LAMDA

Guide to Remote Online Assessments (ROAs) for Private Centres

LAMDA

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 Remote Online Assessments (ROA) at private centre events. Separate guides are available relating to entering learners for ROAs at private centre events for:

- Musical Theatre examinations
- Group examinations

Exam platform

LAMDA ROA examinations take place using an online, free to access, platform, currently Zoom. These assessments follow the same processes, regulation and opportunities as our in-person exams and replicate the experience as closely as possible.

Syllabi, publications and support materials

Our ROAs have been developed to be directly comparable to in-person examinations, and the content and assessment criteria of these examinations must be met regardless of exam methodology.

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.

Exams available by Remote Online Assessment (ROA)

With the exception of mime, all LAMDA examinations can be booked via ROA. However, Group and Musical Theatre examinations follow a different process. Please see the separate Group and Musical Theatre ROA guides for further information.

Learners entered for ROAs with a sight-reading element (Speaking Verse and Prose Grades 4-8, Reading for Performance Grades 6-8 and PCertLAM Unit 2) **must** bring in an electronic or physical copy of the book from which their prose piece has been selected into the exam room. Any electronic copy must be disconnected from the internet.

Learners entered for duologue or combined exams must be in the same room.

Exams Administration Information

The following people are involved in an online assessment:

1) **Centre Coordinator (CC):** person responsible for organising and facilitating exams on behalf of their centre and is LAMDA's main point of contact.

   Please note that LAMDA will only liaise with two people on learner matters: the Centre Coordinator and Head of Centre. Additionally, for financial matters, we will liaise with the Finance Contact if one is provided at the point of registration.

2) **Learner:** person taking the exam.

3) **LAMDA Examiner:** person assessing the learner for the exam entered.

   All LAMDA examiners are Enhanced DBS checked and will wear their LAMDA lanyard throughout the event.

4) **LAMDA Steward –** person provided by LAMDA to help facilitate the event.

   The LAMDA steward is not actively involved in the assessment of learners and will not provide feedback on a learner's exam.

Entering Learner(s) for an ROA event

Eligibility

For a centre to be eligible to have a private ROA event, a minimum amount of exam fees need to be covered; the minimum fee requirements for a half-day and full day event can be found in the latest ROA fees list, either from our website (UK centres) or available upon request (centres outside the UK).

If a centre does not have enough learners to cover the minimum fee requirements to hold an ROA event of its own, there is the option of entering learners at one of LAMDA online public events: ROAPUB (UK customers) or INTROA (customers outside the UK). Further details on dates and how to enter can be found on our website. Alternatively, centres have the option to pay the difference to match the minimum fee threshold.

Booking a Date

To book an ROA event, the CC should email their request to exams@lamda.ac.uk stating that it is an ROA request.

Event requests must be submitted seven weeks prior to the earliest proposed event date at the very latest. LAMDA strongly encourages submitting requests as early as possible to ensure examiner availability and to avoid disappointment.

The following information must be provided:

- Centre Code
- First choice date(s) and second choice date(s)
- Total number of sessions needed in the event: a session is a maximum of 6-hours examining time per day, inclusive of contingency time but not inclusive of breaks. A five (5) minute contingency is added to each Learner's exam time
- If your exam day is three hours or less, whether a morning (am) or afternoon (pm) slot is preferred
- Preferred start times and end times (UK customers only); for international centres please email us for earliest and latest local start time and end times for your region.

Exam days taking place in the UK can be made up of sessions lasting up to six hours plus breaks. If a session adds up to more than 360 minutes (including a five-minute break between each exam), an extra session will need to be booked.

We aim to respond to date booking requests within ten working days. As we cannot guarantee that preferred dates will be accepted, alternative dates will be offered if we are unable to accommodate a request to ensure that all customer requests are fulfilled.

Once the booking is confirmed, we will confirm the booking in writing, stating the dates, number of examiners allocated per day and the last date we will accept learner entries.   The CC will then be able to start to register learners and create the timetable on ExamTrack.

Creating Timetables

Each session is a maximum of six hours examining time plus breaks. A five-minute break is automatically added before each learner's exam time to allow for technical set up and ID checks if relevant.

A session will typically occur between the hours of 9am and 6pm UK time for UK centres, with a 30-minute break for every two-hours of examining time. For international customers the exam day may start earlier or finish later to accommodate time zone differences. Please contact LAMDA to request exam timings for your specific region.

Example Timetable Snapshot

09:00-09:05: learner one contingency time

09:05-09:15: learner one's exam

09:15-09:20 learner two's contingency time

09:20-09:30: learner two's exam

09:30-09:35 learner three's contingency time

09:35-09:45 learner three's exam

Where possible, please timetable learners entered for the same exam subject in consecutive order.

If a learner is taking more than one exam in the session, these must not be scheduled consecutively.

Reasonable Adjustments (RA)

Customers can apply for Reasonable Adjustments for each learner entered. For more information on Reasonable Adjustments and how to apply, please read our Reasonable Adjustment and Special Considerations guide available on our website.

Exam Entry Guidelines

All learner entries and full payment for the event must be submitted by the closing date, six weeks prior to the first date of the event at the latest. If payment and learner entries have not been received by this date, the event will be cancelled and the examiner reallocated to another centre.

When submitting learner entries the following should be checked:

- every learner that is meant to be entered for the selected event has been entered
- every learner's personal details are correct
- every learner is entered for the correct subject, grade and format
- learners entered for a duologue or combined exam are paired correctly
- learners aged 16 years or older at the time of their exam are aware that they must present valid ID on the exam day - please see our website for further information

LAMDA will review and finalise the entries before issuing a provisional timetable. Please check this timetable carefully for accuracy within one week of receipt. If any errors or discrepancies are found, notify LAMDA immediately. Requests for changes made after this period will incur change fees.

Two weeks before the event, no further changes or amendments to the event will be accepted under any circumstances.

Examination Paperwork

An email notification will be sent two weeks before the event start date to let the CC know that the examination documents are available to view and download on ExamTrack. If any of the examinations include an own-choice element, the Own Choice Pieces folder on SharePoint should already have been completed. (the CC will have received the link to this folder in a separate email.)

Please note that only specific LAMDA Exams staff and the CC have access to these folders. The link must not be shared with anyone else.

For submission guidance and deadlines relating to Musical Theatre ROAs and Group ROAs, please see the separate guides.

Own Choice Pieces Folder

In this folder the CC will need to complete the spreadsheet with details of each learners' set piece choice and own choice pieces, their character name, title and author. In this folder they should also upload copies of the learners' own choice pieces and label them in Title, Author, Learner format.

For Speaking in Public exams, please provide details of learners' prepared speech titles and where applicable, conversation titles, topic choices, visual aids and imagined audience.

For Devising Drama, please provide details of the learners devised scene titles if known.

Setting up the room for ROA

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). Learners must use a device with an **integrated** camera and microphone. External and/or specialist audio and visual equipment is not permitted.

   Please ensure the following:

   - The CC and the learners are 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
   - If using a phone, that it is switched to Do Not Disturb
   - The microphone is enabled and can pick up the learner's voice
   - The camera is enabled
   - The device is fully charged or plugged in to a mains supply for the whole event
   - No other applications or windows are open on the device other than Zoom
   - All notifications are turned off
   - The learner has earphones/ headphones in case they are needed for the knowledge section of the exam
   - Blurred backgrounds and Center Stage are disabled; the learner will not be examined if these are active

2) **WiFi:** ROA's take place live on Zoom (online platform). There must be a strong, continuous WiFi connection and internet access

3) **Size of the Examination Room:** The exam room is the area captured on screen. It includes the area where the learners are performing (ie. stage area), the space learners will be positioned when not performing (ie. wings). The exam room should be appropriate for the exam(s) being undertaken. We recommend the following:

   - 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)
- No obstruction to the examiner's line of sight (e.g. pillars or furniture)

4) **Visibility of Learner:** learners must be in **full view at all times** during the exam, even when not performing. This includes individuals who are reading-in for any absent learner within a paired exam. We recommend that learners rehearse the stage area in front of the camera before they take their exam. Please note that Learners **must be fully visible** (from head to feet) for the following examinations:

- Acting Solo and Duologue – Level 3 (Grades 6, 7, and 8)
- Devising Drama Solo and Duologue – Level 3 (Grades 6, 7, and 8)
- Shakespeare for Performance – Level 2 and Level 3
- PCertLAM - Unit 2

Learners **must be fully visible** from the knees upwards for the following examinations:

- Speaking Verse and Prose – 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 exam. Please remind others in the venue that exams are in progress and to not to disturb the learners. The venue and exam room must be as quiet as possible, so as not to distract the learner and ensure audibility.

6) **Reflective Surfaces/ Glare:** mirrors must be covered so that the learners and examiner are not distracted. Learners should not stand with windows behind them unless they are covered with a curtain, so that the learner is visible without glare. If there is a light on in the room, consider the learners movement within the space, ensuring that their facial expression is clear at all times.

7) **Exam Pieces and Notes**: Learners are permitted to have a clean copy of their pieces with them in the exam room. There must be no notes or annotations on the pieces or anywhere else in the exam room. If required for their exam, learners must also have their sight reading piece / visual aid.

8) **Distracting Items:** The walls of the exam 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.

9) **Table and Chair**: ensure there is a table and chair for the learners to sit on during the knowledge section. A table should also be provided for the learner. For Speaking in Public Grades 6, 7, and 8, the learner and whole table area must be fully visible during the preparation of the impromptu speech.

10) **Personnel in the Room**: unless a learner has a reasonable adjustment and a third person has been authorised by LAMDA prior to the exam, only the learner must be in the room when the exam is taking place. Any unauthorised people in the room will result in the exam being invalidated.

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On the Day

Please note: Recording of the examination is not permitted under any circumstances

The Centre Coordinator will:

- ensure the device and exam space is set up correctly
- sign into the Zoom meeting ten minutes prior to the exam time and ensure that the name displayed is the learner's name. The LAMDA steward will admit the learner into the Zoom meeting five minutes prior to the exam start time (ie. start of contingency time)
- ensure the learners and LAMDA examiner can see and hear one another clearly
- leave the room before the learner's exam starts (unless pre-authorised by LAMDA to stay)
- ensure that learners leave the room once their exam is over and the next learner is sent in
- be on hand all through the event to provide any technical help to the learner. If the exam has been stopped part-way through, the CC must leave the room once the issue has been resolved and before the exam recommences
- ensure that learner has all the equipment such as visual aids needed for their specific exam.

The Centre Coordinator must be available and immediately contactable by LAMDA for the full duration of the examination.

Certain circumstances may require learners to take their exam in their own home, with a parent / guardian assuming the role of the CC on the day. However, the centre's CC must be contactable and available to LAMDA throughout the whole session, even if they are not physically with the learner.

The LAMDA steward will:

- invite the learner(s) into the meeting five minutes before the start of the exam.
- conduct a couple of technical checks (sound and video)
- introduce themselves to the learner and confirm the exam they will be doing
- where applicable, complete a Learner ID check.
- once all checks are complete introduce the learner(s) to the examiner.

At this point, the exam will begin, the examiner takes over and the steward will turn off their camera and microphone.

The examiner will:

- confirm the learner's exam subject and grade with them
- reaffirm the pieces being performed
- check that the learner has everything they need to undertake their exam
- proceed to assess the learner

Once the exam has ended the examiner will re-cap to the learner what has been covered in the exam. If there is nothing further to add, the exam is complete and the examiner will ask the learner to leave the examination.

If there are any issues with an exam on the day, fifteen minutes of time will be allocated to try to solve the problem. If the issue cannot be resolved within this time, the remaining examinations will need to be rescheduled to another time.