

# ROYAL ACADEMY OF DANCE

## Filmed Examinations Checklist 1

**Please note:** this document should be used alongside the [Filmed Exams Guidelines](#).

### Before Filming

<b>Preparation</b>		✓
Read the Filmed Examination Guidelines for RAD (RTS) Registered Teachers (Applicants), available <a href="#">here</a> .		
Inform local RAD office in advance that you intend to film exams.		
Create entry in <a href="#">RAD Online Exams</a> using filmed session advised by local office and add candidates to be filmed in exam sets. Press 'save' to keep entry pending.		
Request/check you have a Planet eStream login from your local office to upload footage.		
Test equipment, lighting, sounds, studio and filming provisions in advance of filming. Review test footage to ensure quality is sufficient.		
<b>Paperwork</b>		✓
<i><b>Note:</b> upon submission of your exam entry applicants confirm via checkboxes they have the required consents and agreements in place. These forms do not need to be attached to the entry (although you can if you wish). They are not required to be seen or checked by the RAD unless a request is made, for example in the event of an audit.</i>		
Obtain consent from candidates/parents/guardians. Generate the pre-populated filming consent form from exam entry or there is a blank form <a href="#">here</a> .		
Read and agree to Data Sharing Agreement (Controller to Controller), available <a href="#">here</a> .		
If hiring a third party to film, complete RAD Data Processing agreement, found <a href="#">here</a> .		
<b>Reasonable adjustments – if applicable</b>		✓
<i><b>Note:</b> Reasonable Adjustment (RA) forms must be signed by applicant and parent/guardian.</i>		
Ensure RA checkbox is ticked next to candidate's name in the exam entry.		
<a href="#">RA forms</a> must be added as a note to your entry no later than <b>5 working days before filming</b> .		

See Checklist 2 for requirements during filming.

### After Filming

<b>After filming</b>		✓
Exam entry must be submitted to the RAD within <b>3 months</b> of earliest filming date.		
Review your footage to check it adheres to <a href="#">guidelines</a> and is complete.		
If your checks show an exercise has been missed, you must film these immediately (before submission). Please add this as an additional file to your playlist and notify your local office.		
Upload footage to Planet eStream and check it is complete and of good quality after uploading. Planet eStream instructions available <a href="#">here</a> .		
Make any amendments to exam entry, e.g. remove absent candidates.		
Ensure that the footage matches information in the exam entry. The entry and playlist must both be in <b>chronological order</b> .		
Add a note to RAD exam entry with date(s) of filming.		
Copy and paste sharing link from Planet eStream into the notes of the exam entry.		
Contact your local RAD local office who will check the entry.		
Once confirmed by local office, press 'save and submit' to finalise and pay for exam entry. If under 3 hours select <b>yes</b> to say entry is filmed.		
<i><b>Note:</b> charges apply for corrections or changes after the point of submission, as per <a href="#">RAD Specifications</a>. Your local RAD office will advise of the results target date.</i>		
<b>Special Consideration – if applicable</b>		✓
<a href="#">SC form</a> must be emailed to <a href="#">headquarters</a> within 5 working days of the date of filming.		