

ATOD EXAMINATIONS

PRE-RECORDED EXAMINATION GUIDELINES

Pre-recorded examinations will only be accepted if all face to face examination options have been exhausted and live stream exams are not feasible.

1. Studios have the option to pre-record their examination session and submit to ATOD on a USB/thumb drive (or more than one USB/thumb drive if required) or you may wish to send a Dropbox, Google Drive, One Drive link to exams@atod.net.au (Australia studios) or shanaroberts@atod.net.au (Overseas studios) with the examination footage. All USB/thumb drives submitted by teachers must be clearly labeled with the studio name, Exam Plan ID number, group number, grade and genre of all recordings it contains. It is not necessary to encrypt USBs. USB's must be posted to ATOD at the listed address.

ATOD

PO Box 3005

Loganholme QLD 4129

Australia

Please keep a copy of the recordings in case they are lost in the mail.

2. Set examination dates will not be necessary. Exam paperwork should still be submitted through the Exam Planner Program 4 weeks before sending the examination recordings.
3. The maximum number of entrants in a group for online or pre-recorded examinations should be no more than 6 candidates. The minimum fee to hold your exams will not be applicable with Pre-Recorded Examinations. The minimum payment of two will still apply up to Gold Star Level. Exam Fees will remain the same and the price list is available in the Exam Planner Program.
4. Please ensure the student numbers are in the same order as on the Exam Plan.
5. The list of omitted steps must be emailed at least 1 week prior to the exams, also the list of steps being presented for Pre-School. A list of Free Expressions presented by each student in the Test

Grades for Ballet should also be included with paperwork in case the Examiner cannot hear the students on the recorded footage.

6. The Improvisation Exercises / Routines where applicable in some levels will still be examined. For the Contemporary Levels 1 & 2 the teachers will need to have the Shapes/Colours available for the students to choose during the recording as they would in the exam room. ATOD will email teachers the Examiner's chosen music to be used for all improvisation in the exam room.

7. ATOD will email the unseen enchainements to teachers prior to their exams. These enchainements will then be used in the recording. Please ensure students present both sides of the syllabus steps and the unseen enchainements when filming.

8. Where applicable the teacher should also ask each student 3 – 4 theory questions at the commencement of the pre-recorded examination, just as the examiner would in normal circumstances. Please ensure the students are close to the microphone when answering theory so the examiner can hear the answers clearly.

9. All candidates must wear examination numbers on the front and back of their dance attire to allow the examiner to see what number each student is when facing the front or back of the examination room. These numbers should be enlarged to enable the examiner to clearly identify them on the computer screen. This will help alleviate any confusion when viewing the pre-recorded examinations.

10. Teachers have permission to watch and video students during the pre-recorded examination. Before students commence, an A4 printout of the grade, genre, and all candidates' numbers and names should be held up for the Examiner to read. Then the teachers voice should be heard clearly introducing the grade and genre of the examination, and each candidate must be introduced by the teacher stating their number and name as per submitted Entry Forms. This will help the Examiner ensure they have the correct Entry Forms with the correctly numbered candidates. **THIS IS VERY IMPORTANT TO ENSURE NO ERRORS ARE MADE.**

11. The teacher will need to direct the students to perform each step as set out in the syllabus notes for each particular grade. i.e. Line at a time, 2 students at a time, Right side only, Consecutive sides etc. However, where it states "Line at a time" we would suggest the students perform 2 at a time so full view of the movement and technique of both students is clearly seen on the video. Teachers must also state the name of the exercise the students will be performing clearly on the recording.

12. Where students are required to perform free expression, the Teacher should repeat what the student has chosen to show as the student's voice may not be picked up on the microphone.

13. When entering students for pre-recorded examinations teachers should ensure that students are aware of exam room etiquette, that is: No talking to each other for example when they are

standing at the barre, stand in an appropriate manner i.e. not leaning or slouching on the barre whilst waiting for other students to perform their dance. Students should be trained to run and be ready in their positions for each exercise. Remember the students should maintain their best presentation at all times even in a pre-recorded situation.

14. All clips should be filmed with 720p or above resolution to ensure the footage is clear enough for the Examiner to see all detailed movements of each candidate. The teacher will be responsible for ensuring that the video recording is of good quality and a full view of the students presenting each combination to allow the examiner to mark candidates accordingly. Please also ensure that the music will be clearly heard on the recording.

15. It is a requirement of pre-recorded exams that the camera must keep rolling at all times for the full duration of the exams - recording must not be stopped and started again. This is to ensure the students participate in as close to normal examination conditions as possible.

16. The teacher must not engage in any conversation or correction of technique with the students during the pre-recorded examination other than to advise the students of the step they are to perform and how they should present it for the video as per the syllabus notes.

17. It is advised to keep a copy of the recordings in case they are lost in the mail or there are any problems with the footage link sent.