

# ROYAL ACADEMY OF DANCE

## Filmed Exams Policy

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### **1 Purpose**

- 1.1 This document outlines the regulatory standards, responsibilities applicable to the submission and assessment of filmed examinations. All filmed examinations must accurately replicate the conditions of a live RAD examination.

### **2 Scope**

- 2.1 This policy applies to all RAD (RTS) Registered Teachers and Applicants who intend to submit assessments that have been filmed.
- 2.2 All of the RAD Qualifications are able to be submitted as Filmed Exams with the exception of Solo Seal Exams.

### **3 Consent and Data Protection**

- 3.1 Applicants must obtain appropriate consent from candidates, parents/guardians/carers (for those under 18), authorised persons and any individuals supporting Reasonable Adjustments. Applicants must also complete the required controller-to-controller agreement and any necessary data processor agreements when engaging a videographer.

For more detail including our privacy policy, please visit the [RAD website](#).

### **4 Minimum Hours**

- 4.1 There is no minimum hours requirement for filmed examination entries. However, most smaller entries may need to be combined with others to ensure efficiency. This may subsequently have an impact on prompt issuance of results and certificates.

### **5 Reasonable Adjustments and Special Considerations**

- 5.1 Candidates taking filmed exams are also eligible to apply for Reasonable Adjustments or Special Considerations.
- 5.2 Full information for Reasonable Adjustments can be found in the [policy](#) and in the [Reasonable Adjustments vs Examiner Awareness](#) guidance document. Full information for Special Considerations can be found in the [policy](#).

## **6 Secure Footage Upload**

- 6.1 The exam footage should be provided via our video hosting platform, Planet eStream. Please visit the [Members' area](#) for further instruction.
- 6.2 Planet eStream is the approved platform for uploading filmed examination videos, selected for its security, reliability and ease of use for teachers and examiners.

## **7 Marking and Results**


- 7.1 The marking and processing timeline begins upon submission of the online filmed exam entry. Results are ordinarily released within 8-10 weeks.
- 7.2 Actions that fall under the 'not permitted' list may affect processing, result release, or acceptance of footage.

## **8 Malpractice**

- 8.1 If there is a report of malpractice or maladministration, the RAD will conduct a full investigation into any instances and will take such action with respect to the individuals concerned as seems to be necessary in order to maintain the integrity of the qualifications concerned and to safeguard the interests of learners.
- 8.2 Anything that is classed as malpractice or maladministration in filmed examinations can be found here in our [Filmed Guidelines for Teachers](#).  
  
Please refer to the Examinations [Malpractice and Maladministration](#) policy for details on malpractice investigations.

## **9 Data Retention**

- 9.1 A copy of the exam footage should be kept on the Applicant's secure device until RAD headquarters has confirmed that the final exam result has been processed and sent to the Applicant (this includes any adjustment to the result as an outcome of a complaint, enquiry about a result or special consideration).
- 9.2 Once this has happened all copies of the footage must be deleted by the Applicant. The RAD will delete the footage (if it is not used for ILegitimate Interest) 12 months after the exam, or until it is no longer needed for examination purposes.
- 9.3 Teachers are NOT allowed to share, transfer or show the footage to any other person, social media site or organisation unless approved by the RAD. Applicants must also delete any consent forms or additional information once their final result is confirmed.

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| Policy Author:      | Dan Phelps (Head of Exams Operations)   |
| Approved by         | <br>Mary Keene<br>Director of Exams |
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