

Guide to Remote Online Assessments (ROAs) for Musical Theatre 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 Musical Theatre examinations via Remote Online Assessments (ROA) at a private centre event.

For guidance on Musical Theatre Group examinations, please see the separate Guide to Group Examinations for Private Centres.

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 are Musical Theatre ROA Exams Assessed?

Musical Theatre ROA exams are assessed in two sections:

- The performance component is assessed by a recording
- The knowledge component is assessed live via Zoom

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

How to Book a Musical Theatre ROA Exam

Musical Theatre ROA examinations are timetabled in the usual way via Examtrack as part of the private centre's ROA event. For details on how to book a private ROA event, please refer to the separate Guide to Remote Online Assessments for Private Centres.

On the Day

At the beginning of their scheduled exam time the steward will admit the learner into the Zoom room. The learner will confirm their name, subject, and grade. After all necessary checks have been completed, the learner will be returned to the virtual waiting room while the examiner watches the recording of the learner's performance. Once this is complete, the steward will bring the learner back into the Zoom room to begin the knowledge component of the examination.

Exam Recording

- 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, the learner / learners must introduce themselves by their full name, the exam subject and grade to be taken. Younger learners may be introduced by an adult. The learner must announce the title, lyricist / composer and character prior to each performance.
- Duologue learners must be in the same room.
- If a duologue learner 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 valid ID, please see our website or contact exams@lamda.ac.uk.

Once the performance is complete, the performance 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, check the recording quality settings. 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 file, so the file may need to be compressed before uploading.

Learners must be fully visible (from head to feet) for the duration of the examination.

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

Declaration: By submitting the video, the 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, as outlined in the Guide to Remote Online Assessments (ROA) 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.

Backing Tracks or Accompaniment

An accompanist or technician is permitted to be present in the room throughout the recording to play the music or operate the audio equipment. LAMDA recommends that this person is located either behind the learner or to the side of the room. They do not need to be in camera shot but must announce that they are in the room, and state if the music is being played live or is a backing track.

If the learner is operating the audio equipment, they must ensure it is not placed near the recording device to maintain clear audio quality. Additionally, the equipment used to play the music must not be the device used to record the performance.

Labelling the file: the file must be labelled clearly with the centre code, learner 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.