the room to ensure only the stated people are in the room. The camera is to be repositioned for the examination. At any time during the examination session, the Examiner may ask for the camera operator to scan the room to check that only the stated people are in the room and that the examination session is not being recorded.

The candidates must always be in view. The camera operator should be positioned accordingly and may need to follow a candidate for a progressive dance demonstration.

A temporary mark should be placed on the floor, so that the candidates know how close they can come to the camera, without the Examiner losing full view of them.

Two different coloured markers to be place on the wall behind the candidates in view of the Examiner, to assist the Examiner to direct candidates to starting positions if required.

The Examiner may request a candidate to demonstrate a section of the syllabus again, if full view of the candidate has been lost.

The maximum working day for an Examiner is 5 hours plus breaks, total 6 hours 30 minutes.

Comfort breaks and a lunch break must be scheduled into the timetable. Breaks should be a minimum of 15 minutes morning and afternoon, and 60 minutes for lunch..

The Examiner will ensure that they are in a private room and are not interrupted during the examination session. The examination session will not be recorded by the Examiner and must not be recorded by the principal.

See the list of examinations that candidates may be entered for in each category - Appendix 1, 2, 3 and 4

Reasonable Adjustments. Applications should be submitted as normal to Head Office with the Examination Session Request Form for processing and agreement.

Potential Problems - Please be prepared to deal with potential problems, for example the connection may fail during an examination. If this happens please contact the Examiner by phone to try to reconnect. Try to establish if the problem is with your internet connection or the Examiners. If you are unable to reconnect after 30 minutes, stop the session. Arrange another date with the Examiner and advise Head Office.

Examinations which have been completed will be processed. If a session is stopped due to technical difficulties, only one minimum session fee will be applied.

Backup system: We recommend that you have another laptop or iPad available in case of any problems.

Recommend What's App or Messenger contact details are sent to the Examiner to assist communication if any problems occur.

Video Examinations UK – conducted by UK Examiner

From March 2023, video examinations for regulated graded examinations and performers awards will be allowed only by exception and through special consideration and must apply in writing in advance for permission to be granted by the Chief Executive.

Principals must have written permission from the parents/guardians of children for them to take part in Video examinations.

An Examiner will be appointed to conduct your examination session in the normal way, on a specified date only.

Examination fees remain unchanged. The UK fees list can be downloaded from the IDTA website or requested from Head Office.

This option of examinations by Video will only be available for the IDTA's Dance Awards (formerly Medal Tests) Rosette Awards, Stardance Awards, Single Dance Series and Social Dance Awards.

This option is NOT available for regulated qualifications at Level 3 Diploma Dance Teaching Assistant and Level 4 Diploma in Dance Teaching and is not available for IDTA Pre-Associate, Associate, Licentiate and Fellowship examinations – these examinations can only be taken with an Examiner present or via Live Streaming.

The date of examination entered on the Request Form by the principal is the date the Examiner will be engaged to assess the examination videos. Principals must ensure that videos of the candidate are uploaded to the IDTA Dropbox prior to the date on which the Examiner has been booked to view and assess the videos.

Principals will be required to contact the Examiner two weeks prior to their examination session and send the completed timetable and all examination report forms, direct to the Examiner. The candidate's details must be completed at the top of each form, by the teacher.

Report forms must be sent in a secure envelope and by recorded or signed for post. If the Examiner does not receive the timetable and report forms, the examination session will not be conducted.

Changes to the timetable must be advised to the Examiner 7 days prior to the session.

The principal will arrange for candidates to attend the dance studio/space and video candidates, performing the dances for the examination, **prior to the examination date**. Depending on the dance genre it may be necessary to video the candidate individually, however it may be possible to video two or more candidates at the same time, providing the candidates can be seen clearly at all times and do not move out of the video frame.

The examination performance should be recorded as close as possible to the examination date. Videos of the candidates' performance must be date and time stamped and the filming should be continuous from the candidate entering the room to exiting, no pausing or stopping. The date and time stamp on the video will confirm this and ensure the performance for the exam is recent. The only exception to the video being paused is if the candidate has an approved reasonable adjustment request for a rest break.

Examination room set up;

Camera equipment

Music operator to be present as normal

Camera operator – a responsible person

Chaperone – The responsible adult (the music operator or camera operator) to be available if required for younger candidates and to direct the candidates to their starting positions and to exit the room when finished.

When entering the examination room the candidate(s) must be introduced to the Examiner, by the chaperone or themselves, if they are old enough to do so. They will need to state their name and the examination they will be taking Eg: John Smith, Bronze Ballroom – Waltz and Foxtrot. Please ensure candidate(s) are clearly identified on the video and report form eg: number of colour.

The camera operator will ask the candidate(s) to take their starting position and to begin when ready – the candidate should dance through their dance(s) and then exit the room. Eg: John Smith would dance through his Waltz routine and then stop, retake his starting position and then dance through his Foxtrot routine. Then exit the room.

The candidate(s) must always be in view. The camera operator should be positioned accordingly and may need to follow a candidate for a progressive dance demonstration. If the candidate(s) go out of shot, the examiner will not be able to assess the section of the exam syllabus and will not be able to award marks for unseen work.

It may be necessary to make temporary marks on the floor, so that the candidates know how close they can come to the camera, without the Examiner losing full view of them.

When all the candidates have been filmed the principal will upload all the videos to their dedicated IDTA dropbox, 3 days before the examination date. Only on this examination date, will the Examiner access the dropbox folder to review and mark these videos.

Head Office will email the link of your dedicated dropbox file to you. When you have uploaded the file please contact Head Office using email: info@idta.co.uk The principal should also advise the Examiner by email, that the videos have been uploaded. Once received, the Examiner and/or Head Office will acknowledge receipt.

The Examiner will ensure that they are in a private room and are not interrupted while viewing and marking the examination session.

For video examinations the Examiner's normal working day is a maximum of 5 hours plus the breaks, 15 minutes morning and afternoon, and 30 minutes for lunch. Please ensure that your timetable and the videos uploaded reflect this time scale.

Once marking is completed, the Examiner will send the report forms to Head Office for processing and advise that the examination session has been completed. The videos will then be deleted from the dropbox, 30 days after the report forms have been received at Head Office.

See the list of examinations that candidates may be entered for - Appendix 1, 2, 3 and 4. Only enter candidates for examinations listed in the appendix. Do not enter candidates for examinations that are not listed as they will not be conducted.

Reasonable Adjustments. Applications should be submitted as normal to Head Office with the Examination Session Request Form for processing and agreement.

Video examination file name and dropbox:

IDTA will create a dedicated dropbox file for each examination session which will be titled using the principal's name, membership number and examination date Eg: Michael Brown12345-Oct2020

When uploading the videos of your candidates to your dropbox folder, please title candidate files using their allocated number on the timetable, their name and examination and date

Eg: if John Smith is number 12 on the exam timetable the title should be

12 John Smith Bronze Ballroom - Oct2020.

This keeps the videos in order and assists the examiner when viewing and marking.

Principals should retain a copy of their examination videos until after the examination session has been marked, in case there is a problem with the transfer of the files to the dropbox or a file has been corrupted. If this situation arises, the Examiner/Head Office will contact the principal and ask them to transfer the file again.

Principals must advise candidates and their parents/guardians that they will be saving the files for a period of time and they must be kept securely in line with Data Protection requirements and then deleted securely.

Principals should not retain the examination videos for longer than necessary or show the videos to other teachers, examiners, parents or candidates.

Video Examinations International - conducted by UK Examiner

From March 2023, video examinations for regulated graded examinations and performers awards will be allowed only by exception and through special consideration and must apply in writing in advance for permission to be granted by the Chief Executive.

Principals must have written permission from the parents/guardians of children for them to take part in Video examinations.

An Examiner will be appointed to conduct your examination session in the normal way, on a specified date only.

Examination fees remain unchanged. The fees list can be downloaded from the IDTA website or requested from Head Office.

Fees lists for International members can be request from Head Office or from your Area Administrator (Greece and New Zealand).

This option of examinations by Video will only be available for the IDTA's Dance Awards (formerly Medal Tests) Rosette Awards, Stardance Awards, Single Dance Series and Social Dance Awards.

This option is NOT available for regulated qualifications at Level 3 Diploma Dance Teaching Assistant and Level 4 Diploma in Dance Teaching and is not available for IDTA Pre-Associate, Associate, Licentiate and Fellowship examinations – these examinations can only be taken with an Examiner present or via Live Streaming.

The date of examination entered on the Request Form by the principal is the date the Examiner will be engaged to assess the examination videos. Principals must ensure that videos of the candidate are uploaded to the IDTA Dropbox prior to the date on which the Examiner has been booked to view and assess the videos.

Principals will be required to contact the Examiner two weeks prior to their examination session and send to them the timetable. This must include all the information required: candidate's PIN number, candidate's name, branch and examination codes. The information must be clearly printed, as the Examiner will use this information to complete each candidate's report form.

If the Examiner does not receive the timetable, the examination session will not be conducted.

Changes to the timetable must be advised to the Examiner 7 days prior to the session.

The principal will arrange for candidates to attend the dance studio/space and video candidates, performing the dances for the examination, **prior to the examination date**. Depending on the dance genre it may be necessary to video the candidate individually, however it may be possible to video two or more candidates at the same time, providing the candidates can be seen clearly at all times and do not move out of the video frame.

The examination performance should be record as close as possible to the examination date.

Videos of the candidate's performance must be date and time stamped and the filming should be continuous from the candidate entering the room to exiting, no pausing or stopping. The date and time stamp on the video will confirm this and ensure the performance for the exam is recent. The only exception to the video being paused is if the candidate has an approved reasonable adjustment request for a rest break.

Examination room set up;

Camera equipment

Music operator to be present as normal

Camera operator – a responsible person

Chaperone – The responsible adult (the music operator or camera operator) to be available if required for younger candidates and to direct the candidates to their starting positions and to exit the room when finished.

When entering the examination room the candidate(s) must be introduced to the Examiner, by the chaperone or themselves, if they are old enough to do so. They will need to state their name and the examination they will be taking Eg: John Smith, Bronze Ballroom – Waltz and Foxtrot. Please ensure candidate(s) are clearly identified on the video and report form eg: number of colour.

The camera operator will ask the candidate(s) to take their starting position and to begin when ready – the candidate should dance through their dance(s) and then exit the room. Eg: John Smith would dance through his Waltz routine and then stop, retake his starting position and then dance through his Foxtrot routine. Then exit the room.

The candidate(s) must always be in view. The camera operator should be positioned accordingly and may need to follow a candidate for a progressive dance demonstration. If the candidate(s) go out of shot, the Examiner will not be able to assess the section of the exam syllabus and will not be able to award marks for unseen work.

It may be necessary to make temporary marks on the floor, so that the candidates know how close they can come to the camera, without the Examiner losing full view of them.

When all the candidates have been filmed the principal will upload all the videos to their dedicated IDTA dropbox, 3 days before the examination date. Only on this examination date, will the Examiner access the dropbox folder to review and mark these videos.

Head Office will email the link of your dedicated dropbox file to you. When you have uploaded the file please contact Head Office using email: info@idta.co.uk The principal should also advise the Examiner by email, that the videos have been uploaded. Once received, the Examiner and/or Head Office will acknowledge receipt.

The Examiner will ensure that they are in a private room and are not interrupted while viewing and marking the examination session.

For video examinations the Examiner's normal working day is a maximum of 5 hours plus the breaks, 15 minutes morning and afternoon, and 30 minutes for lunch. Please ensure that your timetable and the videos uploaded reflect this time scale.

Once marking is completed, the Examiner will send the report forms to Head Office for processing and advise that the examination session has been completed. The videos will then be deleted from the dropbox, 30 days after the report forms have been received at Head Office.

Only enter candidates for examinations listed in the appendix. Do not enter candidates for examinations that are not listed as they will not be conducted.

See the list of examinations that candidates may be entered for - Appendix 1, 2, 3 and 4

Reasonable Adjustments. Applications should be submitted as normal to Head Office with the Examination Session Request Form for processing and agreement.

Video examination file name and dropbox:

IDTA will create a dedicated dropbox file for each examination session which will be titled using the principal's name, membership number and examination date Eg: Michael Brown12345-Oct2020

When uploading the videos of your candidates to your dropbox folder, please title candidate files using their allocated number on the timetable, their name and examination and date

Eg: if John Smith is number 12 on the exam timetable the title should be

12 John Smith Bronze Ballroom - Oct2020.

This keeps the videos in order and assists the examiner when viewing and marking.

Principals should retain a copy of their examination videos until after the examination session has been marked, in case there is a problem with the transfer of the files to the dropbox or a file has been corrupted. If this situation arises, the Examiner/Head Office will contact the principal and ask them to transfer the file again.

You must advise candidates and their parents/guardians that you will be saving the files for a period of time and they must be kept securely in line with Data Protection requirements and then deleted securely.

Principals should not retain the examination videos for longer than necessary or show the videos to other teachers, examiners, parents or candidates.

List of Ballroom Branch Examinations that candidates may be entered for - Appendix 1
Amateur Tests – Dance Awards (formerly Medal Tests).

Candidates are entered at the discretion of the principal. Please carefully consider the number of candidates being entered into the examination room, at the same time.

When setting the dance studio for live stream exams it is important for the candidates to be clearly visible at all times. This is especially important for team awards. If the Examiner is unable to see a candidate complete a syllabus exercise or dance they will be unable to mark this section of the exam and the Examiner may request the candidates repeat the exercise or dance but to keep within the markings on the floor. It is essential that the candidates are clearly identified with a number or colour on their back and chest which is noted on their report forms. Also all candidates should introduce themselves or be introduced at the start of the exam.

When videoing candidates for examinations, principals should ensure that the numbers of candidates are appropriate to allow filming to take place so that candidates are clearly visible and in shot throughout the examination. This is especially important for team awards. If the Examiner is unable to see a candidate complete a dance they will be unable to mark the exam. It is essential that the candidates are clearly identified with a number or colour on their back and chest which is noted on their report forms. Also all candidates should introduce themselves or be introduced at the start of the video. Please ensure the video is clearly titled and referenced to the timetable.

Ballroom, Latin, Classical Sequence, Modern Sequence, Club Dancing, All Round Efficiency.

	Examiner Present	Live Stream	Video
Rosettes	YES	YES	YES
Stardance	YES	YES	YES
Social dance awards	YES	YES	YES
Single dance series	YES	YES	YES
Dance Awards (formerly Medal Tests)	YES	YES	YES
Preparatory and Primary Grades – Ballroom, Latin and Classical Sequence	YES	YES	YES
Grades 1-5 – Ballroom, Latin and Classical Sequence	YES	YES	NO#

only by exception and through special consideration and must apply in writing in advance for permission to be granted by the Chief Executive.

Higher Level Examinations and Professional Examinations

For all Live Streamed examinations, the candidate must show their proof of ID to the camera/Examiner.

Ballroom, Latin, Classical Sequence.

	Examiner Present	Live Stream	Video
Pre-Associate	YES	YES	NO
Level 3 Diploma Dance Teaching Assistant	YES	YES	NO *
Level 4 Diploma in Dance Teaching	YES	YES	NO *
Associate	YES	YES	NO *
Licentiate	YES	YES	NO *
Fellowship	YES	YES	NO *
Diplomas (Salsa, Argentine Tango)	YES	YES	NO *

* see additional information below appendix 4.

List of Freestyle Branch Examinations that candidates may be entered for - Appendix 2
Amateur Tests – Dance Awards (formerly Medal Tests)

Candidates are entered at the discretion of the principal. Please carefully consider the number of candidates being entered into the examination room, at the same time.

When setting the dance studio for live stream exams it is important for the candidates to be clearly visible at all times. This is especially important for team awards. If the Examiner is unable to see a candidate complete a syllabus exercise or dance they will be unable to mark this section of the exam and the Examiner may request the candidates repeat the exercise or dance but to keep within the markings on the floor. It is essential that the candidates are clearly identified with a number or colour on their back and chest which is noted on their report forms. Also all candidates should introduce themselves or be introduced at the start of the exam.

When videoing candidates for examinations principals should ensure that the numbers of candidates are appropriate to allow filming to take place so that candidates are clearly visible and in shot throughout the examination. This is especially important for team awards. If the Examiner is unable to see a candidate complete a dance they will be unable to mark the exam. It is essential that the candidates are clearly identified with a number or colour on their back and chest which is noted on their report forms. Also all candidates should introduce themselves or be introduced at the start of the video. Please ensure the video is clearly titled and referenced to the timetable.

Freestyle, Street, Rock 'n' Roll, Line Dancing, Belly Dancing, Cheerleading.

	Examiner Present	Live Stream	Video
Rosettes	YES	YES	YES
Stardance	YES	YES	YES
Social dance awards	YES	YES	YES
Single dance series	YES	YES	YES
Dance Awards (formerly Medal Tests)	YES	YES	YES
Preparatory and Primary Grades – Freestyle	YES	YES	YES
Grades 1-5: Freestyle only	YES	YES	NO#

only by exception and through special consideration and must apply in writing in advance for permission to be granted by the Chief Executive.

Higher Level Examinations and Professional Examinations

For all Live Streamed / Video examinations, the candidate must show their proof of ID to the camera for sections that are videoed and to the Examiner at the start of the Live Streaming.

Freestyle, Street, Rock 'n' Roll, Line Dancing, Belly Dancing, Cheerleading.

	Examiner Present	Live Stream	Video
Intermediate (Freestyle only)	YES	YES	NO#
Pre-Associate	YES	YES	NO
Level 3 Diploma Dance Teaching Assistant (Freestyle only)	YES	YES	NO *
Level 4 Diploma in Dance Teaching (Freestyle only)	YES	YES	NO *
Associate	YES	YES	NO *
Licentiate	YES	YES	NO *
Fellowship	YES	YES	NO *
Diploma – Belly Dancing	YES	YES	NO *

only by exception and through special consideration and must apply in writing in advance for permission to be granted by the Chief Executive.

* - see additional information below appendix 4.

Amateur Tests – Dance Awards (formerly Medal Tests)

Candidates are entered at the discretion of the principal. Please carefully consider the number of candidates being entered into the examination room, at the same time.

Live Streamed examination: The Tap Echoes will not be required due to a lag in the sound on the Zoom platform. For examinations where the examiner is present, the Echoes will be required.

When setting the dance studio for live stream exams it is important for the candidates to be clearly visible at all times. This is especially important for team awards. If the Examiner is unable to see a candidate complete a syllabus exercise or dance they will be unable to mark this section of the exam and the Examiner may request the candidates repeat the exercise or dance but to keep within the markings on the floor. It is essential that the candidates are clearly identified with a number or colour on their back and chest which is noted on their report forms. Also all candidates should introduce themselves or be introduced at the start of the exam.

When videoing candidates for examinations it may be possible to video more than one candidate at a time eg for grade examinations it may be possible to video two or three candidates, as per the syllabus at the same time. The candidates must be clearly visible at all times. This is especially important for team awards. If the Examiner is unable to see a candidate complete a syllabus exercise or dance they will be unable to mark this section of the exam. It is essential that the candidates are clearly identified with a number or colour on their back and chest which is noted on their report forms. Also all candidates should introduce themselves or be introduced at the start of the video. Please ensure the video is clearly titled and referenced to the timetable.

Ballet, Tap, Contemporary Modern Jazz, Theatre Craft, Acrobatic Dance

	Examiner Present	Live Stream	Video
Rosettes	YES	YES	YES
Stardance	YES	YES	YES
Pre Juvenile Group Award	YES	YES	YES
Dance Awards (formerly Medal Tests)	YES	YES	YES
Classwork Assessment	YES	YES	YES
Preparatory and Primary Grades	YES	YES	YES
Grades 1-5	YES	YES	NO#
Classical Ballet Awards 1 & 2 & T.A.P. Award	YES	YES	YES
Musical Theatre	YES	YES	NO#
Acting Awards	YES	YES	NO#

only by exception and through special consideration and must apply in writing in advance for permission to be granted by the Chief Executive.

Video examinations: if written permission is granted for Grade examinations to be examined via video please note:

* *Ballet, Tap, Contemporary Modern Jazz and Theatre Craft: unseen enchainements and amalgamations are not required.*

* *Ballet – creative improvisation is not required.*

* *Theatre Craft – improvisation is not required.*

* *Tap – Echoes, terminology and improvisation is not required.*

* *Contemporary Modern Jazz – improvisations is not required.*

* *Musical Theatre – from Stage 2 onwards the teacher is permitted to ask the candidate for Theatre Terminology from the set list.*

* *Acting Awards – the teacher is permitted to ask the candidates the compulsory set questions from the syllabus. From Gold Bar onwards, “hot seating” is not required.*

Higher Level Examinations and Professional Examinations

Candidates are entered at the discretion of the principal.

For all Live Streamed / Video examinations, the candidate must show their proof of ID to the camera for sections that are videoed and to the Examiner at the start of the Live Streaming.

Ballet, Tap, Contemporary Modern Jazz, Theatre Craft,

	Examiner Present	Live Stream	Video
Performer Awards	YES	YES	NO#
Pre-Associate	YES	YES	NO
Level 3 Diploma Dance Teaching Assistant	YES	YES	NO *
Level 4 Diploma in Dance Teaching	YES	YES	NO *
Associate	YES	YES	NO *
Licentiate	YES	YES	NO *
Fellowship	YES	YES	NO *
Dance Exercise Diploma	YES	YES	NO *
Acrobatic Dance / Gymnastic Dance Diploma	YES	YES	NO *

only by exception and through special consideration and must apply in writing in advance for permission to be granted by the Chief Executive.

* - see additional information below appendix 4.

Pre-Associate, Level 3 Diploma, Level 4 Diploma, Associate, Licentiate & Fellowship

For all Live Streamed examinations, the candidate must show their proof of ID to the camera/Examiner.

Live Streamed examinations. Please read the information regarding 'dropbox' detailed in the Video Examination section of this guide.

When a video is submitted, the scheduled timing of the examination should not be reduced. The Examiner will mark the video in advance and this may cause the examination to finish a little earlier.

For all Theatre Branch examinations; in the following descriptions, the word 'Candidate' also includes demonstrators, where appropriate.

**Level 3 Diploma Dance Teaching Assistant: All core subjects –
Ballet, Tap, Contemporary Modern Jazz, Theatre Craft, Ballroom, Latin, Classical Sequence, Freestyle.**

For Examiner present or Live Streamed examinations.

The Workbook is normally presented to the Examiner as a printed document at the beginning of the examination, if the Examiner is present the candidate should present their workbook as per the syllabus. Examination time as per syllabus

For live streamed examinations, the principal must forward a scanned copy of the workbook by email to the Examiner as a PDF file, 7 days prior to the examination date. If the Examiner does not receive the workbook the examination will not be conducted, as this will be marked in advance. The examination time will be reduced by 15 minutes and the examination fee remains unchanged.

If the examination is with an Examiner present (in all branches) or is a Live Streamed examination in the Theatre Branch: The candidate will enter the examination room and undertake the practical section of the examination.

For Live Streamed Ballroom Branch and Freestyle Branch examinations: The demonstration with a partner section or the demonstration section is to be videoed and uploaded to a specific IDTA dropbox. This will be sent to the Examiner in advance of the examination to review and mark. The video must be received 3 days before the examination date. Failure to provide the video will mean the examination will be rescheduled. The video is intended to allow the candidate to dance to the appropriate standard and tempo/speed.

**Level 4 Diploma in Dance Teaching: All core subjects –
Ballet, Tap, Contemporary Modern Jazz, Theatre Craft, Ballroom, Latin, Classical Sequence, Freestyle.**

For Live Streamed examinations.

Unit 2 – The pre-arranged choreography (Theatre Branch) and the demonstration with a partner section (Ballroom Branch) and the demonstration section (Freestyle Branch). This section of the unit is to be videoed and uploaded to a specific IDTA dropbox. This will be sent to the Examiner in advance of the examination to review and mark. The video must be received 3 days before the examination date. Failure to provide the video will mean the examination will be rescheduled. The video is intended to allow the candidate to dance to the appropriate standard and tempo/speed. The rest of the Unit 2 examination will be conducted by Live Stream.

**Level 4 Diploma in Dance Teaching: All core subjects –
Ballet, Tap, Contemporary Modern Jazz, Theatre Craft, Ballroom, Latin, Classical Sequence,
Freestyle.**

For Live Streamed examinations.

Unit 3 – this section of the examination may be conducted by Live Stream. To conduct the class, the candidate will be required to provide 2 pupils. The candidate must ensure they have permission from the pupils' parents/guardians to take part in the Live Streamed examination. Alternatively, the candidate may arrange for pupils to join the Unit 3 examination at the appropriate time to take part in a Zoom class. The Examiner will instruct the candidate on the class requirements, the candidate will invite the pupils to join the Zoom exam and the Examiner will observe the class online. At the end of the class, the pupils will leave the Zoom meeting and the examination will continue.

Theatre Branch: Licentiate and Fellowship Examinations. Ballet, Tap, Contemporary Modern Jazz and Theatre Craft

For Live Streamed examinations.

The pre-arranged choreography to be videoed and uploaded to a specific IDTA dropbox. This will be sent to the Examiner in advance of the examination to review and mark. The video must be received 3 days before the examination date. Failure to provide the video will mean the examination will be rescheduled. The video is intended to allow the candidate/demonstrators to dance to the appropriate standard and tempo/speed. The Examiner will discuss the video demonstration with the candidate.

Practical Teaching section: To conduct the class, the candidate will be required to provide 2 pupils. The candidate must ensure they have permission from the pupils' parents/guardians to take part in the Live Streamed examination. Alternatively, the candidate may arrange for pupils to join the Unit 3 examination at the appropriate time to take part in a Zoom class. The Examiner will instruct the candidate on the class requirements, the candidate will invite the pupils to join the Zoom exam and the Examiner will observe the class online. At the end of the class, the pupils will leave the Zoom meeting and the examination will continue.

Freestyle Branch: Pre-Associate, Associate, Licentiate and Fellowship Examinations.

For Examiner present or Live Streamed examinations.

The Portfolio is normally presented to the Examiner as a printed document at the beginning of the examination if the Examiner is present the candidate should present their portfolio as per the syllabus.

For live streamed examinations, the principal must forward a scanned copy of the portfolio by email to the Examiner as a PDF file, 7 days prior to the examination date. If the Examiner does not receive the portfolio the examination will not be conducted.

If the examination is with an Examiner present: The candidate will enter the examination room and undertake the practical section of the examination.

For Live Streamed examinations: The demonstration section is to be videoed and uploaded to a specific IDTA dropbox. This will be sent to the Examiner in advance of the examination to review and mark. The video must be received 3 days before the examination date. Failure to provide the video will mean the examination will be rescheduled. The video is intended to allow the candidate to dance to the appropriate standard and tempo/speed.

For all Freestyle examinations please ensure you are working to the current syllabus and refer to both technique books - Freestyle Dance and Advanced Freestyle by Anna Jones.

PLEASE NOTE: Fellowship examinations are only available in the module format. The first module must be taken successfully before further modules can be taken.

Ballroom, Latin, Classical Sequence Branches: Pre-Associate, Associate, Licentiate and Fellowship Examinations

For Live Streamed examinations.

Demonstration with a partner section of the examination to be videoed and uploaded to a specific IDTA dropbox. This will be sent to the Examiner in advance of the examination to review and mark. The video must be received 3 days before the examination date. Failure to provide the video will mean the examination will be rescheduled. The video is intended to allow the candidate to dance to the appropriate standard and tempo/speed. The rest of the examination will be conducted by Live Stream.

PLEASE NOTE: Fellowship examinations for Ballroom, Latin and Classical Sequence, are only available in the module format.

At all levels, the first module must be taken successfully before further modules can be taken. Up to two modules may be taken at future examination sessions. There must be three months between examination sessions at which modules are taken