



SDTA Examinations Guidelines – February, 2022

DECLARATION FORM

The SDTA have continued to provide as many options for our teachers and students to keep their “dance life” as normal as possible. These 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.

This form must be signed by the Teacher/professional candidate and then returned to the SDTA Office 4 weeks before the examination, via e-mail.

DECLARATION: I agree to abide by the terms, conditions and guidelines contained in this document, and I confirm that I will fully comply with all applicable local, regional and national government laws, regulations and guidelines, including, without limitation, those relating to health, sanitation and safety.

I will issue Covid-secure requirements for the examination session to the candidates and to dance school staff, if applicable, to ensure that they are familiar with the guidelines re. preventing the spread of Covid-19 and to the applicable terms and conditions contained in this document.

I 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 is submitted.

Signature of Teacher or Professional Candidate:

Name of Teacher or Professional Candidate:

Date:

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1. Examination Options

Highland Branch

Branch/Levels	Video Submission	Live Zoom	Face to Face
Highland Amateur & Grades (Under 10 yrs)	✓	✓*See note	✓
Highland Amateur & Grades (10 yrs & over)	✓ Up to and including G1 only	✓	✓
Advanced Jig/Hornpipe	x	✓	✓
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 (Under 10 yrs)	✓	* See note	✓
Ballroom, Ballet & Theatre and Baton & Cheer Amateur & Grades (10 yrs & over)	✓	✓	✓
Major Examinations (e.g., Intermediate)	x	✓	✓
Professional	x	✓	✓

**Under 10s can participate in live Zoom if they are in the studio with the Teacher. They cannot attend a Zoom examination from their home.*

PLEASE NOTE: Filmed submissions can also support any candidate who cannot attend on the day of an arranged face to face session.

2. Scheduling an Examination Session

Booking an Examination Session

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

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.
 - Risk Assessment – 4 weeks prior to examination date (Template available from the SDTA Office on request).
 - Timetable – 2 weeks prior to examination date.
 - Ts&Cs/Consent Forms – 2 weeks prior to examination date.

Examination Paperwork Checklist	Video Submission	Live Zoom	Face to Face	Date Actioned
Declaration	✓	✓	✓	
Completed Master Sheet/s	✓	✓	✓	
Risk Assessment	x	x	✓	
Timetable	x	✓	✓	
Ts&Cs/Consent Forms	✓	✓	x	
Mark Sheets	✓	✓	✓	

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

- As mentioned above, candidates have the choice of either paying the regular price for hard copy certificates, mark sheets and medals/plaques/trophies or the digital price for a digital certificate and digital mark sheet.
- 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. Changes to Syllabi Work Due to Covid Restrictions (Change to Solo dancers/contact sport not allowed)

- **Highland** – Dancers must **demonstrate** the Reel as and when Covid-19 restrictions do not allow contact sport.
- For examination work, this will be a solo demonstration dance with each step taken individually, facing the front and without music. Strathspey and Highland Reel movements can be demonstrated either travelling forward or across the floor, depending on the space. Pivot turns should be performed solo, and arms should be held in place as they would be when dancing with a partner.
- Strathspey - demonstrate the introduction, 4 x strathspey movements, strathspey ending, first setting step and link the first strathspey movement, second setting step and link into the 1st basic reel step (just the first pdb), 2 basic reel steps, the last basic reel step (high cuts), propelled pivot turn and finish.
- Highland Reel - demonstrate the introduction, 4 x strathspey movements, strathspey ending, first setting step and link the first strathspey movement, second setting step and link into the highland reel, 4 x highland reel movements and link into the reel step, last basic reel step (high cuts) and finish.

6. Examination via Video Submission

Refer to the examination checklist on page 4.

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**

You will be prompted to enter the following details –

- Add your file.
- E-mail to: 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.

7. Examination via Live Zoom

Refer to the examination checklist on page 4.

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.

8. Face to Face Examinations

Refer to the examination checklist on page 4.

Before the Examination Session

- Any examination paperwork which is required to be given to the Examiner on the examination day e.g., mark sheets, must be placed in an envelope before the examination.

Entry and Exit from the Examination Venue

- Only the Examiner, examination candidates, the Teacher, dance school staff and venue staff can enter the examination venue.
- If a person is isolating, exhibiting any symptoms of Covid-19 or tests positive for Covid-19, **they must not attend the examination session.**

Inside the Venue

- The Examiner will provide their own food/refreshments and stationery.
- If space and Covid-19 restrictions allow, then follow the syllabus rules for maximum candidate numbers.

Highland: Four chairs should be placed 1 metre from each other for candidates performing more than one dance and requiring a recovery period. A designated person should wipe down the chairs after the candidates leave the room and before the next candidates enter.

- Social distancing should be observed according to local government guidelines.
- Masks should be worn according to local government guidelines.
- All areas and rooms used in the venue in connection with the examination session must be well ventilated. Carbon dioxide (CO₂) levels should be monitored by the Studio Lessee, to maintain levels at 800 to 1000ppm.
- All common surfaces and objects used during the examination session should be cleaned regularly.

9. Frequently Asked Questions

General Questions

- **A few of my dancers do not have Highland/National costumes that fit; could they wear practice clothes?** - *Suitable attire should be worn. Appropriate practice wear will be accepted for all tests if kilt or national outfit is not available.*
- **If a Highland candidate chooses to dance the current Championship steps in lieu of the syllabus steps; are they required to do long dances? For instance, if the syllabus is a 4-step fling, do they still dance the 6-step Championship fling?** - *If a dancer chooses Championship steps, then they dance the 6-step fling etc.*
- **For those doing a Highland and a theory exam; should the theory follow directly after?** – *It is the Teacher's choice in which order the examinations are scheduled. Timetables can be discussed between the Teacher and the Examiner prior to the examination date.*

Video Submission Examinations

- **I only have a few dancers; can I enter these candidates by video submission?** *We have general examination dates each month for each genre. These dates are listed at the back of the 'Alliance News' magazine and are available to view on the SDTA website calendar.*
- **For candidates submitting a video: should the Teacher also "be in the room" for these?** – *If the examination is not being filmed in the dance studio, by the Teacher, the parent/guardian should film and send to the Teacher for approval. The video can then be sent to the SDTA Office by the Teacher.*
- **For candidates submitting a video: should it be one continuous video for their exam; or can they submit a video per dance?** – *The Teacher/parent/guardian should film one video per exam/dance.*
- **Who asks the questions for a Highland grade filmed submission (up to Grade 1)?** *Teachers ask the questions in the same way that they would prepare/test students for live sessions.*
- **If the candidate is playing their own music for the examination, is any 'Highland Dance' music acceptable?** – *The music should be approved by the Teacher prior to the examination date.*

Live Zoom Examinations

- **What will happen during the Zoom examination session?** – *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.*
- **If the candidate is playing their own music for the examination, is any 'Highland Dance' music acceptable?** – *The music should be approved by the Teacher prior to the examination date.*
- **When scheduling Zoom examinations, could multiple candidates attend the Zoom session at the same time, to allow for a rest break?** – *Please set up your timetable as you would for a regular session. The dancers should then alternate as they would do in a face to face session - 1 x Silver Fling, 1 x Bronze Fling, 1 x Silver Swords, 1 x Bronze Swords etc.*