



**ROYAL
ACADEMY
OF
DANCE**

Exam Management - Precautions for COVID 19

The health and safety of students, teachers, examiners, pianists and staff at RAD exam sessions will be our paramount priority. Area Organisers will take the following precautions in light of the ongoing risk from COVID-19 and in order to keep everyone safe at the RAD exams.

These procedures were developed with the information available at the time and may be subject to change. Updated procedures will be available on the RAD NZ website.

Face Masks

- It will be personal choice to wear a face mask
- Students may wear masks into the exam if they choose
- Some students may choose to wear a mask in the dressing room, into the exam room and then remove it

If a candidate becomes unwell

- No one should attend an exam session if they feel unwell or have any COVID-19 symptoms: <https://covid19.govt.nz/health-and-wellbeing/about-covid-19/covid-19-symptoms/#covid-19-symptoms>
- If a candidate becomes unwell or exhibits symptoms while at the exam venue, they must immediately inform their teacher who must then inform the RAD examination attendant
- The teacher and the exam attendant will support the candidate to wear a mask and to keep a distance of 1 metre until they can be safely collected from the venue

If an examination session is unable to proceed due to COVID

- Whether the exam session is underway or not as yet started, if an exam session can't proceed due to COVID restrictions, or as a result of students and teachers having to isolate, the RAD will support the studio to film its exams at a time that is convenient for them. There will be little opportunity for AEC exam sessions to be rescheduled. We will endeavour to reschedule RAV exams wherever possible.

- If an examiner is unable to travel or to continue a session, due to COVID restrictions, having to isolate or due to becoming unwell, the RAD will support the studio to film the exams at a time convenient to them. There will be little opportunity for AEC exam sessions to be rescheduled. We will endeavour to reschedule RAV exams wherever possible.
- The examiner, who was scheduled for the session, will mark the filmed exams wherever possible.
- The RAD refund policy as outlined in the specifications will apply:
<https://media.royalacademyofdance.org/media/2021/08/05110706/2021-Specifications-20210803-1.pdf>

In RAV exams, Examination Attendants will endeavour to ensure that:

- Numbers in the dressing rooms are limited so that students and supporters are not packed in tightly
- There is a cleaning regime that includes regularly disinfecting barres, door knobs, floors, daily thorough clean etc
- The examiner has a separate place to wash her hands on arrival and in the breaks
- Each candidate has a new/clean number – either paper or fabric; students should provide their own safety pins so that they are not shared
- Candidates should provide their own props or, if being shared, props must be sanitised before re-use
- Make hand sanitiser available in the exam room as well as in other areas around the studio and candidates should be encouraged to use it on arrival and before they enter the exam room

Bronwyn Williams
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 RAD New Zealand
 1 May 2023