



Cecchetti Council of America

CCA Online Student 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. Students should only speak when the examiner has asked a question.

Connect a speaker to the video chat so that questions can be heard more clearly.

Note that lag issues may occur. If the timing appears to be off, the students may be asked to repeat the combination, as a group or one at a time.

Music:

The music should be played from the students' location.

Designate someone to play the music as normally required in person exams. Before the exam begins, sound check to set volume so all verbal directions can be communicated clearly.

Zoom Specific:

It is best if the teacher host has a paid zoom account which can be purchased for a minimal fee for the month. Note that there is a time limit to the free version of Zoom. If necessary, the CCA Zoom account could be used if the schedule permits.

Set the meeting/exam time for the hours required to complete the session including lunch and 5-minute transition times between each exam. It is suggested that two hours be added to the total. A lunch break must be added if the session is 8 hours; if less than 8 hours, the National Registrar will determine the break time.

The studio exam host must assign the examiners as co-hosts which will provide them the ability to privately use the chat function during the examination.

The studio host needs to "spotlight" their video.

Turn off the direction to record the examination/meeting.

Make sure the host's settings are not set to automatically mute participants.

At the end of each exam, the students and music player must leave the studio. Allow 5 minutes before the next group enters.