



Cecchetti Council of America

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 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 candidate's 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 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 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

It is best if the candidate has a paid zoom account which can be purchased for a minimal fee for the month. Set the meeting for 3 hours. 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.