

# ROYAL ACADEMY OF DANCE

## Filmed Examination Overview

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### 1 Policy Statement

In addition to live examinations, the Royal Academy of Dance (RAD) provides a filmed examinations service to RAD (RTS) registered teachers (hereafter **applicants**). Filmed examinations must replicate the conditions of live examinations.

### 2 Consent

Applications will hold relevant consent from candidates or candidates' parents/guardians for filmed examinations to take place. They will sign a controller-to-controller agreement with the RAD as they submit their entry via RAD Online Exam Entry.

For more detail, including our privacy policy, please visit the [Members' area](#), or for non-members, please visit the [RAD website](#).

### 3 Reasonable Adjustments

If you wish to make an application for a [Reasonable Adjustment](#) which requires any [Adjustment](#) to the exam format for filmed examinations - please notify us by email to customer services at London headquarters ([examscustomerservices@rad.org.uk](mailto:examscustomerservices@rad.org.uk)) or your regional office no later than **5 working days** before the date of the filmed examination taking place.

Adjustments to the examination must be approved in advance and we reserve the right to refuse any footage with adjustments which have not been approved prior.

If you wish to submit an application for a reasonable adjustment for [Examiner Awareness](#) only (i.e. no adjustments being needed to the exam format) you may submit this up until the point of *submission* of your entry in RAD Online Examination Entry. Please ensure the check box next to the relevant candidate is ticked so that we can process the entry against the correct candidate.

### 4 Special Considerations

Please note that you may submit an application for [Special Consideration](#) for filmed examinations within **5 working days** of the date of your *submission* of the online examination entry.

Please follow the same process as for live examinations and submit your application via email to [examscustomerservices@rad.org.uk](mailto:examscustomerservices@rad.org.uk)

**Please note office staff do not receive notification of documents attached to your online entry.**

### 5 Secure footage upload

The exam footage should be provided via our video hosting platform, Planet eStream. Please visit the [Members' area](#) for further instruction.

Filmed footage should be submitted within 3 months of filming. Please note that you are not permitted to submit the same footage twice.

## **6 Marking**

Once the footage has been received at headquarters, it will be marked by an examiner appointed by the Chief Examiner and Panel of Examiners Manager and subject to the moderation and quality assurance processes.

We will endeavour to process results for video assessments according to normal procedures and timescales. Your local organiser will inform you of the suggested target date when the footage is submitted to the panel of examiners for marking. However, where this is not possible (e.g. due to technical issues), we will communicate with teachers with regular updates.

Your local office will endeavour to provide an estimate of the suggested target date.

## **7 Malpractice**

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.

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.

## **8 Results**

Results are processed and monitored upon receipt of marks from examiners. The Academy aims to communicate provisional results to Applicants within four weeks, and to send certificates within six weeks, of receipt of the examination footage at headquarters (allowing for public holidays in the relevant results processing centre). Your local office determines how often filmed examination footage is sent to headquarters, as filmed entries are put into viable session first.

Results policy can be accessed [here](#).

## **9 Filmed exam service**

By entering filmed examinations, applicants are agreeing to abide by all guidelines. If guidelines are not adhered to, the RAD reserves the right to reject/ not to accept the filmed examination entry, which will be returned to you less a surcharge.

## **10 Data Retention**

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).

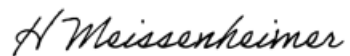
Once this has happened all copies of the footage must be deleted by the applicants. The RAD will delete the footage in alignment with the retention schedules listed in the consent form in RAD Online Exam Entry.

Teachers are NOT allowed to share, transfer or show the footage to any other person or organisation other than the RAD. Applicants must also delete any consent forms or additional information once their final result is confirmed.

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