



CCA Online Teacher Examination, Sponsor Guidelines 2020

Studio Preparations:

Visual Angle

- Set the laptop on a table providing an eye level view for the examiner.
- Be confident in the placement of the video. Mark the parameter of your space so that the concern of the visual field does not affect the presentation of your students' work.

Sound quality

- Examiners and candidates must be aware that when two people speak at the same time, zoom automatically lets one person's audio prevail over the other's which causes a disruption in the flow of communication.
- Connect a speaker to the video chat so that questions can be heard more clearly.
- Lag issues may occur. It is helpful to count/speak with the music to demonstrate proper timing.

Music:

- The music should be played from the candidates' location.
- It is recommended that a separate person be available to play the music. Before the exam begins, sound check to set volume so all verbal directions can be communicated clearly.

Zoom Specific:

- The exam host should assign everyone involved in the exams as a host or co-host for ease of communication and the ability to privately use the chat function during the examination.
- The candidate, as host, needs to "spotlight" their video.
- Turn off the direction to record the meeting.
- Make sure the host's settings are not set to automatically mute participants.
- Disable the waiting room in case someone needs to exit and rejoin for any reason
- Add a simple password to avoid possible interruptions
- The candidate must have a paid account which can be purchased for minimal fee for the month. Set the meeting for 3 hours. Note that there is a time limit to the free version of Zoom.