

# ROYAL ACADEMY OF DANCE

## Filmed Examinations Checklist 2

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

### During Filming

*Once you begin filming, at the beginning of the set, the camera should not stop until the candidates leave the examination studio.*

<b>Studio set up</b>	✓
Ensure the filming space is free of obstruction.	
Ensure all mirrors are fully covered as per <a href="#">RAD Specifications</a> .	
Ensure the barre is positioned correctly, as per set up in Appendix A of <a href="#">Guidelines</a> .	
Authorised persons only in studio.	
Check lighting and contrast so candidates are clearly visible.	
<b>Exam content</b>	✓
All required exercises/dances/variations should be presented as per the 'Content and Format' section of <a href="#">RAD Specifications</a> .	
Free Enchainment Guidelines available <a href="#">here</a> .	
Free Enchainment tracks available to purchase <a href="#">here</a> (required if not using pianist).	
<b>Candidates</b>	✓
<i>Note: if candidate(s) unexpectedly absent, please re-number remaining candidates from 1.</i>	
Candidate numbers clearly visible, front and back as per <a href="#">RAD Specifications</a> .	
Candidates placed on same barre, equally spaced along the same side of the barre at one side of room.	
<b>Introduction (9.10-9.15 of Guidelines)</b>	✓
At the beginning of each examination day, ensure you film a <b>360° pan</b> of studio, capturing all authorised persons in the room (including the camera operator). This should be linked with the first set and not a separate piece of footage. <b>The above 360° pan should be repeated if the authorised people in the exam room change, thus capturing the new people in the room.</b>	
Please read out or show at the <u>start of every set</u> (see Introduction Template) the following items: <ul style="list-style-type: none"> <li>• <b>Date of exam</b></li> <li>• <b>Level of Exam or Class Award</b></li> </ul>	
Ring the bell, then candidates enter studio and position centrally in ascending numerical order (left to right). Candidate order must match exam entry.	
Person acting as examiner greets candidates "Good Morning/Afternoon/Evening"	
In numerical order, ask candidates to say their name (self-identify) this can be the candidates full name, or just their first name - either is acceptable.	
After each candidate has said their name, the person acting as examiner must clearly repeat the candidate's full name <b>and</b> RAD candidate ID number. This <b>must</b> be audible.	

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<b>Filming</b>	✓
Exam must be filmed in <b>landscape</b> .	
Filmed footage resolution must be as high as possible, ideally 720p (High Definition), with a minimum resolution of 480p (Standard Definition).	
Audio quality should be clear and audible. Sound and vision must be in sync.	
Each examination must be filmed <b>continuously</b> . Breaks or editing are not allowed. (See Guidelines 9.9)	
During the introduction the camera should be positioned in the middle, front and centre of the room (Appendix A of <a href="#">Guidelines</a> ).	
When candidates are at the barre, the barre hand and whole body of all candidates must be visible. The camera should be repositioned to accommodate this. The camera should be repositioned again after the barre, back to the middle, front and centre when candidates perform their centre work. (Appendix A of <a href="#">Guidelines</a> ).	
Do not stop filming while you reposition camera from barre to centre or vice versa.	
Candidates should be an appropriate distance from camera. (See Guidelines 9.20 and Appendix A)	
Applicants can zoom in/out to capture as much detail as possible throughout the exam.	
Candidates do not need to be in camera shot whilst resting or changing into character wear or pointe shoes, but filming should not be stopped whilst this occurs	
<b>Person acting as examiner</b>	✓
Refer to candidates by the name shown in the exam entry. Add a note to the entry if the name used in filming is different to this (for example, a known-as name).	
Keep instructions clear, concise and neutral in tone.	
You can remind candidates of starting positions if required.	
You must not over-direct or give excessive guidance/input (See Guidelines 9.21)	
Candidates should only perform an exercise once unless stated otherwise in <a href="#">RAD Specifications</a> (See Guidelines 9.22)	
Use reasonable judgement to let candidate restart exercise/ dance if minor incident occurs. Filming should not be stopped (See Guidelines 9.23)	
In event of major incident affecting all candidates, stop filming and re-schedule. If incident doesn't affect all candidates, keep filming and make it clear if any candidates are withdrawing during exam (and add note to exam entry explaining). Exam continues for remaining candidates.	