

Drama Grades and Diplomas face-to-face exam checklist

✓ Check the booking

Some referrals are the result of simple administrative oversights

- ▶ Have you entered your students for the right level exam? It is always worth double checking this.
- ▶ Which **syllabus** have you been studying? Some performance options, such as performing a mime or an extract from a play, are available in different syllabuses, so make sure you enter for the right exam.
- ▶ Have you let us know if your candidate requires any adjustments to be made to their exam?

If the candidate has any special needs, disabilities or health conditions that the examiner needs to be aware of, you must submit a **special needs provision form** 28 days prior to the exam date. Requests for amended exam materials such as braille require at least six weeks' notice. Please note that a special needs request form must be submitted for each exam entered.

✓ Check the syllabus

Many referrals are the result of not checking the syllabus requirements properly

- ▶ Are you using the current syllabus for **Grades** and **Diplomas**? Make sure you aren't mixing requirements from old and new syllabuses.
- ▶ Has your candidate chosen pieces appropriate to the specification? If you are not sure take a look at our **anthology** or **example programmes**.
- ▶ For **Speech & Drama** have you selected your **Expressive Reading material from the approved list**?
- ▶ Have you read the Exam Guidance towards the back of your syllabus? This explains the different tasks, as well as giving advice on selecting pieces and preparing for the exam.
- ▶ Have you prepared for the Reflection task? The questions for this task are pre-published and can be found in the back of the syllabus. Please be careful to prepare candidates for the requirements appropriate for their grade.
- ▶ Check that all candidates, especially Diploma candidates, fulfil the programme duration requirements.
- ▶ For more syllabus- specific infringements [check here](#).

✓ Check the performance content

A referral may happen if the content isn't as specified for the grade

- ▶ Are the candidates using any accompaniment for their Musical Theatre, Performance Arts or Diploma exam? This can't be altered to give more support to the candidate (e.g. doubling of the vocal line for singers). If they are using a backing track, remember this cannot have vocals.
- ▶ Unless otherwise stated, all the performance pieces you select should be taken from published works (not self-published).
- ▶ Has your candidate's piece been edited for their performance? Make sure the edits are clearly marked in the text given to the examiner.
- ▶ Do the pieces your candidate has chosen demonstrate a clear contrast, e.g. in language, genre or period (if required)?

✓ Check the details

Not being adequately prepared on the day can result in a referral

- ▶ Bring copies of prepared pieces, (e.g. the play/prose extract, poem, song) set out in the original published format (photocopies are preferred to typed, and never handwritten). For Musical Theatre Grades 6-8 you will need the score of the song. For any devised pieces an outline of the scene should be provided.
- ▶ For In Production and Group exams the examiner will need a programme containing details of who is in the group and what roles they are performing. A programme will also be needed for a Performance Arts exam and this should detail the skills being demonstrated within each piece.
- ▶ Apart from accompanying singing, a teacher may not be in the room during an exam. If the performance requires an additional performer, or technology to be operated, then another person is allowed in the room for that purpose and should leave after the task is complete (this should not be the teacher).
- ▶ At a public centre, if you are using pre-recorded music, then the candidate is responsible for providing their own playback equipment. You should make contact with the centre in advance to check the arrangements (power supply, equipment insurance etc), which must be agreed with Trinity's local representative.

