



## **SDTA Examinations Guidelines – Revised: January 2023**

### **TERMS AND CONDITIONS**

**When booking SDTA examinations, Teachers/professional candidates undertake to abide by the following terms and conditions.**

- SDTA examinations must be conducted in full compliance with all applicable national, regional and local laws, statutes, ordinances, rules, regulations or orders, including, without limitation, those relating to health, sanitation and safety.

In the event of the government issuing any new guidelines or restrictions which override this document, please follow the government's new guidelines or restrictions.

- Teachers/professional candidates agree to abide by the terms, conditions and guidelines contained in this document. Teachers/professional candidates will also fully comply with the terms, conditions and guidelines contained in the latest version of the SDTA Conflicts of Interest Policy.
- Teachers/professional candidates will not hold the SDTA and its officers, directors, employees, agents and representatives liable re. any claims, actions, demands, losses, damages, liabilities or judgements arising out of or relating to participation in the examination session/sessions for which this document has been produced.

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## 1. Examination Options

### Highland Branch

Branch/Levels	Video Submission	Live Zoom	Face to Face
Highland Amateur & Grades	✓ Up to and including G1 only	✓ * See note	✓
Advanced Jig/Hornpipe	x	✓ * See note	✓
Professional	x	✓	✓

### Ballroom, Ballet & Theatre and Baton & Cheer Branches

Branch/Levels	Video Submission	Live Zoom	Face to Face
Ballroom, Ballet & Theatre and Baton & Cheer Amateur & Grades	✓	✓ * See note	✓
Major Examinations (e.g., Intermediate)	x	✓ * See note	✓
Professional	x	✓	✓

\* Candidates can only participate in live Zoom if they are in the studio with the Teacher.

## 2. Booking an Examination Session

Contact the SDTA Office to book your examination date and to confirm which method/methods of examination you wish to use, e.g., face to face, live Zoom or video submission.

### Examination Fee Threshold

- For examination sessions with amateur and grade/major fees totalling less than £400/\$900(CAD & USD)/\$1000 (AUD)/€800: No discount applied. Teachers' pay Examiner's expenses for face-to-face session. Teachers pay certificate/awards postage for filmed and Zoom examinations.

### Conflicts of Interest

- Teachers must ensure that they are familiar with the content of the most up-to-date version of the SDTA's Conflicts of Interest Policy (which is available in the members' area of the SDTA website) and operate their own internal processes accordingly.

### Examination Paperwork

- The relevant paperwork will be sent after you have booked your examination date.
- Master sheets are in Excel Spreadsheet format. Please contact the SDTA Office if you require assistance to complete.
- The paperwork listed below must be completed and returned **by e-mail** to the SDTA Office, **by the Teacher only**:
  - Master Sheet – 4 weeks prior to examination date.
  - Timetable – 2 weeks prior to examination date.
  - Ts&Cs/Consent Forms – 2 weeks prior to examination date.

### Examination Paperwork Checklist for Teachers

Documents	Video Submission	Live Zoom	Face to Face	Date Actioned
Completed Master Sheet/s	✓	✓	✓	
Timetable	x	✓	✓	
Ts&Cs/Consent Forms	✓	✓	x	
Mark Sheets	✓	✓	✓	

Teachers are advised to carry out a risk assessment prior to the examination date (Template risk assessment available from the SDTA Office on request.).

### 3. Certificates & Awards

- Certificates and awards can be provided for all methods of examination.
- Candidates who wish to obtain a hard copy certificate, mark sheet and medal/plaque/trophy for their examination should pay the regular price.
- Any candidate paying the digital price will receive a digital certificate and digital mark sheet. Please ensure that candidates paying the digital price are made clear on the master sheet by placing “(D)” before the candidate’s first name e.g. (D) Joe
- Teacher discount does not apply to the digital prices.

### 4. Price Lists & Examination Payment

- Teachers can have a mixture of candidates paying regular and digital prices but, as mentioned above, **it must be made clear on the master sheet** which candidates have chosen the digital option.
- An invoice will be issued by e-mail to the Teacher when the master sheets have been returned by the Examiner. It will contain a link to pay via the SDTA website. The invoice should be paid within 7 days to receive any applicable discount.

## 5. Examination via Video Submission

Refer to page 4 re the required documentation and submission timelines.

For video examination sessions, the SDTA Office will send the mark sheets and master sheets directly to the examiner. A consent form must be submitted for each video submission candidate.

### Video Submissions can be sent by the following methods:

- WeTransfer
- YouTube links
- Google Drive
- Drop Box

### Hints & Tips for filming video submissions:

- The camera should be held landscape to fill screen space.
- The camera should be stationary so the field of vision must allow for travelling movements of the candidate(s).
- The candidate should be filmed in adequate lighting e.g., not too bright or too dull.
- If more than one candidate is present, identify each candidate clearly, e.g., candidates can wear a number, the Teacher can introduce and the candidate waves.
- Music should be played at a suitable sound level, e.g., too loud can distort the sound.
- Background should be clear of objects.
- Videos should be sent in MP4 format.
- Each video should last no longer than 5 minutes. If the examination takes longer then please video and label each section separately.

### Instructions for video submissions

Video submissions must be sent 1 day prior to the booked examination date. Here are some options:

#### 1. **Send files by [www.wetransfer.com](http://www.wetransfer.com)**

You will be prompted to enter the following details –

- Add your file.
- E-mail to: [admin@sdta.co.uk](mailto:admin@sdta.co.uk)
- Your e-mail:
- Message: Please include the candidate's name, age, examination level and Teacher name.

#### 2. **Send YouTube links.**

- All links for the exam session should be entered into one document containing the candidate's name, exam level and link grouped together.

#### 3. **Send Google Drive links.**

- All links for the exam session should be entered into one document containing the candidate's name, exam level and link grouped together.

## 6. Examination via Live Zoom

**Refer to page 4 re the required documentation and submission timelines.**

**For video examination sessions, the SDTA Office will send the mark sheets and master sheets directly to the examiner. A consent form must be submitted for each video submission candidate.**

- The examination session can either be set up by the Teacher or the SDTA Office, by request. The joining code and meeting password will be sent to the Teacher and the Examiner. The Teacher should then send the Zoom details to the candidate/candidates only, asking the candidate/candidates to join the session at the specified time.
- A timetable should be sent to the SDTA Office. Please refer to the guidelines in the syllabus and adjust accordingly if the session is not in the studio.
- Teachers/candidates should check their internet connection before the session.
- Candidates can either be in their own home or in the dance studio.
- The Examiner will be in attendance with their camera and microphone on.
- The Teacher must be in attendance either in the studio with the candidates or on the Zoom call to observe the session, with their microphone muted and camera on. This is a safeguarding requirement and must be adhered to.
- Music should be played by the candidate or Teacher (if in studio) to reduce sound delay.

## 7. Face to Face Examinations

**Refer to page 4 re the required documentation and submission timelines.**

### **Before the Examination Session**

- Any examination paperwork which you are required to give to the Examiner should be placed on the Examiner's desk before the examination session commences. Mark sheets should be arranged in timetable order.

### **Examination Session**

- The session must be conducted in accordance with your approved Risk Assessment.
- If space and Covid-19 restrictions allow, then follow the syllabus rules for maximum candidate numbers.