

Guide to Remote Online Assessments (ROAs) for Group Examinations for Private Centres

We periodically update our guides. To ensure you have the most current information, always refer to the latest version available on our website.

About this guide

This guide is for private centre customers entering learners for group examinations via Remote Online Assessments (ROA) at a private centre event.

Syllabi, publications and support materials

All LAMDA's syllabi and teacher support material documents relating to the preparation and delivery of exams and assessments are available to download for free from our website www.lamda.ac.uk. Hard copies of our publications and syllabi can be purchased from our online store. If you have any queries, please contact us on exams@lamda.ac.uk.

How do Group ROA Exams differ from Group In-Person Exams?

ROA examinations have been developed to be directly comparable to in-person examinations. The content and assessment criteria of Group examinations therefore remains the same between formats.

However, there are two key differences between ROA Group examinations and in-person Group examinations:

- All ROA Group examinations have a maximum group size of **ten** learners.
- The following subjects/grades are **not** available in the Group ROA format:
 - Introductory: all stages
 - Devising Drama: grades 6,7, and 8

How to Book a Group ROA Exam

Group exams are timetabled as usual through Examtrack as part of a private centre's ROA event. However, unlike standard assessments, ROA Group exams do not include a knowledge section. Because of this no live assessment is required and the exams are fully recorded.

For further details on how to book a private centre ROA event, please refer to the separate Guide to Remote Online Assessments for Private Centres.

Please timetable all Group examinations at the end of the day. The scheduled time of the exam is the time allocated for the examiner to view and assess the group's performances. Learners do not need to connect to Zoom on the exam day.

Recording Format

- Performances must be recorded on a device (tablet/ iPad, computer, or iPhone/ android phone) **five working days** before the scheduled exam date.
- At the start of the recording, a learner / learners must introduce the group by announcing the group's name, subject and grade.
- Each learner must then introduce themselves using their full name.
- If one or more registered learners is absent and there is a read-in, this individual must announce their name and who they are reading in for. The read-in will not be assessed and will not receive a certificate.
- Learners aged 16 or over must verify their identity by clearly displaying a valid photographic identification once they have announced their name. For a list of accepted ID, please see our website or contact exams@lamda.ac.uk.

Once the performance is complete, the recording must be uploaded the same day via the secure Sharepoint link provided by LAMDA. No re-submissions will be accepted once a recording has been received by LAMDA.

Recording Guidance

Devices: performances must be recorded using the camera and microphone built into the device only; the use of specialist sound and video recording equipment is not permitted. **The camera must remain static at all times** and should be positioned in such a way as to capture the learner's full range of body movements throughout.

Before recording, the video quality settings should be checked. Most devices are defaulted to 1080p at 30fps. A minimum of 720p is recommended to ensure sufficient quality and clarity. Please note that the higher the resolution, the larger the video file, so the file may need to be compressed before uploading.

Recording the performance: the exam must be captured as a single, continuous shot in real time. The recording must not be stopped or paused. Learners are permitted to take a short break (30 seconds to 1 minute) between performances to compose themselves for the next piece, but the recording must not be stopped during this time. Learners are not permitted to restart their performances once started.

All learners in the group must be fully visible at all times (head to feet) for the whole duration of the recording, even when not actively performing.

Declaration: By submitting the video, the centre is declaring that:

- a) the performance was only recorded once
- b) the learners did not have notes or prompts in the room

c) the standard exam conditions were adhered to, as outlined in the Guide to Remote Online Assessments for Private Centres

d) no unauthorised third persons were present during the recording of the performance

e) the recording was not edited or enhanced in any way by video or audio editing software

Labelling the file: the recording must be labelled clearly with the centre code, group name, exam subject and grade.

Converting the file: before uploading the recording into the Sharepoint folder it will need to be converted to a MP4 format using either iMovie (for Apple devices) or Windows Media Player 10 (for all other devices). The recording must be date and time stamped to verify the recording was made on the date and time stipulated. LAMDA can provide guidance on how to timestamp a recording if requested.

Video editing software: software must not be used to edit or enhance the original recording, inclusive of cutting out takes or reducing the time between pieces.

After Uploading

The recording will be reviewed by a member of LAMDA staff as soon as possible after uploading to ensure that it meets the minimum quality standard required for the examiner to assess the learners accurately.

If there is an issue, the centre will have the opportunity to re-record the performance and upload the recording again. If this is not possible within the time constraints, or if there is still an issue with the quality of the recording, the examination will be withdrawn from the event and rescheduled.

All recordings are for the sole use of LAMDA examinations. They should not be shared with anyone else or posted on any social media platforms. LAMDA will securely store and destroy the recordings in line with GDPR guidelines. Copies of the recordings will not be made.