

## Teacher Responsibilities for Online Grade Examinations:

- Submitting the list of dancers performing at the examinations including dates of birth and the grade(s) being taken to the examiner at least three weeks prior to the examinations on the Official CLRG Results Record Sheet, or any other spreadsheet format.
- A record of all previous exams taken by each dancer must also be included to the examiner.
- Dance costumes are not to be worn, but appropriate attire is to be worn.
- Dance floor must be a minimum size 8' x 8' with a hard surface. Wood or vinyl is acceptable. Carpet is not acceptable.
- The video, including the sound, must be clear, with both video and audio in sync when submitting to the examiner.
- A maximum number of 50 Grade Examinations = 100 videos per day will be permitted.
- *It is the responsibility of the teacher to collect all videos of dancers for online grade exams.*
- The dancer must identify themselves on video with their name, dancing school and grade being examined before performing the dances for their grade examination.
- Each examination video must be filmed in one take. Only one dance per video.
- Dancer must be in full view throughout the entire video.
- Use your smartphone for the video.
- Video must be shot in landscape mode.
- Dancer must be alone in the video.
- Music must be clear.
- Create a separate video for each dance.
- No editing allowed.
- Teachers must obtain permission from parents of dancers under the age of 18 to allow for videos to be submitted online for grade exams.

- Once videos have been submitted, the teacher should organize the videos into Dropbox by files and folders, or other platform approved by the Udaras, so that it is easily accessible for the examiner to view the videos.

### To use Dropbox:

- Sign in to dropbox.com.
- Click 'All files' in the left sidebar.
- Hover over the name of the file or folder you'd like to share and click the 'Share icon' (person).
- Under 'Share This Folder', 'Only People Invited', change dropdown from 'can edit' to 'can view'.
- Select 'Create Link'.
- Select 'Settings'.
- Under 'Who has Access', select 'People with Password'.
- Next to 'Require Password', click to toggle it On.
- Set a password.
- To set an expiration date to view the files, select 'Expiration', click to toggle it On. Select the date you want the link to expire. This should be the date the examiner is finished viewing the files.
- Next to 'Disable Downloads', click to toggle it On.
- Click 'Save'.
- Click 'Copy link'. ***Do not enter any email address in this window, and do NOT select 'Share folder'.***
- The link will be copied to your clipboard. You can then paste it in an email to the examiner. It is advisable that you share the password to the file with the examiner in another manner other than email.

In order to be able to successfully use Dropbox, teachers must subscribe to Dropbox PROFESSIONAL, as this feature is not available with the free version. There is a 14-day free trial period available that can be used for this purpose, and also a monthly billing option that can be canceled at any time. There is also

detailed Help support available on Dropbox should you require any assistance by clicking on the circled 'Question Mark' near the upper right corner of the homepage.

- *It is the responsibility of the teacher, and not the examiner, to delete the video files from Dropbox or other platform used once the grade exams have been completed.*
- Child protection considerations are at the top of the list of priorities while conducting online grade exams. Rules around child protection must be adhered to strictly by examiners and teachers. This includes no screen-shots, no unauthorized sharing, no allowing any family members to be in the room while an examiner is examining, and any other restrictions suggested by An tUdarás Scrúdaithe or CLRG.
- Intellectual property of the teacher/choreographer and dancer privacy is of the utmost importance. No copying, recording, or sharing of material or videos will be allowed.
- The teacher and the examiner will set up a date and time for the examiner to conduct live interviews via video conference (Zoom, Microsoft Teams, etc.) with grade examination candidates regarding Oral Irish Exam (Scrúdú Béil) Grades 1-4 in Ireland, and general knowledge of Ceilí questions. This should be done as close as possible to the online grade examination itself.

**Expenses & payments to be completed by the teacher:**

**Examiner's Fee:**

EUR €300 per day                      AUS \$450 per day

USA \$350 per day                      CAN \$450 per day

UK £250 per day

The above fees are for examining 100 videos per day, in addition to a supplemental amount outlined below for the Zoom meeting with the candidates on Oral Irish (Scrúdú Béil in Ireland) and ceili questions, plus completing paperwork.

EUR €100 per day                      AUD \$150 per day

USA \$125 per day                      CAN \$150 per day

UK £85 per day

Expense Accounts sheet filled out, and upon completion, 60% of profit after all expenses are paid to be retained by the teacher and the remaining 40% to be submitted to CLRG.

The examiner may be paid through PayPal/ Credit Transfer, etc. or any other method agreed upon by both examiner and teacher.

All other procedures regarding the general running of grade exams not outlined here should be adhered to, i.e., prompt return of results sheets, expense reports, etc. to the office.

*“I agree that I will follow the above policies and procedures to run an online grade exam. I acknowledge that as the organizing teacher, it is my responsibility to ensure the privacy and confidentiality of the dancers and the exam process and any liability incurred as a result of my failure to ensure this privacy and confidentiality lies with me, and not the examiner or CLRG. I agree to share only the video files of the dancers that are required for the grade exam, and that the same video files will be deleted by me from the platform used upon completion of the exam.”*

PRINT NAME: \_\_\_\_\_

SIGNED: \_\_\_\_\_

DATE: \_\_\_\_\_