

Group Remote Online Assessments Guidelines

Overview

Learners can now take LAMDA Group examinations remotely. All learners within a Group can meet in one location for example Registered Private Centre Venue and take their exam there. 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.

How do Group ROA Exams differ from Group Face-to-face Exams?

Remote Online Assessments (ROA) examinations have been developed to be directly comparable to Face-to-Face (F2F) examinations. Therefore, the content and assessment criteria of Group examinations remains the same between formats.

There are two key differences between ROA Group Examinations and F2F Group Examinations:

- 1) **All ROA Group Examinations have a maximum group size of 10 learners.**
- 2) **The following subjects/grades are not available in the ROA format:**
 - a. Group Introductory (All stages)
 - b. Group Devising Drama (Level 3 - Grades 6,7, and 8)

If learners would like to take these examinations, they can still take them at an in-person event.

How to enter your Learners

Select the Group Exam from the drop-down menu available. Once an exam has been selected, customers will need to provide a Group Name and register learners within that Group. ROAs Groups can be made up of 3 – 10 learners.

Note: There is no Knowledge section for Group Examinations, therefore there is no live assessment and no Zoom log in required.

When timetabling an ROA event, please schedule all Group Examinations together in one session, at the end of the day.

Customers can request changes after they have submitted their entries. LAMDA must receive requests in writing a minimum of 14 days prior to the first date in the examination event. Please note that LAMDA cannot guarantee that all requests will be accepted. A mandatory administrative charge will be applicable per change requested.

Exam Process

- 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 a video, one of the Learners (or Teacher/Parent/Guardian) must introduce the Group by announcing the Group Name, subject and grade.
- Each learner must then introduce themselves using their full name.
- If one or more registered learner is absent and there is a read-in, this individual must announce their name and who they are reading in for. **Please note:** 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 (such as Passport, Driving Licence, Student Union Card, ID Card) once they have announced their name.
- Customers must upload Self-Tape Performance via the secure link provided by LAMDA. **Please note:** No re-submissions will be accepted once a self-tape has been received by LAMDA.

For more details on how to record, format, compress and upload self-tapes, please refer to Self-Tape Procedure which is available on our website.

Important: 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. LAMDA will securely store and destroy the video recordings in line with GDPR guidelines. Copies of the recordings will not be made.

Before your Exam Date

Prior to the exam date the following must be submitted for each Learner entered for an 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 Group's performance(s) – recorded and submitted to LAMDA **5 working days before the exam date**

Own Choice Pieces

LAMDA 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).

Please Note: For Devising Drama, please provide details of the Learner's Devised Scene Title(s)

- 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 day of the recording, you will need to upload the self-tape on to SharePoint via the unique link sent. Before uploading you will need to check that the video meets our requirements (as set out in this guide).

On receipt of the video file, LAMDA will:

- Conduct a video and audio quality check
- Complete an Attendance Register check

Please note:

- 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.
- If the video files are not received five working days prior to the exam event and/or they are not of sufficient quality, LAMDA reserves the right to withdraw the Group and where applicable, cancel or reschedule the session for a later date.

On the Day

On the day of the examination, the Examiner will watch the Group's performance(s). Learners do not need to connect to Zoom on the exam day.

Post Exam Day

As part of our usual quality assurance procedures, we will moderate Group ROAs. When the quality assurance process is complete, the result will be released within 6 weeks from the event.