

## Frequently Asked Questions: Video examinations

### Q1: What are video examinations?

Video examinations are an alternative method for candidates to take International Dance Teachers' Association (IDTA) examinations, offered alongside in-person and live-streamed options. This format was introduced in response to the COVID-19 pandemic and has been continued.

### Which examinations are eligible for video submission?

• **Non-regulated examinations** specifically permitted for video sessions include:

- Dance Awards (formerly Medal Tests)
- Rosettes
- Stardance Awards
- Social Dance Award
- Single Dance Series

• **Regulated graded examinations and performer awards** are generally *not* allowed by video. However, they **may be allowed by exception and through special consideration**, which requires a written application for permission from the Chief Executive. The only standard exceptions for video are Preparatory and Primary Grade candidates.

**Which examinations are *not* available via video?** Video examination is **not available** for regulated qualifications such as the Level 3 Diploma Dance Teaching Assistant, Level 4 Diploma in Dance Teaching, or for IDTA Pre-Associate, Associate, Licentiate, and Fellowship examinations. These professional qualifications can only be taken with an Examiner present (in-person) or via Live Streaming.

## Q2: How do I apply for a video examination session?

To apply for a video examination session, your teacher (principal) must complete and return the IDTA Examination Session Request Form to Head Office at least **6-8 weeks prior** to the preferred examination date. On this form, the principal must clearly indicate that the session is to be conducted by video.

**What about consent for minors?** Principals **must have written permission from the parents/guardians** of children for them to take part in video examinations.

**What role does the principal/teacher play in the application and preparation?** The principal arranges for candidates to attend the dance studio/space to video their performances prior to the examination date. They are also responsible for uploading all videos to their dedicated IDTA Dropbox **3 days before** the examination date. Additionally, the principal must send the completed timetable and all examination report forms directly to the Examiner two weeks prior to the session. The candidate's details must be completed on each form by the teacher.

## Q3: What equipment and recording standards are required for video examinations?

Video submissions can be filmed on **any recording device**. Key requirements for the recording include:

- In Theatre, video examinations must be recorded in accordance with the correct number of candidates permitted in the examination at one time. These details can be found in the Theatre Dance Technique Syllabi (page 6).
- The **candidate must be clearly seen and in full view**, from head to feet, throughout the entire examination.
- The **music must always be clear and audible**.
- The recording format should be in **landscape orientation** and of **1080HD file format** for successful uploading.

- The filming should be **continuous** from the candidate entering the room to exiting, with **no pausing or stopping**. The video must be **date and time stamped** to confirm it is recent. The only exception for pausing is if the candidate has an approved reasonable adjustment request for a rest break.
- Candidates must be **clearly identified** with a number or colour on their front and back, which is noted on their report forms.
- Candidates must be introduced to the Examiner (by a chaperone or themselves) at the start of the video, stating their name and the examination they are taking.
- Temporary marks can be placed on the floor to ensure candidates remain in full view of the camera. If candidates go out of shot, the examiner will not be able to assess that section.

#### **Q4: How is a video examination conducted by the examiner?**

An Examiner is appointed to assess the examination videos on a specified date. The Examiner will access the uploaded videos from the IDTA Dropbox **only on this examination date**. Examiners work in a private room without interruptions while viewing and marking the session. The maximum working day for an Examiner assessing video examinations is 5 hours, plus scheduled breaks.

**Are there specific adaptations for certain graded exams taken by video (if permitted by special consideration)?** Yes, for Theatre Branch graded examinations (if written permission is granted), certain elements are not required:

- Unseen enchainements and amalgamations are *not required*.
- For Ballet, creative improvisation is *not required*.
- For Theatre Craft, improvisation is *not required*.
- For Tap, Echoes, terminology, and improvisation are *not required*.
- For Musical Theatre (Stage 2 onwards), the teacher is permitted to ask the candidate for Theatre Terminology from the set list.

- For Acting Awards, the teacher is permitted to ask the compulsory set questions from the syllabus, and "hot seating" is *not required* from Gold Bar onwards.

#### **Q5: What happens after the video examination?**

Once marking is completed, the Examiner sends the report forms to Head Office for processing. Head Office will email the principal a list of processed exams for spelling and name checks before finalizing certificates and awards.

**What is the data retention policy for videos?** Videos are deleted from the IDTA Dropbox **30 days** after the report forms have been received at Head Office for UK examinations, and **90 days** for international examinations. This period may be extended for legitimate processing reasons like appeals, complaints, standardization, and examiner monitoring. Principals should retain their own copy of the examination videos until after the session has been marked, in case of transfer or corruption issues. Principals **must advise candidates and their parents/guardians** that the files will be saved temporarily and must be kept securely in line with Data Protection requirements before secure deletion. Principals should not retain examination videos longer than necessary or show them to others.

#### **Q6: Are there any special considerations for video examinations?**

- **Graded Exams by Exception:** As mentioned, graded examinations (Grades 1-5) and performer awards are allowed by video **only by exception and through special consideration**.
- **Marking in Exceptional Cases:** If a graded examination is taken by video under special consideration, it will be marked as usual, but the unseen elements that could not be attempted will be excluded from the final mark. The final mark will be calculated as a percentage out of the remaining marks available (e.g., out of 95 rather than 100).
- **Proof of ID:** For all Live Streamed and video examinations for regulated qualifications from Performer Awards upwards, the candidate must show their proof of ID to the camera (for videoed sections) or to the Examiner (at the start of live streaming).

- **Integrity and Security:** The safety of all participants and the integrity and security of the IDTA Examination Service are paramount. Video examinations for professional qualifications like Level 3 and 4 Diplomas, Pre-Associate, Associate, Licentiate, and Fellowship are explicitly *not* permitted via video.

#### **Q7: What are the fees for video examinations?**

Examination fees for individual candidates taking video exams remain **unchanged** from standard fees. However, there is a **minimum daily session fee** required for examination sessions. If the total of examination fees for a session falls below this minimum (£425 for in-person, £225 for live stream), a surcharge will be applied. A special examination fee (£134 in-person or £100 live stream) is required if only professionals are entered and the total exam fees are under £200.