

Overview

Under the Extraordinary Regulatory Framework (ERF) our Regulators (Ofqual, CCEA and Qualification Wales) have temporarily permitted all Awarding Organisations (AOs) to offer alternative assessment methodologies for their portfolio of examinations. This is to ensure that no Learner is disadvantaged by the current COVID-19 situation.

The alternative assessment method must provide the Learner(s) with an on-par experience with the face-to face assessment, and maintain the accuracy, fairness, and integrity of the qualification. Following rigorous testing, LAMDA is pleased to be able to offer learners the opportunity to take a large selection of our examinations via Remote Online Assessment (ROA). ROAs are available in addition to our in-person examinations. We will prioritise offering ROAs to Learners who we are not able to assess face-to-face due to local and Government COVID-19 restrictions.

By using the online platform Zoom, Learners can now take their examinations in the comfort of their own home or at a registered Private Centre (provided all necessary Health and Safety measures and local Government legislation is adhered to).

Below sets out the video process for recording and uploading performances to LAMDA. Please read this carefully, alongside our Guide for ROAs before entering your Learners.

For up-to-date information on ROAs, please check our website for regular update
www.lamda.ac.uk

Exam Process

Learners will record their performances on a device (tablet/ iPad, computer, or iPhone/ android phone) **five working days** in advance of their exam date. Centre Coordinators will need to convert the video file using either iMovie or Windows Media Player 10 to .avi or MP4 format, and time and date stamp the video. The video files will then need to be uploaded onto SharePoint (via the unique link emailed) on the same day as the performances are recorded.

On receipt of the video files, LAMDA will review the video recordings to ensure that all performance elements have been recorded and the video is of sufficient quality for the performances to be assessed. If there is any issue with the video file(s), LAMDA will contact the Centre Coordinator to advise them what the issue is and how it might be resolved. For example, the video may need to be re-compressed or the Learner's performances re-recorded.

If the video files are not received in time and/or of sufficient quality, LAMDA reserves the right to withdraw the Learner and where applicable, cancel or reschedule the session for a later date.

On the Day

On the day of the examination, the Examiner will first watch the Learner's performance(s) and then join the Learner on Zoom to assess them for the Knowledge component of their exam.

Learners should arrive on Zoom 5 minutes prior to start of their exam time, the LAMDA Steward will meet the Learner and conduct the necessary pre-checks. The Learner will then be placed back into the waiting room while the Examiner watches the video performance(s). Once the Examiner has watched the Learner's performance(s), the LAMDA Steward will bring the learner back into the Zoom meeting. Following a second round of checks by the LAMDA Steward, the Examiner will assess the Learner for the Knowledge component of their exam. Learners entered in for Grades 6,7 and 8, Learners will be asked to re-join the meeting on Zoom no later than 15 minutes before the end of the exam time.

Post exam, our moderation team will review both the Learner's' performances and the Examiner's feedback on the Learner Examination Report. When moderation is complete, the result will be released.

How to enter your Learners

Like our UK Public Centre Events, we are now holding Musical Theatre ROA Events. These events occur weekly, alternating between a weekday and weekend event. Learners will take their exams from their own home, not a Centre venue.

You will need to complete the digital entry form available on our website. There is no minimum entry requirement. Where possible we will try to group entries entered by the same contact for an event but cannot guarantee it. Preferred times and dates are also not guaranteed.

Two weeks before the event to confirm if your entry for a particular event has been accepted. We will also remind you what date your Learner needs to complete their self-tape assessment and send you the unique link for your video upload.

Before your Exam Date

Prior to the exam date we need two things for each Learner entered for a Musical Theatre exam:

- 1) **Own Choice pieces** – a copy of the own-choice pieces being performed by each Learner – to be submitted **1 week before the event**
- 2) **Self-tape** of the Learner's performance(s) – recorded and submitted to LAMDA **5 working days before the exam date**

The requirements for each folder is broken down in more detail below. For overall list of what paperwork you will receive for this event, please read the section in this guide labelled ROA Exam Paperwork.

Own Choice Pieces

Ordinarily, Learners bring in a copy of their pieces and have their Learner Examination Report (LER) filled in with what they will be performing for their exam. As this is not possible with ROAs, we will send you link to a SharePoint folder. In this folder you will need to:

1. Complete the spreadsheet enclosed with details of each Learners' Set Choices and Own Choice Piece(s) character name, title and author (see last 3 columns of spreadsheet).

For Speaking in Public, please provide details of the Learner's Prepared Speech titles and where applicable, Topic Choices, Visual Aid(s) and Imagined Audience(s) (only if known ahead of the Event).

For Devising Drama, please provide details of the Learner's Devised Scene Title(s) (only if known ahead of the Event).

2. Upload copies of the Own Choice pieces and label them as Title, Author and Learner name(s) e.g., *Waiting for Anya* by Michael Morpurgo - Jane Doe

Self-Tapes

You will be sent a spreadsheet with the list of the Learners you have entered and the time of their exam. Please check that their name and exam grade is correct.

You will need to coordinate with your Learners (and their Parent/ Guardian) to make sure that they self-tape their performances 5-working days before their exam date.

On the same day you will need to check that the video meets our requirements (as set out in this guide) and then upload onto SharePoint via the unique link sent. Access to the link will expire at the end of the day.

We will check the quality of the tape and contact you if there is an issue. If there is, we will give you an opportunity to re-record the performances and upload before the exam date. If this is not possible or

there is still an issue with the quality of the self-tape, we will need to withdraw your Learner and re-schedule them for an alternative date.

Exam Day

The Learner will need to join the meeting on Zoom 5 minutes before the start of their exam. The LAMDA steward will greet the Learner and conduct a couple of technical checks (sound and audio). If the Learner is aged 16 or over on the day of their exam, the steward will also ask the Learner to present a suitable form of ID to verify their identity.

The steward will then introduce the Learner to the Examiner. The Examiner then conduct a couple of checks: ensure the exam conditions are, confirm the Learner's exam subject and grade and reaffirm the pieces performed. The Examiner will then ask the Learner to go back into the waiting room while they watch their self-tape. The Learner can prepare for the Knowledge part of their exam while they are in the waiting room.

The LAMDA steward will then re-invite the Learner back into the room once they finished watching the self-tape. The Examiner will check that the exam conditions are met again (ie. no notes anywhere, no one else in the room, etc). Once they are satisfied that these have been adhered to, they will commence the Knowledge component of the exam. After this the Examiner will re-cap the exam and ask the Learner to leave the meeting; the exam is over.

Post Exam Day

As part of our quality assurance, we will moderate Musical Theatre ROAs. The Examiner's comments and the Learner's self-tape will be reviewed by a separate moderation team. A final agreed result will then be issued to the Learner within 30 working days after the exam event.

Remote Online Assessment (ROA) Paperwork

We will send you a SharePoint link with the following folders:

- a) Own Choice Piece(s) – sent 2 weeks before the Event
 - Own Choices spreadsheet – please fill in the fields as applicable for your Learner and the exam they are entered for
 - Upload a copy of your Learner's own choice piece(s)

- b) Customer Examination Paperwork – sent 1 week before the Event
 - Private Centre Guide for Remote Online Assessments
 - Event Timetable (for International Sessions this will include the local and UK examining times)
 - Candidate List
 - Invoice
 - Learner Examination Report(s) (LERs) for you to review
 - Zoom Link(s) - containing URL and Meeting ID and Password details (Learners can join the meeting by either clicking on the link or entering the meeting details on the Zoom app). Send this link to your Learner's parent/guardian

- c) Self-Tape (Musical Theatre Learners only) – sent 1 week before the Event
 - Self-Tape and Moderation spreadsheet – please use this as a guide to make sure each Learner records their performance on the right day and time. And to make sure you upload a video for each learner entered
 - Self-tapes – upload a tape per learner exam 5 working days before the exam event

When you click on the SharePoint link to access these folders, a new web page will open where you will be prompted for an authentication code. You will receive a separate email in your inbox with this code, if the code is not in your inbox, please check your junk mail. Please be sure to only click on the link once, as each time you click on it, a new authentication code will be sent to your inbox and only the latest code will be accepted.

Please copy and paste in into the code field. We recommend you check the box "Keep me signed in" / "Keep me logged in" when logging in with the authentication code. Please note that only yourself and LAMDA Examinations administrators have access to these folders, they cannot be shared with other individuals (including Parents/ Guardians).

Important: you will need to send the relevant Zoom link and exam time details to each Learner's Parent/ Guardian (we recommend you send this per Parent/ Guardian or by blind copying [Bcc] them in a standard template email). Please ensure you send the right link as this may cause delays on the day of the exam (Examiners will not swap Learners across rooms).

Parents/ Guardians should be advised to relabel their Zoom participant name as the Learner's name before the exam day. The steward will check the name before admitting the Learner into the Zoom meeting.

Self-Tape Procedure

- 1) **Devices** - Performances must be recorded using the camera and microphone built into the computer or tablet device only (the use of specialist sound and video recording equipment is not permitted). The electronic device must always remain stationary. The camera should be positioned in such a way as to capture the Learner's full range of body movement throughout. We suggest the video is turned to face the Learner, so they know what their parameters are.

Before recording, check the video quality settings. Most devices are defaulted to 1080p at 30fps. We recommend a minimum of 720p to ensure sufficient quality and clarity. Note, the higher the resolution, the larger the video file. You may need to compress your video file before uploading it to us.

Important: Learners **must** be fully visible (from head to feet) for all Musical Theatre Solo/ Duologue – exams (Entry Level to Grade 8).

- 2) **Recording the performance** - The exam must be captured as a single, continuous shot in real time. The recording must not be stopped or paused in between songs. Learners are permitted to take a short break (30 seconds to 1 minute) between performances to compose themselves for the next song. Learners are not permitted to restart their songs.

Recommendation: before recording the performance(s), we suggest that Centres / Learners make a short test recording first to ensure the video picture and sound is clear and consistent throughout.

- 3) **The Performance** - The Learner's face must be clearly visible in the video, so we can identify the individual taking the exam and facial expression can be accurately assessed. The Learner must also be fully visible from head to feet throughout their performance so that their full range of movement can be accurately assessed.
- 4) **Start of each video** – The Learner must introduce themselves by their full name, the exam subject and grade they are entered for. Younger Learners may be introduced by a Parent/ Guardian. As per the examination requirements, the Learner must announce the title, lyricist/composer and character prior to each performance.
- 5) **Declaration** – By submitting the video, the Learner and Centre is declaring that:
 - a) the performance was only recorded once
 - b) the Learner did not have notes or prompts in the room
 - c) the standard exam conditions were adhered to
 - d) no unauthorised third persons were present during the recording of the performance(s). An accompanist or technician is permitted to be present throughout the performance(s) to play the music. Learners with a pre-authorised Reasonable Adjustment authorising a third person to be present may have this individual present during the recording of the performance(s).
- 6) **Backing tracks or accompaniment** - An accompanist or technician is permitted to be present in the room to operate the equipment. We recommend that they are behind the Learner or to the side of the room. They do not need to be in the camera shot but must announce that they are in the exam room and state if the music is live or a backing-track. If the Learner is operating the equipment they should ensure that the music is not placed next to the device, so that the recording is clear.

Important: If a recorded accompaniment is used, the Learner(s) must not use the same electronic device being used to record the performance. Instead, a secondary electronic device must be used.

- 7) **Final checks** - Before submitting the video, please check the video recording and ensure:
 - a) the Learner introduces themselves (stating their full name and subject/grade entered for) at the start of the video

- b) each song has been introduced
 - c) all performances have been captured
 - d) the picture and sound are of a reasonable quality
- 8) **Labelling the video file** - The file must be labelled clearly with the Learner's name and exam subject and grade.
- 9) **Converting the video file** – before uploading the videos onto SharePoint you will need to convert the video to a MP4 format using either iMovie (for Apple devices) or Windows Media Player 10 (for all other devices), this is so that the video can be played on all devices. You must date and time stamp the video so we can ensure the recording of performances were made on the date and time stipulated.
- 10) **Video editing software** – you must not use software to edit or enhance the original recording, this is inclusive of cutting out takes or reducing the time between pieces. The video should match the face-to-face exam experience as closely as possible. By submitting the video, the Learner is declaring that the recording has not been edited or enhanced in any way (see below).
- 11) **Learner Authenticity** - Learners aged 16 or over will be asked to verify their identity before sitting the Knowledge section of their exam. Learners will be asked to clearly display a valid photographic identification (such as Passport, Driving Licence, Student Union Card, ID Card) for the LAMDA Steward to check.

Important: LAMDA reserves the right to reject a video submission if the video does not meet the minimum quality standard required to assess the Learner accurately. In this instance, the Learner will be required to re-record their video and their Knowledge section will be rescheduled for a later date (if there is insufficient time to re-record beforehand).

All video performances are for the sole use of LAMDA examinations. They should not be shared with anyone else or posted on any social media platforms.

GDPR: LAMDA will retain all video recordings for up to 12 months after the original exam date to allow for any Enquiry About Results (EARs) or Appeals. After this point all recordings will be securely destroyed in line with GDPR guidelines. Copies of recordings will not be made.

Device and Recording Specifications

- **Device:** Computer, laptop, or iPad/tablet. Use of mobiles are not permitted as they do not provide the frame size required to assess the Learner accurately.
- **Frame:** minimum 720-1080p (HD is not recommended)
Note - where possible avoid interlaced (i) video format as the video file refreshes every other line of pixel for every frame. Instead, use progressive (p) video format; most modern equipment will be defaulted to this)
- **Frame rate:** 24-30fps (frames per second)
- **Microphone:** should be integrated into the device and be of sufficient quality to allow for the video to be assessed. An external microphone is not permitted for Musical Theatre exams.
- **Format:** .MP4 (any other format such as .mov files and .avi files need to be confirmed with LAMDA)
- **Apps:** iMovie (Apple devices) or Windows Media Player 10 (all other devices) only must be used to convert the performances to .avi or MP4 format. These apps can be downloaded for free. All video files must be date and time stamped.
- **Frame:**
 - we need to see the Learner's full body (from head to feet) throughout the whole recording. The Learner's face must be clearly visible throughout so that facial expression can be accurately assessed.

- the performance space will need to be well lit as this will affect the video quality. Consider the position of the lighting carefully. Lighting directly behind and above the Learner will often create a shadowing effect, making it difficult for the Learner to be seen,
- avoid the use of coloured or moving lights in the frame as this will be distracting.
- keep the recording device steady by placing it either on a flat and sturdy surface or using a tripod/ camera mount (if appropriate and available)
- do not play the backing music too loudly as this will make it difficult to pick up the Learner's vocals on the recording

How to label your video file (before uploading onto SharePoint)

Please label the file with the order the Learner appears in the timetable, the Learner's name and exam subject and grade:

- 01 - Jane Doe – Musical Theatre Solo Grade 1
- 02 – Adam Jones – Musical Theatre Solo Grade 4

How to convert your video file

You can record the performances on any device, providing you are able meet the specifications listed in this guide. Before uploading your video file onto SharePoint, you will need to convert it to an .avi or .MP4 file using either iMovie or Windows Media Player 10. In addition, you must time and date stamp the video file. Please find below instructions on how to use both apps, which are available to download for free.

iMovie (compatible with Apple devices)

1. Open iMovie app
2. Go to toolbar and select "Create Project"
3. From the drop-down list, select "Movie"
4. Select the clip you want to use from your device's library (Note: if the recording is on a different device, plug this into the device you are using the app on)
5. You can clip the length of the video if there a bits at the beginning and/ or end of the recording you want to remove. Important: no other edits are permitted. To do this:
 - a. Tap on the clip at bottom of screen, this will highlight the clip in yellow.
 - b. Press and hold the thick yellow bar at the beginning of the clip and drag it to the point the clip should start from.
 - c. To change the point where the clip ends, swipe to the end of the clip, tap is again so that it is outlined in yellow and drag back to where the clip should end.
6. You will need to add a time and date stamp to the clip
 - a. Click on "Titles" in the toolbar
 - b. A new window will pop up labelled "Titles"
 - c. Click on the "Date and Time" title from this pop-up and drag it on top of the footage. The clip will highlight in blue. To apply to the whole clip, drag and drop in the middle of the footage. For only the start of the footage, drag and drop at the beginning of the clip
 - d. To check it has been applied, the date and time will appear in the bottom left corner of the screen
7. When you have finished, click "Done"
8. To export the video from the app to your device, click on "File", then "Share" (a square with an arrow pointing out of it). From the drop-down select "Export Movie". Depending on the size of the file and resolution, the download time may vary
9. Select, "Save to Files" and choose where you want to save the file eg. desktop. And click "Save"
10. You can now upload the file onto SharePoint.

Note: if the date and time is wrong, select the clip in the Event browser, select the file, right-click and select Adjust Clip Date and Time. Now type the correct date and time of the file

Windows Movie Player 10

1. Open the Windows Media Player 10 app
2. Click on the “Organise” button and then select “Manage Libraries”. A drop-down list will appear, select “Videos”
3. Click the “add” button and select the file(s) or Folder(s) from your personal device that you want to upload onto WMP10 (Note: if the recording is on a different device, plug this into the device you are using the app on)
4. The files will now appear in a list under the Videos section of WMP10
5. You cannot trim the video in WMP10, unless you have a plug-in app, or you open the video file in Photos (on your device). From there you can select “Edit & Create” from the toolbar. From the drop-down list, select “Trim”.
 - a. To use the Trim tool, simply drag the two handles on the playback bar to select the portion of the video you want to keep. You can drag the blue pin icon to view what appears at that section in the video or click the play button, to play back the selected section of video.
 - b. When you are done, click “Save a Copy” to save a copy of the trimmed section of the video. To stop editing without saving your changes, click “Cancel” instead.
 - c. The Photos app places the edited video in the same folder as the original with a similar file name. For example, we edited a video named JaneDoe_MTS4.mp4 and received a video file named JaneDoe_MTS4.mp4
 - d. When you are done, click “Export or Share” to export the file. For videos, the Photos app will usually save the video in Pictures\Exported Videos folder to your device
6. You will now need to label the file and date and time stamp it. To do this:
 - a. Within the Windows Media Player program, right-click the bottom toolbar where the play controls are
 - b. Select “Play”
 - c. Then select “Lyrics, Captions, and Subtitles”
 - d. Select “On if Available”
 - e. The date and timestamp will then appear at the bottom of the window during playback
7. Do not save the file as a VLC. It will automatically update the file as a .avi. If it is an mp4 file you will need to convert the file (see below).

Uploading your video file

LAMDA will send you a SharePoint link with all your examination materials a week before your exams. Within this link there will be a folder labelled “Performances”. Please upload your files here.

By uploading the video files you are confirming that the performances submitted are for that named Learner.

Before uploading your video files, you may need to compress the video first so that it meets the file size criteria for SharePoint (250 MB). There are several apps you can use to compress your file, below is a list of some free apps available to use. Please note that the use of these apps is the responsibility of the User and not LAMDA:

For Mac or PC

Online video converter www.videoconverter.com

Miro Video Converter www.mirovideoconverter.com

For iPhone/iPad/iOS

Compress videos and resize videos <https://apps.apple.com/us/app/compress-videos-resize/id1473857051>

Video Compress <https://apps.apple.com/us/app/video-compress-shrink-vids/id997699744>

Guidance for Musical Theatre Remote Online Assessments

LAMDA

For Android devices

Video to MP3 Converter & Compressor

https://play.google.com/store/apps/details?id=com.inverseai.video_converter

'Video Transcoder' <https://play.google.com/store/apps/details?id=protect.videoeditor>

Examination Administration Information

The following people are involved in an ROA examination:

1. **Centre Coordinator/ Head of Centre** – they will work with LAMDA to organise the exam event (booking, entering Learners and scheduling events) and liaise between Parents/ Guardians and LAMDA Steward on the day of the exam.
2. **Learner** – person registered to take their exam.
3. **Examiner** – person assessing the Learner for their registered exam

Note: All LAMDA Examiners are Enhanced DBS checked and will wear their LAMDA lanyard throughout the examination day.

4. **LAMDA Steward** - person helping facilitate the exam day and help resolve any technical issues as and when needed

Note: The ROA Steward is provided by LAMDA. They are there to facilitate the examination day. As they will not be actively involved in the assessment of Learners, they will not provide feedback on Learners' examinations.

5. **Parent/ Guardian** - adult helping the Learner before and after their exam. They will:

- Ensure the device and exam space is set up correctly for the Learner
- Reply to the Steward's and Teacher's messages on the day of the exam
- Sign into the Zoom meeting 10 minutes prior to the exam time. The Steward will invite the Learner into the meeting five (5) minutes prior to the exam, at the stated contingency time
- Help ensure the Learner and Examiner can see and hear one another clearly
- Make sure the Learner has all the exam equipment needed for the exam
- Introduce the Learner to the Examiner and confirm the exam they will be doing
- Leave the room before the Learner's exam starts (unless pre-authorised by LAMDA to stay)
- Do not interrupt the exam and/ or interact with the Learner during their exam (eg. no prompting, words of encouragement, etc)
- Be on-hand to provide any technical help to the Learner. If the Learner has not completed their exam, you will need to leave once the issue has been resolved.
- To act as a Steward if there is more than one member of the household taking a LAMDA exam (eg. siblings scheduled back-to-back)

6. **Musical Theatre technician/ accompanist** – person playing the music for Musical Theatre exams. They will not be present for the Knowledge section of the Learner's exam

Exam Regulations for ROAs

1. Learner registration is accepted as evidence that the customer agrees to the regulations laid down in the syllabus specifications, this Guide, Online Safeguarding Policy and any other LAMDA publications.
2. Learners may not enter for more than one Solo, Duologue or Combined examination of the same subject and grade at one examination event.
3. The Centre must confirm which pieces are being performed by the Learner(s) and provide copies of these pieces **2 weeks** prior to the examination event via the Microsoft SharePoint link emailed to them in advance of the Event.
4. The Centre must share the exam details (Zoom link and password) with the Learner's Parent/ Guardian ahead of the exam date.
5. Centre Coordinators must be available throughout the exam day, via phone and email, to answer any queries and provide updates. This helps to ensure the smooth running of the day.
6. Learners must log in at least 5 minutes prior to the stated time of their examination. LAMDA reserves the right to not assess Learners who arrive late to their examination. Examiners are under no obligation to assess late Learners. Fees will not be returned.
7. A Parent/ Guardian may assist the Learner logging into the exam and with anything technical prior to the start of the exam. They must then leave the room when asked to do so by the Examiner and must not re-enter unless requested by the Examiner (via the Learner) or when the exam has finished. If a Learner is confident using technology, they may complete the technical set up themselves, without assistance.
8. Only the Learner(s), Examiner, Steward and authorised third person must be present in the exam room during the exam. Authorised third persons include: an accompanist / music technician or a person pre-authorised by LAMDA as part of a Reasonable Adjustment application. If there is any indication that an unauthorised person is in the exam room during the assessment, the Learner's exam will be referred to LAMDA and the Learner's exam may become invalid as it is a breach of LAMDA's Exam Regulations.
9. Learners aged 16 or over at the time of their examination **must** have their proof of identity with them for their exam. The LAMDA Steward will check and verify the Learner's ID prior to the start of the assessment. A list of approved photographic ID is listed in this guide. Photocopies will **not** be accepted.
10. All attendees (Examiners, Stewards and Learners) and members of the household, including the Learner, should be aware that the exam is taking place, these regulations and must throughout the exam:
 - a. use appropriate language and behaviour
 - b. ensure they are appropriately dressed
11. All exams will be hosted by a LAMDA steward to ensure Learner safeguarding. Exams will not be recorded.
12. Changes cannot be made to the event once it is made live and finalised timetable has been dispatched without prior authorisation. Examiners cannot authorise any changes to the timetable.
13. If a Learner is absent or withdraws for any reason, their examination slot cannot be taken by another Learner.

14. Should a Learner be prevented from attending an examination after their entry has been processed, customers can apply for a Transfer Credit Voucher (TCV), details of which can be found on our website www.lamda.ac.uk. TCVs will be issued alongside the results for the event.
15. The total time allowance for an examination / unit is defined as the maximum time allocated for the examination and includes Learner set up, the performance and any verbal or written Examiner assessment requirements. The total examination time does not include the technical set up time required for ROA, a 5-minute contingency time has been added to the start of each exam to allow for this.

For subject specific Examination Regulations, please refer to the relevant LAMDA syllabus specification. All Examinations Regulations, Examinations Requirements and Assessment Criteria must be met by the Learner.

Examination Room Guidelines

These guidelines explain LAMDA's minimum requirements for Centres and examination rooms so that Learners may perform in the most suitable environment.

- 1. Devices:** Learners will need to use an electronic device for their exam (computer, laptop/ tablet or android phone/ iPhone). Please ensure the following:
 - The Learner is familiar with the device before use
 - All apps/ system updates are installed prior to the exam
 - The device is placed on a level and stable surface
 - Microphone is enabled and can pick up the user's voice when speaking or singing
 - Camera is enabled
 - The device is fully charged or plugged in to a mains supply
 - No other applications or windows are open on the device other than Zoom
 - All Notifications are turned off on the device
 - The Learner has earphones/ headphones in case they are needed for the Knowledge section
- 2. WiFi:** the exam will take place live on Zoom (online platform). There should be good WiFi connection (recommended 10mb or plug-in ethernet) and internet access. We recommend no other household members use the WiFi during the exam
- 3. Size of the Examination Room:** The size of the examination room should be appropriate for the examination(s) being undertaken. LAMDA recommends:
 - Level Entry, 1 and 2 exams - minimum 1.83 metres x 1.83 metres (6ft x 6ft)
 - Level 3 exams - minimum of 2 metres x 2 metres (6.5ft x 6.5ft)
 - Room size excludes the area required for any pre-authorized third person eg. musical accompanist/ technician
 - No obstructions to the Examiner's sight line (e.g., pillars or furniture)
- 4. Visibility of Learner:** the learner must be in full view at all times during the exam. They should rehearse the stage area in front of the camera before their exam.
 - Learners **must** be fully visible (from head to feet) for the following examinations:
 - Acting Solo - Grades 6, 7 and 8
 - Devising Drama Solo – Grades 6, 7 and 8
 - Musical Theatre Solo – Entry Level to Grade 8
 - Shakespeare Solo – Level 2 and Level 3
 - PCertLAM - Unit 2
 - Learners **must** be fully visible from at least the knees up for the following examinations:
 - Speaking Verse – Level 3 (Grades 6, 7 and 8)
 - Speaking in Public – Level 3 (Grades 6, 7 and 8)
- 5. Examination Room Use:** The room must be for the **sole** use of the examination. Please remind others in the house/ venue that exams are in progress and not to disturb the Learner during their exam.
- 6. Reflective Surfaces/ Glare:** mirrors must be covered so that Learner and Examiner are not distracted. Ideally, Learners should not stand with windows behind them unless they are covered with a curtain so that the Learner is visible without glare. Consider lighting carefully to ensure the Learner's facial expression is clear at all times.

7. **External and Internal Noise:** The venue and examination room must be as quiet as possible, so as not to distract the Learner and ensure audibility. The Learner must not be prompted or spoken to during their exam by anyone other than the Examiner.
8. **Exam Pieces and Notes:** Learners are permitted to have a copy of their pieces with them in the exam, but these must have no notes or annotations on them. There must also be no notes anywhere else in the room.
9. **Distracting Items:** The walls of the room should be as plain as possible. Unnecessary items, such as furniture not being used in the performance, should be removed or moved to the outskirts of the room. Items that could identify the Learner (e.g. school logo) should also be removed.
10. **Music Accompanist or Equipment Operator:** Musical instruments and/or music playback devices should be situated so that the accompanist or equipment operator is within shot (ideally behind the Learner). They should not obscure the sight line of the Examiner or distract the Learner.
11. **Power:** working power points must be present in the room for the exam and music playback devices.
12. **Table and Chair:** ensure there is a comfortable chair/ seat for the Learner to sit on during the Knowledge section. A table should also be provided for the Learner.

Exam Equipment

Equipment	Learner	Examiner	Steward
Electronic device with internet browser (e.g. Google Chrome/Safari) or Zoom app enabled	One of the following: <ul style="list-style-type: none"> • iPad • Tablet • Laptop • MacBook • iPhone • Android phone 	One of the following: <ul style="list-style-type: none"> • iPad • Tablet • Laptop • MacBook 	One of the following: <ul style="list-style-type: none"> • iPad • Tablet • Laptop • MacBook
Wi-Fi Connection (10mb minimum or plug-in ethernet connection) and internet access	Required	Required (recommend that plug-in ethernet is used to stabilise connection)	Required (recommend that plug-in ethernet is used to stabilise connection)
Device to hold equipment steady (tripod, stand, table)	Recommended	Recommended	N/A
Earphones (headphones acceptable as a last resort)	Only for Knowledge section of exam	Yes, if needed	Yes, if needed
Learner's own choice pieces – to be emailed to LAMDA prior to the exam Event	Required	Required	Required
All other examination materials	As relevant	As relevant	As relevant

Note: We recommend that all users try to login and use Zoom (and any apps required for Musical Theatre exams) prior to the meeting and ensure all device updates are done before the exam day.

Examination Fees

There is no minimum fee requirement for ROA Events. Customers can pay for Events by the following methods:

Please be aware that a Minimum Balance Fee may be applied automatically by ExamTrack. If this happens, please contact LAMDA and we will update your balance.

- Credit/ Debit Card (Payment Gateway in ExamTrack)
- BACS (Reference: Centre Code and Event ID)
- Transfer Credit Voucher (please quote TCV number(s))

IMPORTANT: we are currently unable to accept payment by cheques and do not accept cash payment

LAMDA BACs Details

Our bank details	
Bank name	Barclays Bank PLC
Bank address	1 Churchill Place London E14 5HP United Kingdom
Account name	LAMDA Limited
Account number	63900738
Sort code	20-00-00
International IBAN number	GB23BARC20000063900738
International SWIFT/BIC	BARCGB22
Our VAT number	
VAT number	GB 730 884 817
Send your payment advice notes to	
by e-mail	fees@lamda.ac.uk
Reference to quote with your payment	
If paying an invoice	Always quote the LAMDA invoice number
Private Centre payments with no invoice	For UK and Overseas Private Centres <ul style="list-style-type: none"> • Your LAMDA 5 or 6 digit alphanumeric Centre Number • The event ID (refer to ExamTrack)

If you have any questions, please email us at exams@lamda.ac.uk for advice before making your payment.

Learner Authentication

LAMDA requires all Learners who are aged 16 or over at the time of their exam and registered for a LAMDA examination, to have their identity verified prior to taking their exam. The Learner must have their photographic ID with them at the start of the exam, they will be asked to present this to the LAMDA Steward, who will then verify their identity.

LAMDA will retain a record of the type of identification provided by Learners aged 16 years and over for all ROA exams.

Learners who must provide ID before their exam will have an exclamation mark '!' against their name on the Centre's timetable. If there is an error on the timetable, Centres must contact us before the exam and verify the Learner's date of birth.

Important: If a Learner's identity cannot be verified, they will not be allowed to take their examination. LAMDA cannot post-verify ID. LAMDA will not reimburse the examination fees for Learners who fail to provide appropriate documentation.

Acceptable original documents for identification **must** be one **of** the following:

Valid Photographic ID documents (Originals Only)	
Passport (current)	NUS Card
Driving Licence (current)	HM Forces Services ID
Travel Pass (Railcard or Zip Oyster)	School or college identity card
PASS card	Biometric residence card / National Identity Card
IMPORTANT: Original Acceptable Documents for Identification must be presented. Photocopies, faxes or scanned and emailed documents are not acceptable	

GDPR

LAMDA will not collect any personal data relating to Learners except for recording the type of ID presented by the Learner to verify their ID (if aged 16 or over at the time of their exam).

LAMDA will liaise with the Centre Coordinator on the day of the exam and will not use or collect personal contact details belonging to a Learner and/ or their parent/ guardian. All communication from LAMDA will be directed to the Centre Coordinator.

Examinations will not be recorded, and self-tape performances submitted for Musical Theatre exams will be destroyed within 12 months of the exam date.

Reasonable Adjustments (RA)

Customers can apply for Reasonable Adjustments for each Learner entered. Customers must make sure they complete the *Reasonable Adjustment Application Form* and submit all appropriate supporting documentation to LAMDA six (6) weeks prior to the first date in the Event. Application forms are available on our website and on ExamTrack.