

# PAA PUBLIC SPEAKING LIVE VIDEO EXAMS

## GUIDANCE FOR EXAM VENUES

### OVERVIEW

Live Video Exams are conducted by video conference between the candidate at the exam venue and the examiner based at another location.

We use standards-based technology which runs on a wide range of devices. For a Public Speaking exam conducted remotely video quality is of particular importance and therefore a suitable device is required.

**PAA Public Speaking live video exam content is exactly the same as the specifications in the syllabus, however, the following must be adhered to:**

**Venues are responsible for ensuring the welfare of candidates throughout the live video examination, including provision of:**

- an adequately sized space for the examination to safely take place, with plenty of room for all tasks presented
- flooring which is clean and free from debris, spillages, and any other hazards. RSL Awards assumes no liability for damage to property or injury sustained by any candidate or staff member while participating in live video examinations
- a chaperone to be present throughout the live video examination, responsible for ensuring the physical and mental wellbeing of the candidate. Venues must ensure that all current safeguarding protocols are adhered to.
- the candidate must be visible throughout the examination
- quiet, private location in a walled room
- bright lighting (day light or artificial light), ideally illuminating the candidates from their front
- the room should not be highly reverberant. If there are areas/pockets of the room where audibility or visibility is compromised (e.g. due to the shape), candidates should not present tasks in these areas

### PRIOR TO THE LIVE VIDEO EXAMINATION

Prior to the examination day, venues should undertake a Tech Check to test the technical setup. This is normally done in the form of a **Self Tech Check**, following the guidance provided by RSL, but guided tech checks, either in whole or in part, may be available in certain circumstances; please contact [paa@rslawards.com](mailto:paa@rslawards.com) for further information.

If, before booking your exam, you would like to check that your exam venue is adequate in terms of space, this can be arranged. Please contact [paa@rslawards.com](mailto:paa@rslawards.com) .

For UK venues, the examiner will contact the principal by phone a few days before the exam. For International venues, the examiner will contact the relevant RSL representative by email a week before the exam. This is to introduce themselves and:

- review the schedule, highlighting any applications for reasonable adjustments and/or special considerations
- confirm that the Tech Check has been done and the technical set-up is functional

## PROCESS

The live video examination will be set up using Zoom video conferencing software. Ahead of the scheduled exam day, an RSL Exams Officer will provide a link for the exam Zoom video conference to be opened on the venue's computer.

Approximately 30 minutes before the exam start time, candidates should wait outside of the exam room with a chaperone, and the examiner will join the video conference.

The examiner will need to have a private conversation (ie. with no candidates in the exam room) with the principal to go through the schedule highlighting any absences, special considerations or applications for reasonable adjustments.

Sound check: The examiner may ask the principal to speak a few words to check the sound quality.

If applicable, the examiner will check that the principal has read and adhered to all relevant **COVID-19 information and guidance for PAA Exam Venues** on the RSL website.

In the event of any connectivity issues, a member of staff needs to be available on a phone number provided by the venue.

Candidates taking grades 6-8 should have their ID ready to present to the examiner.

The candidate will then enter the exam space and the examiner will introduce themselves and check that the lighting is adequate and the candidate is fully visible. The examiner may ask the candidate to walk around the room for this.

The examiner will then check the candidate's name and grade. The principal or teacher will be present to ensure the candidate is taking the correct grade. The principal/teacher will then leave and wait outside of the exam room.

The chaperone must remain visible to the examiner throughout the examination.

**The exam will then proceed in the same way as a face-to-face exam.**

Once the first exam is finished, the examiner will ask the candidate and chaperone to leave. The examiner will call in the next candidate when ready to do so. The time taken between exams will be kept to a minimum.

## **EQUIPMENT REQUIREMENTS**

### **Video conference device: Laptop / Desktop computer + screen**

- Laptop or Desktop computer preferred
- We use Zoom – please refer to [Desktop client requirements](#) and [Mobile App requirements](#)
- Good quality webcam, built-in or external, minimum 1080x720 (720p) resolution
- Built-in speakers or audio output connected to PA speakers
- Internet connection, ideally through ethernet cable

### **Microphone:**

- Good quality, external microphone is advised, but not mandated.
- For ease of setup we recommend a USB microphone such as [RØDE NT-USB mini](#)

### **Sound system / PA:**

- Connected Video Conference device and for any locally played backing tracks

**Internet connection:**

- Minimum (as specified by Internet Service Provider): 5Mbps download / 1 Mbps upload
- We will ask you to run a customised speed test prior to the exam
- We recommend to conduct a generic test with Zoom via <https://zoom.us/test>
- We recommend to have the device connected by Ethernet cable if possible, to avoid variabilities and complexities of Wifi
- If the device does not have a wired connection option, care should be taken to optimise the Wifi signal, for example by finding the position in the room providing the best signal. This can be checked with apps such as [Wifi Analyzer](#) (Android) or [Wifi Analyzer](#) (Windows). Using these apps it is also possible to identify if the Wifi channel is overcrowded by neighbouring Wifi networks. Some routers allow to change the channel to one that is less crowded and therefore reducing interference
- The firewall/router must allow outbound connections to TCP port 8000 for the streamed audio material. This can be checked with <http://portquiz.net:8000> . If successful, the page will load and show “You have reached this page on port **8000**” (etc, number varying). If it is unsuccessful the page won’t load. NB: it is unusual to encounter restrictions, but they may occur in corporate or school networks
- in restrictive networks it is also worth checking whether the [Zoom firewall requirements](#) are met.

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