



Examinations information, rules and regulations

(for qualifications regulated in England, Wales and Northern Ireland)

This document is valid from 1 April 2017 to 30 September 2017 (or until further notice)

The Royal Academy of Dance (RAD) is an international teacher education and awarding organisation for dance. Established in 1920 as the Association of Operatic Dancing of Great Britain, it was granted a Royal Charter in 1936 and renamed the Royal Academy of Dancing. In 1999 it became the Royal Academy of Dance.

Vision

Leading the world in dance education and training, the Royal Academy of Dance is recognised internationally for the highest standards of teaching and learning. As the professional membership body for dance teachers it inspires and empowers dance teachers and students, members, and staff to make innovative, artistic and lasting contributions to dance and dance education throughout the world.

Mission

To promote and enhance knowledge, understanding and practice of dance internationally by educating and training teachers and students and by providing examinations to reward achievement, so preserving the rich, artistic and educational value of dance for future generations.

We will:

- communicate openly
- collaborate within and beyond the organisation
- act with integrity and professionalism
- deliver quality and excellence
- celebrate diversity and work inclusively
- act as advocates for dance

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I Introduction and overview of provision

I.1 About this document

I.1.1 This document gives information and guidelines, explains procedures, and outlines rules and regulations concerning the examinations, class awards, solo performance awards, presentation classes and demonstration classes¹ offered by the Royal Academy of Dance.

I.1.2 It should be read in conjunction with the Specifications for particular Levels of examination, as follows:

- 'Dance to Your Own Tune' Demonstration Classes
- RAD Entry Level Award in Graded Examination in Dance: Primary in Dance
Pre-Primary in Dance and Primary in Dance class awards
- RAD Level 1 Awards in Graded Examination in Dance: Grades 1-3 (Ballet)
RAD Level 1 Awards in Solo Performance in Dance: Grades 1-3 (OG)
Grades 1-3 class awards_
- RAD Level 2 Awards in Graded Examination in Dance: Grades 4-5 (Ballet)
RAD Level 2 Awards in Solo Performance in Dance: Grades 4-5 (OG)
Grades 4-5 class awards
- RAD Level 3 Certificates in Graded Examination in Dance: Grades 6-8 (Ballet)
Grades 6-8 presentation classes
- RAD Level 2 and Level 3 Certificates in Vocational Graded Examination in Dance:
Intermediate Foundation and Intermediate (Ballet)
- RAD Level 3 and 4 Certificates and Level 4 Diploma in Vocational Graded Examination
in Dance: Advanced Foundation, Advanced 1 and Advanced 2 (Ballet)
- RAD Level 5 Certificate in Vocational Graded Examination in Dance: Solo Seal (Ballet)

I.1.3 Unless otherwise stated, all documents, policies, guidelines and forms are available from www.rad.org.uk and other RAD websites. Hard copies are available on request from RAD offices.

I.2 Overview and progression

I.2.1 The Royal Academy of Dance (RAD) offers an internationally recognised portfolio of examinations and assessments designed to encourage, motivate and reward students of all ages and abilities, outlining a progressive structure for learning and achievement in dance.

I.2.2 Examinations are organised and administered by the RAD Examinations Board. Each year approximately 230,000 candidates take RAD examinations worldwide.

¹ Throughout this document, the generic word 'examinations' is usually taken to refer to examinations, class awards, solo performance awards, presentation classes and demonstration classes unless indicated to the contrary.

1.2.3 Students start with the *Dance to Your Own Tune* curriculum, move through Pre-Primary and Primary levels and then into eight graded and six vocational graded levels. Students can move from graded examinations to vocational graded examinations at an appropriate time; or they can study both pathways simultaneously.

1.3 **Portfolio of syllabi**

1.3.1 '*Dance to Your Own Tune*': encourages development of basic movement skills, musical awareness, expression and creativity. Themed classes encourage class participation, focus and confidence, preparing students for Pre-Primary in Dance. This curriculum is suitable for students aged two and a half to five years.

1.3.2 *Graded syllabus: Pre-Primary in Dance and Primary in Dance*: designed to help develop students' physical skills, stamina, creativity, expression and musicality in response to a range of aural stimuli and musical styles. The syllabus acts as a foundation, preparing students for a successful transition to ballet and other dance genres. These levels are suitable for students aged five to eight years.

1.3.3 *Graded syllabus: Grade 1 – Grade 8*: provides a framework for a practical dance education focusing on ballet, progressively developing the technical, musical and performance skills of the student. It incorporates

- ballet – including freer and more progressive work, appropriate for today's dancer; and
- character - the theatrical presentation of national dance using ethnic styles (Hungarian, Russian and Polish) and music, freely adapted for the theatre.

The graded syllabus from Grade 1 is suitable for candidates from seven years.

1.3.4 *Vocational Graded syllabus (Intermediate Foundation to Solo Seal)*: provides a framework for an in-depth study of ballet, developing the technique, music and performance skills of the student to an advanced level. Pointe work is introduced for female candidates. This highly focused and practical system of assessment prepares students for a dance or dance related career, and is appropriate for candidates from eleven years.

1.4 **Types of assessment**

1.4.1 *Demonstration classes* are an optional part of the '*Dance to Your Own Tune*' curriculum for children aged 2½ to 5 years. They are conducted by the teacher, and candidates demonstrate a selection of the curriculum to an RAD examiner. An invited audience can observe the demonstration (except where the demonstration class takes place in an RAV). All candidates receive an RAD certificate of participation. Candidates can be assessed by their teacher on their class work using an optional progress report available from RAD websites.

- 1.4.2 *Presentation classes* are available at Grades 6, 7 and 8. They are conducted by the teacher at Grades 6 and 7, and by an RAD examiner at Grade 8. Candidates perform a selection of exercises, studies and dances for an RAD examiner. At the discretion of the teacher, a small audience may be present (except where the presentation class takes place in an RAV). Presentation classes are appropriate for candidates who have not been able or do not wish to prepare for the full graded examination; they can also be used to prepare for a graded examination. All candidates receive an RAD certificate of participation. Candidates can be assessed by their teacher on their class work using an optional progress report, available from RAD websites.
- 1.4.3 *Class awards* are available for Pre-Primary in Dance, Primary in Dance and Grades 1-5. They are conducted by the teacher. Candidates perform a selection of exercises and one dance from the relevant grade and are assessed by an RAD examiner. All candidates receive an assessment report, and all candidates who fulfil the minimum criteria receive a certificate and a medal.
- 1.4.4 *Solo performance awards* are available for Grades 1-5. Candidates perform three solo dances that are assessed by an RAD examiner. All candidates receive an assessment report, and all candidates who fulfil the minimum criteria receive a certificate and a bar.
- 1.4.5 *Graded examinations* are available from Primary in Dance to Grade 8. Candidates perform set exercises, studies and / or dances which are assessed by an RAD examiner. All candidates receive a result form, and all candidates who fulfil the minimum criteria receive a certificate and a medal.
- 1.4.6 *Vocational Graded examinations* have six levels, from Intermediate Foundation to Solo Seal. Candidates up to Advanced 2 perform a selection of the set exercises, studies, variations and free enchaînements which are assessed by an RAD examiner. All candidates receive a result form, and all candidates who fulfil the minimum criteria receive a certificate. Candidates for the Solo Seal perform three contrasting variations; all candidates who fulfil the minimum criteria receive a certificate.

1.5 **Examiners**

- 1.5.1 All examinations are assessed by an examiner who is appointed, trained and monitored by the RAD. Each examiner undergoes a rigorous selection process and training programme before being appointed to the Panel of Examiners. Their professional expertise, and ability to create a welcoming and reassuring environment in the examination studio, ensures a high standard and a positive examination experience for all candidates.
- 1.5.2 Where relevant, all examiners have completed a check with the Disclosure and Barring Service (or equivalent body) and adhere to the policies and procedures of the RAD Examinations Board, including equality and diversity, safeguarding and data protection.

1.5.3 Examiners are not normally assigned to examine at the same location within any two year period.

1.5.4 **Applicants cannot request or decline specific examiners for their school.** All RAD examiners are subject to the same quality assurance measures including the requirement to manage conflicts of interest when they occur. Examiners are allocated according to a strict policy designed to be transparent, fair and make good business sense.

1.6 Overview of assessments by level and type

Level	Demonstration Classes	Class Awards	Solo Performance Awards	Presentation Classes	Graded Examinations	Vocational Graded Examinations
	Dance to Your Own Tune					
		Pre-Primary in Dance				
Entry		Primary in Dance			Primary in Dance	
1		Grade 1	Grade 1		Grade 1	
		Grade 2	Grade 2		Grade 2	
		Grade 3	Grade 3		Grade 3	
2		Grade 4	Grade 4		Grade 4	Intermediate Foundation
		Grade 5	Grade 5		Grade 5	
3				Grade 6	Grade 6	Intermediate
				Grade 7	Grade 7	Advanced Foundation
				Grade 8	Grade 8	
4						Advanced 1
						Advanced 2
5						Solo Seal

Only graded examinations, vocational graded examinations and solo performance awards are regulated qualifications.

1.7 Communication and publications

1.7.1 *Examinations information, rules and regulations* details official policies, guidelines, advice, and terms and conditions relating to examinations. It should be read in conjunction with individual *Specifications* for each examination (see 1.1.2).

1.7.2 Printed publications detailing the examination content in word notes and Benesh Movement Notation, as well as printed music scores, CDs and DVDs, are available from RAD Enterprises Ltd. The RAD video app is available through iTunes and the Play Store. See *Specifications* for more details.

1.7.3 In association with the marketing department, the Examinations Board publishes *Focus on Exams* three times a year. This is a publication dedicated entirely to examinations matters,

e.g. updates on syllabus content, examination policies and procedures, reminders and advice, and general articles of interest. It is translated into several languages and sent to all RAD members, as well as being posted on RAD websites.

- 1.7.4 *Focus on Members* is mailed to members three times a year with *Dance Gazette*. Content is co-ordinated by the marketing and membership departments but is adapted as appropriate for specific countries and geographical regions worldwide. Accordingly, some country-specific examinations-related information is included, notably session dates.
- 1.7.5 The *RAD Annual Report* is mailed to all members prior to the AGM and posted on the RAD website. It includes an overview of the main activities of each department of the organisation during the previous year and an outline of future activities, as well as financial statements.
- 1.7.6 *E-Newsletter* – published monthly to subscribers (including all RAD Registered Teachers with an email address) and may include information related to examinations.
- 1.7.7 *Website* – www.rad.org.uk
There are also websites hosted in other countries in which the RAD operates worldwide.

2 Recognition and accreditation

2.1 Office of Qualifications and Examinations Regulation

2.1.1 The Royal Academy of Dance is an awarding organisation recognised to award qualifications on the Regulated Qualifications Framework (RQF) in England, Wales and Northern Ireland by the Office of Qualifications and Examinations Regulation (Ofqual), Qualifications Wales, and the Council for the Curriculum, Examinations and Assessment respectively.

2.2 Qualifications frameworks in England, Wales and Northern Ireland

2.2.1 The table on page 11 below explains how the RAD's graded and vocational graded examinations align with other regulated qualifications available in England, Wales and Northern Ireland.

2.2.2 The Regulated Qualifications Framework (RQF) comprises a comprehensive structure for all qualifications (apart from degrees) in England, Wales and Northern Ireland. The RQF includes qualifications of many types and in all fields of study, including GCSEs, A levels, and NVQs, placing dance examinations in a wider context of learning and achievement, and recognising equivalence in levels of knowledge, skills and understanding.

For more information about the RQF, see:

<https://www.gov.uk/government/news/ofqual-to-introduce-new-regulated-qualifications-framework>

(website correct at time of publication)

2.2.4 The table on pages 12-13 below shows how the RAD's qualifications are regulated on the RQF.

Table explaining how the RAD's graded and vocational graded examinations align with other regulated qualifications available in England, Wales and Northern Ireland:

Level	RAD Examinations	Regulated Qualifications Framework (RQF)	Framework for Higher Education (FHEQ)
Entry level	Primary in Dance examination	Entry level certificates Skills for Life at entry level Entry level awards, certificates and diplomas Foundation Learning Tier pathways Functional Skills at Entry Level	
1	Grades 1-3 examinations and solo performance awards	GCSEs graded D-G NVQs at level 1 Key Skills level 1 Skills for Life Foundation Diploma BTEC awards, certificates and diplomas at level 1 Functional Skills at level 1 OCR Nationals Foundation Learning Tier pathways	
2	Grades 4 and 5 examinations and solo performance awards Intermediate Foundation examination	GCSEs graded A*-C NVQs at level 2 Level 2 VQs Key Skills level 2 Skills for Life Higher Diploma BTEC awards, certificates and diplomas at level 2 Functional Skills at level 2	
3	Grades 6, 7 and 8 examinations Intermediate and Advanced Foundation examinations	AS/A levels Advanced Extension Awards International Baccalaureate Key Skills level 3 NVQs at level 3 Cambridge International Awards Advanced and Progression Diploma BTEC awards, certificates and diplomas at level 3 BTEC Nationals OCR Nationals	
4	Advanced 1 and Advanced 2 examinations	NVQs at level 4 Key Skills level 4 BTEC Professional Diplomas, Certificates and Awards	Certificates of higher education
5	Solo Seal examination	Higher national diplomas Diplomas of further education Other higher diplomas NVQs at level 5 HNCs and HNDs BTEC Professional Diplomas, Certificates and Awards	Diplomas of higher education Foundation degrees and higher national diplomas
6		National Diploma in Professional Production Skills BTEC Advanced Professional Diplomas, Certificates and Awards	Bachelor degrees, graduate certificates and diplomas
7		Postgraduate certificates and diplomas BTEC advanced professional awards, certificates and diplomas Fellowships and fellowship diplomas Diploma in Translation Advanced professional awards, certificates and diplomas	Masters degrees, postgraduate certificates and diplomas
8		Award, certificate and diploma in strategic direction	Doctorates

Table showing how the RAD's qualifications are regulated on the RQF:

Qualification title	Abbreviated title	Qualification number	Unit number	RQF Level	EQF Level	Credit value
601/2838/0 RAD Entry Level Award in Graded Examination in Dance: Primary in Dance	Primary in Dance	601/2838/0	n/a	Entry 3	1	n/a
RAD Level 1 Award in Graded Examination in Dance: Grade 1 (Ballet)	Grade 1 Examination	501/1393/8	D/602/0480	1	2	7
RAD Level 1 Award in Solo Performance in Dance: Grade 1	Grade 1 Solo Performance Award	601/4072/0	n/a	1	2	n/a
RAD Level 1 Award in Graded Examination in Dance: Grade 2 (Ballet)	Grade 2 Examination	501/1389/6	H/602/0481	1	2	7
RAD Level 1 Award in Solo Performance in Dance: Grade 2	Grade 2 Solo Performance Award	601/4568/7	n/a	1	2	n/a
RAD Level 1 Award in Graded Examination in Dance: Grade 3 (Ballet)	Grade 3 Examination	501/1379/3	K/602/0482	1	2	7
RAD Level 1 Award in Solo Performance in Dance: Grade 3	Grade 3 Solo Performance Award	601/4649/7	n/a	1	2	n/a
RAD Level 2 Award in Graded Examination in Dance: Grade 4 (Ballet)	Grade 4 Examination	501/1392/6	M/602/0483	2	3	10
RAD Level 2 Award in Solo Performance in Dance: Grade 4	Grade 4 Solo Performance Award	601/4651/5	n/a	2	3	n/a
RAD Level 2 Award in Graded Examination in Dance: Grade 5 (Ballet)	Grade 5 Examination	501/1405/0	T/602/0484	2	3	10
RAD Level 2 Award in Solo Performance in Dance: Grade 5	Grade 5 Solo Performance Award	601/4652/7	n/a	2	3	n/a
RAD Level 3 Certificate in Graded Examination in Dance: Grade 6 (Ballet)	Grade 6 Examination	501/1375/6	A/602/0485	3	3	13
RAD Level 3 Certificate in Graded Examination in Dance: Grade 7 (Ballet)	Grade 7 Examination	501/1380/X	F/602/0486	3	4	13
RAD Level 3 Certificate in Graded Examination in Dance: Grade 8 (Ballet)	Grade 8 Examination	501/1376/8	J/602/0487	3	4	13
RAD Level 2 Certificate in Vocational Graded Examination in Dance: Intermediate Foundation (Ballet)	Intermediate Foundation	501/1582/0	L/602/0751	2	3	28
RAD Level 3 Certificate in Vocational Graded Examination in Dance: Intermediate (Ballet)	Intermediate	501/1583/2	Y/602/0753	3	4	28

RAD Level 3 Certificate in Vocational Graded Examination in Dance: Advanced Foundation (Ballet)	Advanced Foundation	501/1591/1	H/602/0755	3	4	28
RAD Level 4 Certificate in Vocational Graded Examination in Dance: Advanced 1 (Ballet)	Advanced 1	501/1378/1	M/602/0757	4	5	33
RAD Level 4 Diploma in Vocational Graded Examination in Dance: Advanced 2 (Ballet)	Advanced 2	501/1489/X	A/602/0759	4	5	38
RAD Level 5 Certificate in Vocational Graded Examination in Dance: Solo Seal (Ballet)	Solo Seal	601/6060/3	L/507/1706	5	5	24

2.3 Level descriptors

2.3.1 The UK dance awarding organisations, with support from the regulators in England, Wales and Northern Ireland, developed a set of level descriptors for graded and vocational graded examinations in dance for the original accreditation of these qualifications in 2001.

2.3.2 For the transition of these qualifications to the Qualifications and Credit Framework (QCF) in 2010, the awarding organisations came together under the leadership of the Council for Dance Education and Training (CDET) to review collectively the original set of descriptors against the generic descriptors for the QCF and make amendments where necessary. The resulting descriptors aimed to fulfil two functions:

- to provide a set of benchmarks to which future graded and vocational graded examinations in dance qualifications will be developed;
- to provide benchmarks which will provide a basis for ongoing comparability and maintenance of standards within and between awarding organisations.

2.3.3 Ofqual withdrew the QCF Arrangements in 2015 and replaced them with updated General Conditions of Recognition and accompanying level descriptors which define each level via an “outcomes” statement. In response, the dance awarding organisations have adopted revised level descriptors for dance which reflect these changes whilst maintaining specific references to dance.

2.3.4 The full set of level descriptors is shown in the tables on pages 14-16 below.

Level descriptors for **Graded examinations in dance:**

General descriptor	Knowledge statement the holder...)	Skills statement (the holder can...)
<p>Achievement at Level 1 reflects the ability to understand, use and apply relevant knowledge, understanding and skills in relation to an increasing vocabulary of movement and artistic awareness.</p>	<ul style="list-style-type: none"> • demonstrates knowledge and understanding of technique, music and performance which is reflected in the ability to co-ordinate simple movements to produce combinations of steps with appropriate precision and control. 	<ul style="list-style-type: none"> • demonstrate basic techniques through using an increasing vocabulary of movement in their chosen dance discipline / genre. • demonstrate the ability to interpret music with a sense of appropriate timing and rhythm for their chosen dance discipline / genre. • demonstrate performance with an increasing confidence and responsiveness to an audience.
<p>Achievement at Level 2 reflects the ability to build upon skills, knowledge and understanding in relation to an increasing vocabulary of movement and artistic understanding showing an increased confidence and assurance in application.</p>	<ul style="list-style-type: none"> • demonstrate a clear knowledge and understanding of technique, music and performance which is reflected in the ability to co-ordinate more complex movements to produce combinations of steps with increasing precision and control. 	<ul style="list-style-type: none"> • demonstrate an increasing consolidation of technical skills in their chosen dance discipline / genre. • demonstrate an increased ability to interpret music and display sensitivity to musical content and style appropriate to the dance discipline / genre. • demonstrate an increased range of movements in sequences of greater length and complexity and the ability to sustain an appropriate sense of style of the dance discipline / genre. • demonstrate confidence in performing the movement sequences required.
<p>Achievement at Level 3 reflects the ability to build upon a range of skills, knowledge and understanding in relation to an increasingly refined vocabulary of movement and artistic interpretation showing an increased confidence, assurance and sensitivity in application.</p>	<ul style="list-style-type: none"> • demonstrate a sound and established knowledge and understanding of the technique and music of a particular dance discipline / genre. • demonstrate an increased awareness of performance and an increased understanding of the relationship between performer and audience. 	<ul style="list-style-type: none"> • demonstrate a wide range of movements performed consistently and confidently with technical accuracy and control. • demonstrate an increased sensitivity to a range of musical content and style appropriate to the dance discipline / genre. • demonstrate dynamics and fluidity of movement incorporating the use of space and a maturity and individuality in interpretation and expression.

Level descriptors for **Vocational graded examinations in dance:**

General descriptor	Knowledge statement (the holder...)	Skills statement (the holder can...)
<p>Achievement at Level 2 reflects the ways in which candidates will begin to make the transition from personal motivation for dance to a disciplined attitude necessary for a dance professional. Candidates will build upon skills, knowledge and understanding in relation to an increasing vocabulary of movement and artistic understanding showing increased confidence and assurance.</p>	<ul style="list-style-type: none"> • demonstrates a clear knowledge and understanding of technique, music and performance in within the chosen discipline / genre in relation to mood, dynamics and rhythm and the mechanics and purposes of the required vocabulary. • shows a developing awareness of the professional context of dance. 	<ul style="list-style-type: none"> • demonstrate technical accuracy through: <ul style="list-style-type: none"> • the appropriate physicality, core stability and flexibility required to execute the work • a clear sense of line and style • the execution of appropriately demanding pre-set steps, movements and sequences • the use of appropriate technical and artistic language. • demonstrate an increased sensitivity to varying musical qualities with technical facility. • demonstrate an increased assuredness of presentation and performance through: <ul style="list-style-type: none"> • the use of developing musical and artistic skills • improved spatial awareness • an ability to communicate directly with an audience • underpinning interpretation with reference to key aspects of the genre • the confidence and ability to follow directions within their chosen dance discipline / genre.
<p>Achievement at Level 3 reflects the ways in which candidates make the transition from expressive and personal motivation for dance to a disciplined attitude necessary for a dance professional. Candidates build upon a range of skills, knowledge and understanding in relation to an increasingly refined vocabulary of movement and artistic interpretation showing an increased confidence, assurance and sensitivity.</p> <p>In addition an increasing understanding of professional contexts will be demonstrated and applied in performance and practice.</p>	<ul style="list-style-type: none"> • demonstrates a sound and established knowledge and understanding of the technique and vocabulary required within the chosen dance genre • will be able to apply a broad knowledge and understanding of their genre to their own work and demonstrate knowledge of the role of a dance professional and the need for safe and healthy working practices and the professional context for dance. 	<ul style="list-style-type: none"> • demonstrate consolidated technical skills through: <ul style="list-style-type: none"> • the fluent use of the dance movement vocabulary • the acquisition of an increased range of movements in sequences of increased length and complexity • an ability to sustain an appropriate sense of style throughout more complex sequences • those additional elements of movement vocabulary and/or technique required for progression to professional work. • demonstrate enhanced musical and artistic qualities through: <ul style="list-style-type: none"> • greater understanding of mood, dynamics and rhythm • a sensitive personal interpretation of musical mood. • Candidates will demonstrate performance through: <ul style="list-style-type: none"> • the execution of appropriately demanding pre-set steps, movements and sequences

		<ul style="list-style-type: none"> • expression and fluidity of movement involving dynamics and use of space • the confidence and ability to individually interpret directions within their chosen dance discipline / genre and use the performance skills necessary to engage an audience.
<p>Achievement at Level 4 reflects the ways in which candidates build upon a range of skills, knowledge and understanding to demonstrate the disciplined attitude necessary for a dance professional. Candidates will demonstrate an increasingly sophisticated vocabulary of movement and artistry showing confidence, assurance and professional awareness in application.</p> <p>In addition, a thorough understanding of professional contexts will be demonstrated and applied in performance and practice.</p>	<ul style="list-style-type: none"> • demonstrates a comprehensive knowledge of the repertoire and vocabulary of their chosen dance genre. • demonstrates the ability to comment critically on others' work with reference to the broader context of dance provision. • demonstrates knowledge of the world of dance and its relationship to the aspects of choreography and direction that underpin professional development as a dancer and the ability to relate this to working in professional contexts. 	<ul style="list-style-type: none"> • demonstrate evidence of personal style and technical mastery through: <ul style="list-style-type: none"> • a wide range of movements performed with stamina and safely developed technical strength • the use of an extensive dance movement vocabulary. • demonstrate assured musicality and artistry through: <ul style="list-style-type: none"> • a highly developed understanding of mood, dynamics and rhythm • an increasingly mature interpretation of the music. • Candidates will demonstrate a performance as a coherent entity in a confident and assured manner through: <ul style="list-style-type: none"> • the ability to integrate personal knowledge and experience with the repertoire required in their chosen dance discipline / genre, using this as the basis for improvisation in their work • subtleties of performance • evidence of more varied and challenging work being undertaken • the ability to communicate subtleties of interpretation effectively (both solo and/or ensemble) • the ability to interpret the repertoire for their chosen dance discipline/genre with a developing sense of individuality and style • an adaptable, self-confident approach to performance skills.

NB. There is no level descriptor specifically for dance at Level 5.

2.4 Universities and Colleges Admissions Service (UCAS)

2.4.1 The RAD's examinations at Level 3 are included on the UCAS points tariff for entrance to universities, colleges and Higher Education Institutions (HEIs) in the UK. Candidates who have achieved a Pass or higher at Grades 6-8, Intermediate or Advanced Foundation can use their exam result to contribute towards their points tariff.

2.4.2 The points allocated to dance examinations are shown in the table below:

Examination	Pass	Merit	Distinction
Grade 6	8	10	12
Grade 7	12	14	16
Grade 8	16	18	20
Intermediate	8	14	20
Advanced Foundation	16	20	24

Size band: 2

Grade bands: 8-10 (Grade 8), 6-8 (Grade 7, 4-6 (Grade 6)

2.4.3 If using your RAD dance qualifications towards your UCAS points tariff you should enter **all** relevant qualifications as part of your application. Your university / HEI will decide which can be used to make up your points score. Normally only the highest qualification earned will be used, but universities / HEIs have some discretion to accept more than one qualification in certain circumstances.

2.4.4 For further details, please visit:

<http://www.ucas.com/how-it-all-works/explore-your-options/entry-requirements/tariff-tables>

and scroll down to 'Graded Dance and Vocational Graded Dance' (website correct at time of publication)

2.5 Personal Learning Record (PLR)

2.5.1 The PLR is an accessible verified record of learning participation and achievement which offers a facility to record all learner achievement in the UK. It is a free service that helps providers and advisers support learners to access and interpret their achievement data, online and in one place.

2.5.2 Candidates who wish their RAD examination result to be uploaded to the PLR need to supply their Unique Learning Number (ULN) at the time of registration. Where candidates do not already have a ULN, an application must be made on their behalf by a learning provider (usually the candidate's 'home centre', for example their school or college) or, if this is not possible, by the RAD.

2.5.3 Only results of qualifications which are included on the Register of Regulated Qualifications (Primary in Dance - Grade 8 examinations, Grades 1-5 Solo Performance Awards and vocational graded examinations) can be uploaded to the PLR.

2.6 **Recognition outside England, Wales and Northern Ireland**

- 2.6.1 Information about recognition and accreditation of qualifications outside England and Wales can be obtained from other versions of this document and from RAD national offices and websites.

3 Registration and entry

3.1 Registration of schools and candidates

- 3.1.1 All candidates entered for examinations, presentation classes, class awards and solo performance awards must be entered under the name of a Registered School. In order to register a school with the RAD, a school registration form should be completed and sent to the relevant RAD office. Registered schools are allocated a School ID number by the RAD.
- 3.1.2 A school cannot be registered if it is associated with any person previously found guilty of malpractice.
- 3.1.3 In most countries, including those whose examination results are processed at RAD headquarters, all candidates must be registered with their school before entry. In order to register candidates at a registered school, a pupil registration form must be completed and submitted to the relevant RAD office as early as possible and no later than two weeks before the examination closing date. Once registered at a school, candidates do not need to be re-registered unless they change school.
- 3.1.4 Upon registration, candidates are allocated a unique ID number which stays with them throughout their examination history. It is strongly recommended that candidates keep a record of their ID number, as they will require it when they change teachers or move from their current locality.
- 3.1.5 Names must be clearly and correctly written, ordered and spelt on the registration form. **Certificates are prepared from the names given on the Registration form, not the entry form.** The RAD will accept no responsibility for errors in the spelling or ordering of names on certificates where candidates have not been registered correctly, even when names are subsequently altered on entry forms.
- 3.1.6 In most countries, including all whose examination results are processed at RAD headquarters, all candidates must have been registered before entry. Failure to register candidates before entry can lead to delays and problems with the processing of entries, results and certificates.
- 3.1.7 Personal information provided on the candidate registration form is shared with the RAD in order that it can collect, process, store and share information about examination candidates in the normal course of operating its examinations business and in order to enable it to comply with the requirements of the examinations regulators. The information provided will be held on a database in accordance with the Examinations Information Management Policy and used exclusively for the purpose of administering examinations. The person registering candidates must make them aware of this. The RAD complies with the requirements of the UK Data Protection Act 1998 (DP Act). See section 7.1 (Data Protection).
- 3.1.8 It is not necessary for participants in Demonstration Classes to be registered.

3.2 Availability of an examination service

- 3.2.1 Examinations take place within specified dates published by the RAD, which are referred to as examination sessions. The length and number of examination sessions can vary from year to year and country to country according to the number of entries anticipated and the examining resources available.
- 3.2.2 Each session has a published closing date: this is the date by which entry forms must be received by the RAD.
- 3.2.3 An examination tour is a period of time in which an examiner is contracted to assess examinations. The length of a tour in a particular area depends on the number of entries submitted, the number of requests for the same dates and the geographical allocation of tour dates.
- 3.2.4 There are three kinds of sessions:
- Approved Examination Centre (AEC) sessions – where the Examiner visits Applicants' own studios.
 - RAD Approved Venue (RAV) sessions – where examinations take place at one or more locations provided by the RAD, and to which candidates from various schools travel
 - Dual sessions – a combination of AEC and RAV visits by the examiner.
- 3.2.5 In most cases, all levels of examination up to and including Advanced 2 are available in AEC, RAV and Dual sessions. Where this is not the case this will be advertised as part of the session date information published by local offices. Special arrangements apply for the Solo Seal examination.
- 3.2.6 In countries with no RAD office, examination services can be requested from RAD headquarters, but there is no guarantee that the RAD will be able to provide the service at the time requested as this depends on the availability of resources.
- 3.2.7 The RAD will endeavour to schedule examinations according to the dates requested at the time of entry, but this cannot be guaranteed. Information about how examinations are scheduled is contained in the document *Information for teachers on Examination Scheduling* available from the RAD website.
- 3.2.8 If a session becomes financially unviable due for example to fewer entries being received than anticipated, the RAD reserves the right to alter, postpone or cancel the session (see 3.6.9).
- 3.2.9 In certain countries, where possible, 'Special' examination visits can be requested for dates outside the published session dates, provided there is a minimum of four hours' examining time (six hours in some countries). The closing date is two months before the date requested. The RAD cannot guarantee to fulfil requests for Specials. Special examinations are

subject to a surcharge which reflects the additional administration and costs incurred. More information is available on request from the relevant RAD office.

3.2.10 A minimum of two candidates is required for a Solo Seal examination to take place.

3.2.11 All Solo Seal examinations are filmed for quality assurance and standardisation purposes.

3.3 **Entry of candidates**

3.3.1 Teachers are recommended to contact parents before the closing date to seek confirmation that candidates are available to be entered for examination and secure payment of the examination fee, together with any additional fees the school might charge.

3.3.2 Where a pre-booking request service is offered, **Applicants must give at least three alternative dates**. Pre-booking date requests are not confirmed until after the closing date. Use of a pre-booking system is more likely to result in preferences being met; however this cannot be guaranteed, although the RAD will make every effort to do so.

3.3.3 Entry forms, AEC 1 and 2 for AEC sessions, and RAV 1 and 2/3 for RAV sessions, must be submitted together to reach the relevant RAD office by the published closing date for the receipt of entries for the particular examination session.

3.3.4 Entry forms are available to download from RAD websites or on request from RAD offices. Entries cannot be accepted by telephone or letter.

3.3.5 Completed entry forms must include the names of:

- at least one teacher registered with the RAD ; and
- an Applicant. A teacher may act as the Applicant, but the Applicant can also be the principal or administrator of a Registered School which employs or contracts the teacher. The Applicant submits the entry on behalf of the candidate(s).

3.3.6 It is the responsibility of the Applicant to read the entry forms and associated information, and to be aware of and have regard to its content. By signing the entry form², the Applicant forms a contract with the RAD in respect of the provision of an examination service, and thereby undertakes to comply with all policies, procedures, terms and conditions published by the RAD relating to examinations, and in particular those set out in this document, and to pass all relevant information on to the candidates and/or their parents, guardian, or teachers as necessary and appropriate. This includes confirming that any premises to be used for examinations (Approved Examination Centres) under the name of that school meet the minimum requirements (see 4.6).

² Electronic entry forms include a field where the Applicant is instructed to enter their name; this is taken as the signature.

- 3.3.7 Personal information provided on the entry form is shared with the RAD in order that it can collect, process, store and share information about Applicants, teachers, and examination candidates in the normal course of operating its examinations business and in order to enable it to comply with the requirements of the examinations regulators. The information provided will be used exclusively for the purpose of administering the examinations listed on the form. The form will be retained for three years and then securely disposed of. The Applicant must make candidates (or their parents / guardians if under 18) and teachers named on the form aware of this. The RAD complies with the requirements of the UK Data Protection Act 1998 (DP Act). See Section 7.1 (Data Protection).
- 3.3.8 The Applicant must ensure that any teachers named on the application form (i) are employed or contracted by the Registered School responsible for the entry, and (ii) have given their consent to be so named. The Examinations Board will fully investigate any allegations to the contrary. As a membership organisation, the RAD's ultimate responsibility is to its members.
- 3.3.9 The Applicant will ensure that the individuals who take examinations are those individuals whose details are listed on the entry form, and that no other person is substituted for any candidate. Failure to ensure that this requirement is maintained will be treated as malpractice (see 7.8).
- 3.3.10 All parts of the entry form must be fully and correctly completed according to the guidelines provided, including ID numbers for School, teacher(s) and candidate(s). Entry forms which are incomplete or incorrect will be returned and will incur an administrative surcharge (see 3.5.16).
- 3.3.11 The RAD cannot accept responsibility for non-receipt of entry forms or for entries that do not arrive until after the closing date due to insufficient postage or server downtime. Receipt of entry forms will not be acknowledged.
- 3.3.12 Late entries will only be accepted in exceptional circumstances and medical or other evidence may be required. Where late entries are accepted, a surcharge is applied (see 3.5.15). No entries can be accepted, nor can amendments to entries be received, later than two weeks after the closing date unless there are exceptional circumstances (e.g. in order to facilitate a transfer of candidates between centres).
- 3.3.13 Names must be clearly and correctly written, ordered and spelt. Please note however that certificates are **not** prepared from the names written on the entry forms (see 3.1.5).
- 3.3.14 The Applicant's correspondence address provided on the entry form will be used for all examination-related communication for that session, including the dispatch of certificates – even when different addresses may be used by the RAD for other purposes, or where a different address is already logged on RAD systems. It is the responsibility of the Applicant to ensure that the correct address is provided. The RAD takes no responsibility for delays caused by the dispatch of results, certificates and medals to incorrect addresses where these have been provided by the Applicant.

- 3.3.15 Applicants should indicate any dates when it is impossible for them to hold examinations (e.g. due to the unavailability of pianist or studio, candidates' previously booked holidays, or school commitments); these should be kept to a minimum, as the RAD cannot guarantee to accommodate such preferences.
- 3.3.16 Where applicable, candidates must have reached the stated minimum age by 1 January or 1 September in the year in which they take the examination (see 4.1.2 below.)
- 3.3.17 Candidates entered for examination must normally have passed any required pre-requisite examination. Where this is not an RAD examination, a copy of the certificate must be included with the entry form. It may be possible for candidates to enter for an examination *and* the required pre-requisite in the same session (see 3.3.24, 4.2 and 6.2.11 below.) This option is not available for entry to the Solo Seal, where Advanced 2 with Distinction must have been attained *prior* to entry in every case.
- 3.3.18 The section concerning coaching by RAD examiners must be completed for all vocational grades candidates entering in an RAV.
- 3.3.19 In most countries, the minimum time for an examination visit is three hours (excluding breaks). Applicants who are either unable to provide the minimum number of hours or do not wish to pay the minimum fee level will be required either to join with other Schools or teachers or attend another centre.
- 3.3.20 Candidates should be grouped in sets according to the numbers specified in section 4.4 below. This information should be used to help ensure that sets are as full as possible. If total numbers for any particular level and type of examination will result in an incomplete set of candidates, the total candidate group should be set in a logical and efficient fashion. For example, five candidates taking Grade 5 should be set as three and two, rather than four and one. Ten candidates taking Primary in Dance, should be set as four – four – two, or three – three – four.
- 3.3.21 Candidates must not be set in smaller numbers than necessary in order to make up the minimum time requirement.
- 3.3.22 Demonstration Classes can take place at any point during the examination day, but if an audience is to be invited it is best to place it either at the start or the end of the day. On form AEC2 teachers should write **DC 1** or **DC 2** as appropriate in the **Level Code** column and **DC** in the **Exam Type** column, with the timings, but it is not necessary to list the names of the participants.
- 3.3.23 Where possible, candidates taking vocational graded exams at an AEC should be scheduled at the end of the day; candidates of similar heights should be grouped together and each set of candidates should be ordered in ascending height.
- 3.3.24 Although the RAD discourages teachers from entering candidates for two examinations (whether at the same or different levels) in the same session, this is not forbidden. It should be noted that this may result in candidates being assessed twice by the same examiner.

Where achievement in one examination is predicated on achievement in the other (i.e. where one examination is a pre-requisite for the other) paragraph 6.2.10 will apply.

- 3.3.25 Teachers or schools who join together to provide one examination entry should complete separate entry forms and separate their candidates when scheduling exam days (i.e. all Teacher 1's candidates should be examined first, and all Teacher 2's candidates should be examined second, etc). This is in order to allow results to be processed efficiently and accurately.
- 3.3.26 The RAD does not normally undertake to provide a service to Applicants in respect of either providing or recommending pianists for examinations in AECs, or providing information as to which AECs can accommodate vocational graded examinations. Where in certain exceptional circumstances an RAD office is able to assist an Applicant with these matters, this is offered as an additional and discretionary service and a fee may be applied.

3.4 **Conditions of entry**

- 3.4.1 Applicants must follow correct procedure as outlined in 3.3 above.
- 3.4.2 Entries must be received by the published closing date (with the exception of late entries: see 3.3.12)
- 3.4.3 The Applicant must have registered their school and all candidates before entry.
- 3.4.4 The Applicant must be a teacher registered with the RAD, or the Principal or Administrator of a School registered with the Royal Academy of Dance which employs or contracts a teacher registered with the RAD who is also listed on the entry form and has agreed to be so listed.
- 3.4.5 All teachers registered with the RAD named on the entry form must be current members of the Royal Academy of Dance at the time of the submission of the entry forms.
- 3.4.6 Examination fees must be paid in full at the time of entry.³
- 3.4.7 Where any of the above conditions of entry are not met, examinations will not be scheduled until and unless appropriate action is taken to enable the conditions to be met in full. Where such action is not taken, examinations will not take place and entry forms will be returned. An administrative surcharge will be applied.
- 3.4.8 The RAD reserves the right to refuse entry to examinations, withhold examination schedules, or withhold the release of results, certificates and where applicable, medals or bars for all candidates, if any of the conditions above are not met at the time of entry, or are subsequently found to have not been met when the examination has been completed.

³ But see 3.5.9.

3.5 Fees

- 3.5.1 The RAD's worldwide examination fees are reviewed each calendar year and are valid from 1 January – 31 December (except Canada where they are valid from 1 September each year).
- 3.5.2 Examination fees are published on RAD websites along with a description of services to which the fees apply.
- 3.5.3 The RAD only publishes examination fees for countries where there is an established provision of examination services and where the scheduled examination session exceeds a minimum of seven days. Applicants requesting an examination service in a country where the Academy has no presence, or where the area is considered to be sufficiently remote to render a tour uneconomic, may be required to pay for the full cost of the service. Please contact the Examinations Department at RAD headquarters or your local office for more guidance and information.
- 3.5.4 Where the Applicant, teacher or any other individual, applies additional charges to a candidate's examination fee, it is their responsibility to ensure that candidates and parents are made aware that these charges are additional to the RAD examination fee. Teachers should also make candidates and parents aware that the Academy has no responsibility towards them in respect of any fees or additional charges paid, including the non-receipt by the RAD of any such fees or charges.
- 3.5.5 Where the Applicant, teacher or other associated individual, applies additional charges as detailed in 3.5.4, these must be separated and shown as such in all documentation issued to candidates and parents and not subsumed within any charge.
- 3.5.6 As the Applicant is acting as the agent or trustee of the parent / candidate for examination fees received, the Academy recommends that these fees should not be paid into the general bank account of the Applicant or School. All fees should be paid into an exam fee escrow account and identified in all accounts records as examination entry fees received on behalf of the named candidate or parent. The objective of this guideline is to protect money that is the property of candidates or parents and which is not the property of the School.
- 3.5.7 Payment of fees must be made in full at the time of entry. This is a condition of entry.⁴
- 3.5.8 Fees must be paid by the Applicant by a single cheque, credit card, bank draft / transfer or cash payment at the time of entry, as available according to location.
- 3.5.9 In certain cases, an RAD office may agree that an Applicant may withhold a portion of the fees payable in order to cover costs incurred by the RAD such as examiner accommodation or subsistence. Any such arrangements are made entirely at the discretion of the relevant RAD office and with the Applicant's agreement, must be fully documented and all relevant accounts and paperwork maintained for auditing purposes.

⁴ But see 3.5.9.

- 3.5.10 It is the responsibility of the Applicant to collect the examination fee from the parent / candidate. The RAD will not enter into any dispute between the Applicant and parents / candidates regarding the non-payment of examination (or any other) fees. Payment direct from candidates / parents / guardians of candidates will not be accepted.
- 3.5.11 Evidence of bank transfers or online payments must be provided at the time of entry. Online entries may be accompanied by scanned evidence of bank transfers or online payments.
- 3.5.12 Where payment is in cash this must be made in person and not sent by post.
- 3.5.13 Once an entry has been submitted, the entry fee cannot be refunded other than in accordance with the RAD's regulations for carrying over and refunding fees (see 5.16).
- 3.5.14 Late entries are not normally accepted; however, where in exceptional circumstances they are accepted, a 10% late surcharge will be applied to the gross fee for all entries received up to seven days after the closing date, and a 20% surcharge for entries received between seven and fourteen days after the closing date. (This regulation applies to complete entries or additional candidates.)
- 3.5.15 As well as for late entries, additional fees or surcharges may be made in the following circumstances:
- where one or more condition(s) of entry is/are not met, leading to a delay in the processing of the entry and/or return of the entry
 - where a payment has been dishonoured by the bank
 - where an entry form is considered incomplete and is returned to the Applicant after the published closing date
 - where a single candidate or small number of candidates is added after the closing date to an entry received before the closing date
 - where a change is agreed to an examination day due to exceptional circumstances
 - where a certificate, result form or assessment report has to be replaced where the Applicant gave incorrect information at the time of registration (see 3.1.5)
 - where a certificate, result form, assessment report, medal or bar is damaged or lost by the recipient
 - where changes are made to the examination schedule on the day of the examinations without agreement from the organising office.

Additional fees and surcharges are published annually and can be found on RAD websites.

- 3.5.16 For information about carrying over fees and refunds please see 5.16.

3.6 **After the closing date**

- 3.6.1 Examinations are normally scheduled during school term times. Parents should be aware that teachers may request a student to be absent from school in order to take an examination.

Refunds will not be given for clashes with school examinations or holidays, as they should have been foreseen at the time of entry. The RAD can provide a standard letter, which can be used by teachers to request release from school.

- 3.6.2 The RAD aims to send out examination schedules / timetable notifications no less than two weeks before the date of an examination, dependant on the information given on the entry form. Teachers are requested not to contact RAD offices to ask for dates before this time as this delays the notification process for all teachers.
- 3.6.3 The RAD reserves the right to withhold confirmation of examination dates if any of the conditions of entry as listed in section 3.4 are not met.
- 3.6.4 Candidates at AECs are scheduled according to the running order provided by the Applicant on the AEC2 entry form.
- 3.6.5 Candidates at RAVs are scheduled by the relevant RAD office as follows:
- candidates up to Grade 5 will be scheduled in sets according to the information given by the teacher on the entry form
 - candidates at all other levels are scheduled in sets by school where possible; however, this cannot be guaranteed. Applicants can express a preference for their candidates to be mixed with those from other schools. Ultimately, candidates entering for these levels at RAVs need to be prepared to dance with any other candidate
- 3.6.6 After examinations have been confirmed, changes to the running order can only be considered in exceptional circumstances, e.g. candidate withdrawal or illness. All alterations to the timetable must be agreed in advance with the appropriate RAD office, and an administration fee will normally be incurred. Where changes to the agreed timetable are made on the day of the examinations, an administrative fee is applicable. Where any person substitutes for a candidate without the prior knowledge and agreement of the RAD, the RAD will treat any such occurrence as malpractice (see 7.8).
- 3.6.7 It is the responsibility of the Applicant to ensure that all those connected with the examination, including candidates and (where appropriate) their parents, are aware of all relevant information, including the examination date, time and studio location.
- 3.6.8 Where it becomes apparent that a candidate is known to an examiner who is due to examine them, extra care will be taken during the monitoring and results quality assurance process (see 6.1.2) to ensure that the result has not been compromised. Alternatively, it may sometimes be felt in the candidate's best interests to re-schedule, postpone or, in exceptional circumstances, cancel an examination. In the event of cancellation a full refund of fees will be given.
- 3.6.9 The RAD reserves the right not to hold a session or tour or arrange an examination visit if there are insufficient entries in a certain area (see 3.2.8). This applies in particular to:

- examinations in Approved Examination Centres, if an Applicant requests an examination service in an outlying area and/or in a country where no examinations service has been provided before.
- examinations in RAD Approved Venues, in a country which has an established service for examinations in Approved Examination Centres.

In these cases the RAD may wish to apply the procedures outlined in 3.3.19 and/or 3.5.3.

4 Preparation and requirements

4.1 Age requirements

4.1.1 For Demonstration Classes, the following target ages apply:

Level	Target age
Pre-School Dance Curriculum: Level 1	2½ - 3½
Pre-School Dance Curriculum: Level 2	3½ - 4½ or 5

4.1.2 For examinations, class awards, solo performance awards and presentation classes, for reasons of safe dance practice and in order to maximise achievement, candidates must have achieved the minimum age by 1 January (for examination sessions taking place between January and August) or 1 September (for examination sessions taking place between September and December)⁵ in the year in which the examination takes place, as follows:

Level	Minimum age
Pre-Primary in Dance	5
Primary in Dance	6
Grades 1-5	7
Grades 6-8	11
Intermediate Foundation	11
Intermediate	12
Advanced Foundation	13
Advanced 1	14
Advanced 2	15
Solo Seal Award	15

4.1.3 There are no *maximum* age limits for any examination, class award, solo performance award, presentation class or demonstration class.

4.2 Pre-requisites

4.2.1 There are no pre-requisites for RAD graded examinations, class awards, solo performance awards, presentation classes or demonstration classes.

4.2.2 Vocational graded examination pre-requisites are as shown in the table below:

⁵ Examination sessions which take place across the 1 September date will normally be determined as falling within the later part of the year. Particular arrangements apply in certain countries: please contact your local RAD office.

Vocational graded examination pre-requisites:

Examination	Pre-requisite
Intermediate Foundation	None
Intermediate	None
Advanced Foundation	Intermediate
Advanced 1	Intermediate
Advanced 2	Advanced 1
Solo Seal	Advanced 2 (Distinction)

4.2.3 Equivalent qualifications in ballet from the following Awarding Organisations are also accepted:

- British Ballet Organisation (BBO)
- British Theatre Dance Association (BTDA)
- Imperial Society of Teachers of Dancing (ISTD)
- International Dance Teachers' Association (IDTA)

4.2.4 Candidates can enter for an examination and the required pre-requisite in the same session. In this case the award of the examination (if passed) will be dependent on the required pre-requisite also being passed.

4.2.5 Pre-requisites taken according to previous syllabus requirements are acceptable.

4.3 Total Qualification Time and Guided Learning Hours

4.3.1 Indications of the time taken by a typical learner when studying towards RAD qualifications placed on the Regulated Qualifications Framework (RQF) are shown in the table on the next page. For graded and vocational graded examinations from Grade 1 to Advanced 2, these are based on the determination of Total Qualification Time (TQT) developed by UK dance awarding organisations in 2015/16. For the Primary in Dance and Solo Seal examinations, they are consistent with the determination of guided learning hours / credit values made when these qualifications were placed on the RQF in 2015.

4.3.2 Total Qualification Time (TQT) is an estimate of the number of hours for the average total time required for a learner to achieve and demonstrate the attainment necessary for the award of a qualification. TQT is comprised of (i) the number of hours assigned to a qualification for guided learning (guided learning hours) and (ii) an estimate of the number of hours a learner will reasonably be likely to spend in preparation, study or any other form of participation in education or training, including assessment, which takes place as directed by – but, unlike guided learning, not under the immediate guidance or supervision of – a teacher (or other provider of education or training).

4.3.3 The learning rate of individual students will vary, and the length of examination training for each student is at the discretion of the teacher. It is recommended, however, that students studying for vocational graded examinations should take a minimum of two syllabus classes a week at the lower levels, increasing as the student progresses towards the higher levels. Additional time, particularly when growth spurts occur, can only be beneficial in the long term.

Recommended study hours:

Qualification	Guided Learning Hours	Additional learning	Total Qualification Time
Primary in Dance examination	40	0	40
Grade 1 examination	60	10	70
Grade 1 solo performance award	50	10	60
Grade 2 examination	60	10	70
Grade 2 solo performance award	50	10	60
Grade 3 examination	60	10	70
Grade 3 solo performance award	50	10	60
Grade 4 examination	75	20	95
Grade 4 solo performance award	60	15	75
Grade 5 examination	75	20	95
Grade 5 solo performance award	60	15	75
Grade 6 examination	90	40	130
Grade 7 examination	90	40	130
Grade 8 examination	90	40	130
Intermediate Foundation examination	150	100	275
Intermediate examination	150	125	275
Advanced Foundation examination	150	125	275
Advanced 1 examination	150	175	325
Advanced 2 examination	150	225	375
Solo Seal examination	180	60	240

4.4 Examination timings

4.4.1 The time scheduled for each examination is as shown in the tables on pages 32-33 below.

4.5 Re-taking examinations

4.5.1 Candidates may re-take an examination as many times as they wish, regardless of the result.

Examination timings: Graded syllabus

Examinations	Number of candidates / participants	Timing (minutes)	All other classes and assessments	Number of candidates / participants	Timing (minutes)
			Pre-School Dance Curriculum: Level 1 and 2 Demonstration Class	1-8	30
				9-16	45
Primary in Dance Examination	1	20	Primary in Dance and Pre-Primary in Dance Class Award	1 - 2	15
	2	25		3 - 4	20
	3	30		5 - 8	30
	4	35			
Grade 1 Examination	1	20	Grade 1 Class Award	1 - 2	15
	2	25		3 - 4	20
	3	35		5 - 8	30
	4	40			
Grade 2 Examination	1	20	Grade 2 Class Award	1 - 2	20
	2	25		3 - 4	25
	3	35		5 - 8	35
	4	40			
Grade 3 Examination	1	25	Grade 3 Class Award	1 - 2	20
	2	30		3 - 4	25
	3	40		5 - 8	35
	4	45			
Grade 4 - 5 Examination	1	30	Grade 4 - 5 Class Award	1 - 2	25
	2	35		3 - 4	30
	3	45		5 - 8	40
	4	50			
			Grades 1-5 Solo Performance Awards	1	10
				2	15
				3	20
				4	25
Grade 6 - 7 Examination	1	35	Grade 6 - 7 Presentation Class	1 - 2	35
	2	40		3 - 4	40
	3	50		5 - 8	50
	4	55			
Grade 8 Examination	1	35	Grade 8 Presentation Class	1 - 2	35 - 40
	2	40		3 - 4	50 - 60
	3	50			
	4	60			

Level	Number of candidates / participants	Timing (minutes)
Intermediate Foundation	1	40
	2	45
	3 – 4	65
Intermediate	1	45
	2	50
	3 – 4	75
Advanced Foundation	1	55
	2	65
	3 – 4	85
Advanced 1	1	55
	2	65
	3 – 4	85
Advanced 2	1	55
	2	65
	3 – 4	85
Solo Seal	2	30
	3	30
	4	40

4.6 Centres and venues

- 4.6.1 Approved Examination Centres (AECs) are premises provided by the Applicant for examinations, and are normally owned or hired by the Applicant.
- 4.6.2 Studios must conform to relevant health and safety regulations. On the examination day, the Examination Attendant (see 5.1.2) is responsible for emergency procedures, including fire evacuation and first aid.
- 4.6.3 In order that examinations may take place in an environment consistent with the Academy’s Safeguarding Policy, the requirements set out in Section 7.6 below must be observed.
- 4.6.4 In circumstances where Applicants join together to hold examinations in one AEC, the primary responsibility lies with the Applicant who normally uses those premises for examinations (‘host teacher’). Where neither Applicant uses the premises in this way, primary responsibility must be agreed between the two parties and communicated to the relevant RAD office. Further guidelines are available from the Examinations Department on request.
- 4.6.5 In order that candidates perform in the safest and most suitable environment, the RAD specifies minimum requirements for Approved Examination Centres as follows:

- 4.6.6 *Size:* for all classes and assessments up to and including Grade 8, the recommended minimum size of the performing space is 81m². If the performing space is rectangular the length of the short walls should be no less than 8m.

For vocational graded examinations the recommended minimum size of the performing space is 100m², although 169m² is considered ideal. If the performing space is rectangular the length of the short walls should be no less than 9m. Sizes given exclude the area required for the pianist and examiner. There should be no obstructions to the examiner's sightlines (e.g. pillars).

- 4.6.7 *Flooring:* the floor should be sprung or have a slight 'give'. The floor should not be concrete or constructed of wood laid directly on to concrete as this provides no shock absorption.

Wooden floors can often be slippery, and care should be taken to minimise this, e.g. by keeping polishing to a minimum. Where appropriate, rosin should be provided to candidates in order to prevent falls and injury.

In addition, for vocational graded examinations, it is recommended that the floor should be sprung and constructed in such a way that it is able to absorb between 55% and 70% of the force of impact of a dancer landing from jumps. (Floors that are too highly sprung may not be suitable for pointe work.) It is also recommended that the floor should have an industry top standard covering suitable for ballet, including pointe work, produced by companies such as Harlequin®, Tarkett® or equivalent. The covering should be laid from wall to wall; portable covering should be securely taped.

- 4.6.8 *Barres:* these should preferably be fixed, but stable portable barres are acceptable. All barres should be of sufficient length for four candidates to use together. Fixed barres should be approximately 30cm away from the wall on either the right or left side of the studio, not across the back of the room. Two heights, approximately 102cm and 115cm, are preferable for both fixed and portable barres, but are not essential.

- 4.6.9 *Ceiling height:* this should allow for sufficient circulation of air, and for tall candidates to perform grand allegro with the arms in 5th position (we recommend a minimum of 3m).

- 4.6.10 *Ventilation and temperature:* the studio should be at a suitable working temperature, which should not normally fall below 18.3°C/65°F. It should be well ventilated and heated as appropriate and in extremely cold weather extra heating may need to be provided. In hot climates, it is advised to have either air conditioning, overhead fans and/or windows that can easily be opened.

- 4.6.11 *Lighting:* the studio should be well lit. Where direct sunlight is likely to obstruct either the candidate's, examiner's or pianist / CD operator's focus or attention, there should be blinds, curtains or shutters.

- 4.6.12 *Walls and doors:* the studio should have doors; curtains are not acceptable. All mirrors should be covered. The rear wall and examiner sightlines should be clear of miscellaneous items and visual distractions where possible.

- 4.6.13 *Table*: a writing table and a comfortable chair (preferably height adjustable) should be provided for the examiner. The table should be steady and large enough to enable the examiner to process A3 paperwork. It should be placed to avoid extremes of glare and sunlight, with a clear view of the entire performing space and the accompanist / music co-ordinator and so that all candidates can be seen when standing at the barre.
- 4.6.14 *Music*: an accompanist, keyboard instrument, music scores, additional instruments and/or playback facilities for recorded music must be provided as appropriate. See 4.7 for further details.
- 4.6.15 *Disabled access*: there should be disabled access to the facilities as well as to the studio.
- 4.6.16 *Changing room and toilet facilities*: these must be available to the examiner, accompanist / music operator and candidates. They should normally be provided separately for male and female candidates. If possible, facilities for the examiner and accompanist / music operator should be separate to those for candidates.
- 4.6.17 *Warm up facilities*: ideally a studio should be provided for candidates to warm up, although if this is not available then an alternative private area should be allocated for this purpose if possible.
- 4.6.18 *Fire, health and safety procedures*: the studio's health and safety procedures should be clearly visible and emergency exits should be clearly marked.
- 4.6.19 These minimum requirements are set out for the benefit of candidates, in order to safeguard their health and safety, but also to ensure that they are able to perform to their best in examinations. The RAD accepts no liability for any injuries to candidates which occur in Approved Examination Centres.
- 4.6.20 If, in the opinion of the examiner, the facilities provided are such as to seriously disadvantage candidates or put them at risk of injury, the examinations may be cancelled or suspended until the issue is resolved.
- 4.6.21 Approved Examination Centres are monitored by both the RAD and the qualifications regulators. Applicants agree that access to their examination centre is available to the RAD and regulatory personnel as required. Notification will be normally be made in advance if either the RAD or regulatory personnel wish to visit the premises.
- 4.6.22 RAD Approved Venues (RAVs) are provided by the RAD. The number and location of RAD Approved Venues varies from country to country. Any candidate taking an examination at an RAV will have the studio, pianist / music operator and examination numbers provided, but will need to provide their own props and uniform. Further information is available on request from RAD offices.

4.7 Music in AECs

4.7.1 For examinations in Approved Examination Centres, Applicants are required to provide their own accompanist, keyboard instrument and stool, music score, additional instruments, playback facilities for recorded music and/or CDs, as appropriate and required according to the Specifications for the examinations being held. The RAD provides pianists and playback equipment in RAD Approved Venues.

4.7.2 A keyboard instrument, complying with the specifications stipulated on our website (<https://www.rad.org.uk/more/music/music-in-your-school/pianos-digital-pianos-and-keyboards-in-rad-exams>), must be used. An upright or grand piano is preferable, but an electric digital piano with full keyboard, touch sensitive keys and pedalling facility is acceptable if an acoustic piano is not available.

Up to and including Grade 5, the syllabus music allows for a variety of musical styles and instrumentations; therefore a keyboard other than that stipulated above (for example a portable electronic keyboard) may be appropriate.

4.7.3 A piano stool or chair, preferably height adjustable, should be provided. This should be safe and appropriate for the person playing the instrument.

4.7.4 For Primary in Dance and Pre-Primary in Dance only, the Specification allows for some percussion instruments to be used in certain exercises.

4.7.5 A playback facility for recorded music, together with CDs as appropriate, may be used up to and including Grade 8, and *must* be provided for vocational graded variations. Remote controls may be used for playback devices. Adjustments to the tempo of playback devices using pitch / tempo controls may be used at the discretion of the teacher, but only to a degree to which the learning outcomes and assessment criteria of the exercise can be met. If the equipment allows, it is always preferable to change the tempo *without* changing the pitch. Amplifiers and speakers should be powerful enough and suitably placed to provide a strong and clearly audible accompaniment, but remain within the limits stipulated by *The Control of Noise at Work Regulations 2005* in the UK, or corresponding regulations in other countries.

4.7.6 The piano, any additional musical instruments, and playback facility should be situated so that the accompanist / music operator can see both the examiner and the candidates. It should be placed away from the examining table and should not distract or obscure the sight line of the examiner.

4.7.7 The use of all instruments, playback equipment, scores and other musical resources should be sufficiently well prepared and rehearsed so as not to impede the flow and time constraints of the examination. The Applicant is responsible for ensuring that the accompanist / CD operator is aware of the requirements of the examinations and is fully briefed in undertaking their role. Where a mixture of live and recorded music is permitted, the pianist should operate the CD.

4.7.8 For vocational graded examinations, operation of playback equipment must be undertaken by the pianist. It is not permissible for any other individual to enter the examination room to undertake this role. It is the Applicant's responsibility to engage a pianist who is willing to undertake this role, and to explain what is required.

4.7.9 For vocational graded exams a pianist **must** be provided by the Applicant. If, on the day of an exam, an accompanist is unable to attend due to unforeseen circumstances e.g. illness or major travel disruption, Applicants should inform their local office as soon as possible to find out whether the exams can go ahead. Where, exceptionally, it is agreed that the exams may go ahead, Applicants will be required to send the details to their local office, and this information will be logged.

4.7.10 For Primary in Dance and Grades 1-5 examinations, it is better if the teacher does not act as pianist or operate the CD player. When teachers are not able to provide another person to perform either of these functions, in order not to distract the candidates, the following guidelines are suggested:

- a screen placed between the performing space and the sound system operator
- the teacher should sit with their back towards the examination area and make no eye contact with the candidates
- candidates should understand before they go into the examination that the examiner will conduct the examination and that the teacher will not assist at any point.

4.7.11 For the free enchaînement sections of Intermediate Foundation, Intermediate and Advanced Foundation examinations, pianists can choose to play a piece of the suggested music that appears at the back of the printed music book or a piece of their own choice. The Applicant is responsible for ensuring that pianists are aware of the requirements of this part of the examination and the extent of what may be requested by examiners.

4.8 **Examiner transport**

4.8.1 Where an Applicant or their representative provides transport for an examiner as part of their scheduled tour, and where these arrangements are made on an official basis with the RAD, it is the Applicant's responsibility to ensure that adequate, valid and current vehicle insurance is in place. (Where an examiner accepts assistance with transport on an informal and/or unofficial basis, this requirement does not apply.)

5 On the examination day

5.1 Before the examinations: Approved Examination Centres

- 5.1.1 The examination studio should be fully prepared before the examiner arrives, including relevant health and safety checks.
- 5.1.2 A responsible person must be available to act as Examination Attendant. (This may be the Applicant or another teacher associated with the entry). The Examination Attendant is responsible for running the examination day and should be available to deal with or react to emergencies, including fire evacuation procedures and first aid. The Attendant should be present outside the studio at all times, in order to assist candidates, and those accompanying them, before and after their examinations.
- 5.1.3 *No Entry / Quiet / Examinations in Progress* signs should be placed at the entrance to the studio and in other appropriate locations, in order to prevent interruption and noise.
- 5.1.4 The studio should be clear and tidy.
- 5.1.5 The examiner's writing table should be prepared as outlined in 4.6.12. In addition, a bell, a jug of water and a glass, a firm board on which to rest marksheets and a supply of pens should be placed on the table.
- 5.1.6 Where possible, any props should be placed in the studio before the start of the examinations.
- 5.1.7 Optional study choice forms are available from the RAD website or from RAD offices on request. If necessary, these forms should be completed and made available to the examiner.
- 5.1.8 Where necessary (Grades 6-8 only), the examiner should be informed if candidates are performing Free Movement work in bare feet.
- 5.1.9 The examiner will arrive approximately 15 minutes before the start of the first examination. The Examination Attendant should make themselves known to the examiner and introduce the pianist / music operator. The examiner must be informed of fire evacuation procedures and first aid facilities and procedures. The examiner should then be escorted to the studio and be given time to prepare for the examinations. (See 4.8 for important information related to examiner transport).
- 5.1.10 The examiner will advise when the pianist / music operator can enter the studio. Pianists / music operators may only remain in the studio whilst engaged in accompanying the candidates / operating playback equipment, and should not discuss proceedings with either the examiner or candidates, unless asked to assist with translation, where required. Pianists / music operators should leave the studio during the breaks so that the examiner can complete the paperwork without being disturbed.

5.2 **Before the examinations: RAD Approved Venues**

- 5.2.1 Normally the venue will be open one hour before the start of the examinations and closed half an hour after the end of the examinations.
- 5.2.2 An Examination Attendant will be present at the venue to greet and register the candidates. An area will normally be available at the venue for candidates to warm up before the examination.
- 5.2.3 Persons accompanying candidates to the venue, including teachers and parents, are not allowed into the warm-up room.
- 5.2.4 Rosin can be provided for candidates if appropriate (NB. it is not appropriate to use rosin on specialist dance flooring).
- 5.2.5 Candidates will be signed in by the Examination Attendant. This registration acts as proof of identity. Where candidates are too young to sign, a parent/guardian may do so on their behalf.
- 5.2.6 Candidates are allocated their number when registering at the Venue. This number is worn throughout the examination as a means of identification. If candidates fail to arrive or have cancelled after the timetable has been issued, the original allocated numbers will stay in place for the remaining candidates.

5.3 **Candidate sets**

- 5.3.1 Examinations will only be conducted according to the numbers for candidate sets outlined in the relevant Specification.
- 5.3.2 In AECs, the order and numbering of candidates must always remain as indicated on the entry form, even if there are absent candidates.
- 5.3.3 Male and female candidates are examined together at all levels up to and including Advanced I.
- 5.3.4 Within sets, candidates should be prepared to dance solo and in combinations as indicated in the Specification.
- 5.3.5 For graded examinations, where a set consists of three candidates, for items to be danced in pairs, two candidates dance as a pair and one dances solo. In these cases teachers may organise candidates into pre-determined groups. One candidate can dance twice to create two pairs, but the candidate chosen to do this should be varied during the examination. If teachers feel their students may not remember the pre-determined groups, brief notes of the arrangements can be given to the examiner. When the teacher has not arranged pre-determined groups, the examiner will arrange the groups.

5.4 Admission to the examination studio

- 5.4.1 Normally only the candidates, the examiner and a pianist / music operator may be present during an examination. The RAD may at its discretion permit representatives of the examinations regulators, additional examiners and/or (for examinations in RAD Approved Venues) additional pianists in the studio, for example during monitoring by the examinations regulators, standardisation, training, or new examiner sessions. In such cases teachers will be notified in advance.
- 5.4.2 Only in case of emergency should unauthorised persons enter the studio whilst the examination is in progress.

5.5 Uniform, personal presentation and effects

- 5.5.1 Regulation uniform (see Specification) should be worn for all examinations. Where this is not possible, suitable alternatives of the same colour and style may be worn.
- 5.5.2 In order to ensure the health and safety and fair assessment of all candidates, and in accordance with convention, the following guidelines for personal presentation are given:
- all uniform should be clean and well fitting, and underwear should not be visible
 - elastic or ribbons should be firmly sewn on shoes in the correct position and securely fastened before entering the studio
 - hair should be neatly and appropriately styled off the face and neck in order that the line of the head and neck is not obscured
 - spectacles may be worn
 - jewellery must not be worn, unless required for religious or cultural reasons
 - where used, make-up and nail varnish should be light and kept to a minimum
 - visible tattoos should be covered with make-up where possible.
- 5.5.3 In the Graded syllabus, from Grade 6, candidates may perform Free Movement work in either ballet shoes or bare feet. If bare feet are chosen, convertible tights should be worn. Candidates are not allowed to leave the examination studio in order to change and all candidates will be assessed against the same criteria.
- 5.5.4 Candidates may take a small plastic bottle of water into the examination studio. Normally water should only be drunk during official rest breaks.
- 5.5.5 Candidates who are diabetic are allowed to take their insulin or a snack into the examination studio.
- 5.5.6 Candidates who require asthma pumps and sprays are allowed to take these into the examination studio.

- 5.5.7 Candidates taking vocational graded examinations may take a hand towel into the studio.
- 5.5.8 Candidates may wear arm or leg supports if necessary. These should be white or flesh coloured. The examiner will make no concession in the case of candidates wearing a support.
- 5.5.9 Where required, candidates may wear a headscarf or hijab, provided that this does not obscure the line of the head and neck. Similarly, candidates may wear long-sleeved leotards, provided this does not obscure the line of the arm.
- 5.5.10 More information on uniform is available from RAD Enterprises Ltd (see Specifications for contact details).

5.6 **Demonstration classes**

- 5.6.1 Demonstration classes are an optional part of the *Dance to Your Own Tune* curriculum; they allow the students an opportunity to perform a selection of the material covered over the year to an invited audience of parents/carers of those participating and an examiner. The examiner will not assess the participants, but will watch and enjoy their demonstration, adding to the sense of occasion.
- 5.6.2 Demonstration classes can take place at any point during the examination day, but if an audience is to be invited it is probably best to place it either at the start or the end of the day.
- 5.6.3 In order to give the participants the maximum benefit from the experience, numbers should not exceed 16 per class. The teacher/pupil ratio for the age group should be consistent with the legislation of the country where the class is taking place and with that set out in the RAD Safeguarding Policy, and teachers may therefore be required to have one or more assistants with them. It is the responsibility of the Applicant to ensure that all requirements and legislation relating to working with very young children are complied with. It is essential that the teacher registered with the RAD who is listed on the entry form is the person primarily responsible for conducting the class.
- 5.6.4 Guests must be asked to arrive in good time. The audience should be seated where the teacher and children feel most comfortable. The number of people in the audience should comply with the health and safety requirements applicable to the building in which the class is to be conducted, and no children under 12 years of age should be admitted as guests. Guests should be reminded that neither they nor candidates will be allowed to enter the studio once the demonstration class has started, nor will they be allowed to leave before it has finished. Guests must be reminded of the regulations governing the observation of demonstration classes, which are as follows:
- no photography or video recording is permitted
 - mobile phones and watch alarms must be switched off

- no food or drink is allowed in the studio
- guests must remain silent during the demonstration class, and must not attempt to speak to or otherwise distract candidates
- no opportunity will be given for guests to discuss the class with the examiner
- guests must enter and leave the studio quickly so as not to disrupt the examination timetable.
- no fees may be charged by the teacher for viewing the demonstration class.

An audience will not be permitted where the demonstration class takes place in an RAV.

- 5.6.5 If the examiner is to present the certificates to the participants, the teacher should hand them over, ready completed, before the start of the class.
- 5.6.6 The examiner will ring the bell when s/he is ready to begin, and the teacher (and any assistants) should then lead the participants into the studio.
- 5.6.7 The teacher should very briefly introduce the students to the examiner and then proceed to conduct the class as usual. The class should be conducted in such a manner that it re-creates the regular class environment as closely as possible.

5.7 **Class awards (Pre-Primary in Dance to Grade 5)**

- 5.7.1 Class awards are conducted by a teacher (this does not have to be a Registered Teacher listed on the entry form).
- 5.7.2 A maximum of eight candidates can be presented at any one time.
- 5.7.3 Candidates should be ready to begin their class award at least ten minutes before the scheduled start time.
- 5.7.4 Numbers (1-8) must be worn throughout the class award as a means of identification. Large numbers should be pinned to the front and back of each candidate's leotard or t-shirt, using two safety pins for each number. Numbers should correspond to those given on the entry form. If candidates fail to arrive or cancel, the original numbers remain in place.
- 5.7.5 The examiner will ring the bell when s/he wishes the class award to begin. The teacher should lead the candidates into the studio in numerical order and introduce them individually to the examiner. The examiner will check the name and number of each candidate. The teacher may then proceed to conduct the class.
- 5.7.6 The teacher may move around the room as felt necessary, interacting with the candidates as appropriate. However the examiner's view should not be obscured.
- 5.7.7 Teachers may bring a list of exercises into the studio as an aide-memoire.

- 5.7.8 The class award should not exceed the allocated time for the number of candidates presented (see table on pages 30 above).
- 5.7.9 No candidate may enter the studio after the class award has started.
- 5.7.10 On conclusion of the class award the teacher should escort the candidates out of the studio.
- 5.7.11 Please note that audiences are not permitted for class awards.

5.8 **Presentation classes (Grades 6-8)**

- 5.8.1 At Grades 6-7, presentation classes are conducted by the teacher or an assistant. If the assistant conducts the class, he/she should have helped to prepare the candidates and worked with them on a regular basis. Only one teacher/ assistant may conduct the presentation class and be in the room with the candidates. It is not essential that the assistant is a teacher registered with the RAD, as long as this is the case for the main teacher.
- 5.8.2 If there are to be invited guests, they must be asked to arrive in good time. In order to safeguard the smooth running of the presentation class, there should be no more than two guests per candidate, and no children under 12 years of age should be admitted as guests. Guests should be reminded that neither they nor candidates will be allowed to enter the studio once the presentation class has started, nor will they be allowed to leave before it has finished. Guests must be reminded of the regulations governing the observation of presentation classes, which are as follows:
- no photography or video recording is permitted
 - mobile phones and watch alarms must be switched off
 - no food or drink is allowed in the studio
 - guests must remain silent during the presentation class, and must not attempt to speak to or otherwise distract candidates
 - no opportunity will be given for guests to discuss the class with the examiner
 - guests must enter and leave the studio quickly so as not to disrupt the examination timetable
 - no fees may be charged by the teacher for viewing the presentation class.

An audience will not be permitted where the demonstration class takes place in an RAV.

- 5.8.3 The examiner acts as the audience and will present the certificates of participation at the end if so desired by the teacher; alternatively these may be left for the teacher to present at a later date. Before the start of the presentation classes, teachers should inform the examiner of their preference. If the certificates are to be presented by the examiner, teachers should state how they would like this to be done. Individual records of attainment may be

completed by the teacher in advance of the presentation class to indicate candidates' progress.

- 5.8.4 Candidates should be ready to begin their presentation class at least ten minutes before the scheduled start time.
- 5.8.5 A few minutes before the start time, the Examination Attendant should line the candidates up in the correct order outside the studio door. Candidates should be wearing numbers from 1 to 8 (1 to 4 in the case of Grade 8). The number must not be changed even if a candidate fails to attend the presentation class. Candidates should have with them their character skirts (female only) and shoes and any props needed (e.g. scarves, handkerchiefs, flags) if these have not already been placed in the studio.
- 5.8.6 The examiner will ring the bell when s/he wishes the presentation class to begin. Candidates should enter the room in numerical order and make a simple *révérence* to the examiner. After the examiner has checked the candidates' names, the teacher can conduct the class in his/her own manner. The teacher may interject and remind the candidates from time to time, but should refrain from demonstrating or counting throughout the exercises. Teachers may move around the room as necessary, but the examiner's view should not be obscured. Generally, standing near the piano or at one of the downstage corners is the most comfortable position from which to conduct the class. The examiner may ask to see an exercise a second time, and may speak to the candidates from time to time.
- 5.8.7 Teachers can bring either the syllabus, Specification or a list of the exercises into the studio as an aide-memoire.
- 5.8.8 The presentation class must be kept within the stated time limit for the number of candidates entered (see table on page 30 above).
- 5.8.9 No candidate may enter the studio after the class has started.
- 5.9 **Solo performance awards (Grades 1-5)**
- 5.9.1 Solo performance awards are assessed by the examiner.
- 5.9.2 A maximum of four candidates can be presented at any one time.
- 5.9.3 Male and female candidates can be presented together.
- 5.9.4 Candidates should be ready to begin their solo performance award at least ten minutes before the scheduled start time.
- 5.9.5 Numbers (1-4) must be worn throughout the class award as a means of identification. Large numbers should be pinned to the front and back of each candidate's leotard or t-shirt, using two safety pins for each number. Numbers should correspond to those given on the entry form. If candidates fail to arrive or cancel, the original numbers remain in place.

- 5.9.6 The examiner will ring the bell when he/she wishes the solo performance award to begin. The candidates should enter the studio and greet the examiner.
- 5.9.7 All candidates enter the studio together and greet the examiner, following which all candidates leave the studio. The examiner will ring the bell, at which point candidate 1 re-enters, performs Dance 1 and then leaves the studio in order to prepare for Dance 2. The examiner will ring the bell for candidate 2 to enter the studio. candidate 2 performs Dance 1 and then leaves, and so on with candidates 3 & 4. The examiner will ring the bell for candidate 1 to come back into the studio for Dance 2. The proceedings continue in the same order until the final candidate has performed Dance 3. The examiner will ring the bell for all the candidates to come back in to the examination studio and perform the *révérence* together.
- 5.9.8 If only one candidate is taking a solo performance award, they do not need to leave the examination studio between their greeting and Dance 1, or between Dance 3 and the *révérence*; they follow the rest of the exam format as outlined in 5.9.7.
- 5.9.9 Once the candidates have entered, greeted the examiner and left the studio, they should not re-enter unless they are performing their dance or *révérence*.
- 5.9.10 For more information about the content of the solo performance awards, particularly concerning the selection and performance of 'free choice' dances, please consult the relevant Specification.

5.10 **Graded examinations (Primary in Dance – Grade 8)**

- 5.10.1 A maximum of four candidates can be examined at any one time.
- 5.10.2 Candidates should be ready to begin their examination at least ten minutes before the scheduled start time.
- 5.10.3 Numbers (1-4) must be worn throughout the examination as a means of identification. Large numbers should be pinned to the front and back of each candidate's leotard or t-shirt, using two safety pins for each number. Numbers should correspond to those given on the entry form. If candidates fail to arrive or cancel, the original numbers remain in place. Additionally, candidates may identify themselves by means of coloured badges or ribbons in the following order: pink/red, blue, white, yellow (see 5.10.5 below).
- 5.10.4 A few minutes before the start time, the Examination Attendant should line the candidates up in the correct order outside the studio door. Checks should be carried out to ensure that the candidates are all wearing their correct number (and coloured badge/ribbon where used). The order of the candidates must correspond with the order given on the examination entry form. The order must not be changed even if a candidate fails to attend the examination. Candidates should have with them their character skirts (female only) and shoes and any props needed (e.g. scarves, handkerchiefs, flags) if these have not already been placed in the studio.

- 5.10.5 The examiner will ring the bell when s/he wishes the examination to begin. The Attendant should direct the candidates to run into the centre and curtsey or bow to the examiner. Candidates should stand in front of the examiner in the order indicated below:

Candidate 1	Candidate 2	Candidate 3	Candidate 4
EXAMINER			

The examiner will check the name and number of each candidate; once this has been completed, the examination will start.

- 5.10.6 No candidate may enter the studio once the examination has started.
- 5.10.7 On conclusion of the examination, the examiner will instruct the candidates to leave the studio.

5.11 **Grade 8: additional guidelines**

- 5.11.1 The barre work, which is conducted by the examiner, is performed together, and at the end of the barre female candidates leave the studio and change into calf-length skirts. All candidates then return, perform the *Entrée Polonaise* together, and then leave the studio.
- 5.11.2 Candidate number 1 then returns to the studio and performs the classical solo, after which he/she leaves; followed individually in turn by candidate numbers 2, 3 and 4. This continues for each of the chosen Classical, Free Movement and Character solos. Finally all candidates return for the *Finale Polonaise* and *Révérance*, which are performed together. If there are only one or two candidates in a set, the pauses between solos will be a little longer.
- 5.11.3 Where there is only one candidate they will remain in the studio after the *Entrée Polonaise* before performing *Etude Lyrique* and will remain in the studio after the Character Solo before performing the *Finale Polonaise and Révérance*.
- 5.11.4 This examination should be presented as a stage performance. Candidates will make their entrances and exits as if entering and exiting from a stage. The examiner will not cue the pianist or candidate(s) at the start of each piece. Having entered, the candidates will place themselves in the correct starting position and the pianist will take his or her cue from them. At the end of each solo there is no need for a bow, curtsey or 'thank you' to the examiner or pianist as the *Finale Polonaise and Révérance* serves this purpose.

5.12 **Vocational graded examinations**

- 5.12.1 Candidates are numbered 1 – 4. Numbers are pre-allocated and if any candidate fails to arrive or cancels after the timetable has been issued, the original allocated numbers remain in place.

- 5.12.2 Numbers must be worn throughout the examination as a means of identification. They should be pinned to the front and back of each candidate, using two safety pins for each number.
- 5.12.3 Ideally candidates should spend approximately 30 minutes warming up before their examination. Candidates should be ready to begin their examination at least ten minutes before the scheduled start time.
- 5.12.4 Candidates should line up outside the studio in sequential number order (see 5.12.7) immediately before their examination is due to start.
- 5.12.5 The examiner will ring the bell when s/he wishes the examination to begin. Candidates should enter and form a line across the studio as shown in 5.12.7, make a simple *révère* and greet the examiner. This may either be in English or the candidate's own language.
- 5.12.6 The examiner will then check the name and number of each candidate and guide them through the examination.
- 5.12.7 At the barre, candidates stand in sequential order with the lowest number in front. In the centre, candidates should stand, or will be placed, in sequential order in a position in which they can be seen best by the examiner, as shown below:

Candidate 1	Candidate 2	Candidate 3	Candidate 4
EXAMINER			

- 5.12.8 Where barre exercises travel, candidates may be asked to present them two by two, rather than all together.
- 5.12.9 Female candidates will be required to take their pointe shoes into the studio and will be given time to change before the pointe section.
- 5.12.10 No candidate may enter the studio after the examination has started.

5.13 **Language**

- 5.13.1 All examinations and assessments are conducted in English.

5.14 **Illness and injury before or during the examination**

- 5.14.1 Candidates who feel unwell before or during any examination or suffer an injury resulting in them not being able to continue, should, in the interests of health and safety and the concentration of the other candidates, withdraw and leave the studio.

- 5.14.2 Temporary withdrawal from the examination room should be for as brief a time as possible, during which the examination, if under way, will be stopped and the remaining candidates advised to keep warm. If, having left the examination, the candidate is unwell and not able to return within approximately three minutes, the examiner should be informed immediately by the Examination Attendant, so that the examination can be started or resumed as soon as possible.
- 5.14.3 If a candidate is unable to complete an examination either due to illness / injury or for any other reason, they may elect to either (a) accept the result of the examination on the basis of the completed sections of the exam, or (b) withdraw from the examination and, if they wish, apply for compensation as detailed in 5.16.
- 5.14.4 In the event of (a) above, the examiner will assess the candidate on the basis of the work seen, as if no response had been given by the candidate to the parts of the exam which were not completed. This may result in 0 being awarded for marks which refer to specific parts of the examination. Candidates may still be able to pass provided that the total marks awarded reach the minimum required. Candidates who accept such a result are ineligible to apply for a credit note or refund as set out in 5.16, but they may apply for Special Consideration (see 7.5).
- 5.14.5 Candidates who become ill before or during the examination, whether or not they complete the examination, are eligible to apply for Special Consideration (see 7.5). However, in this event they will forfeit the right to apply for a credit note or refund as set out in 5.16.
- 5.14.6 The RAD takes no responsibility for any injury to a candidate in an examination, unless it can be shown, in the case of an RAD Approved Venue, that it was negligent in providing suitable facilities for the examination to take place, and that it was this negligence which caused the injury to occur. Other than in this case, any injury to a candidate in an examination is entirely the responsibility of the Applicant, and the RAD hereby indemnifies itself against any action taken against it as a result of such injury occurring.

5.15 **Withdrawals and non-attendance**

- 5.15.1 Notice of withdrawal of any candidate who cannot be present for an examination must be submitted to the RAD office where the original entry was sent, with an explanation of the reason, as soon as the inability to attend is known, and no later than the day of the examination.
- 5.15.2 If a candidate is unable to attend an examination due to circumstances beyond their control, including illness, compassionate reasons e.g. family bereavement, serious adverse weather conditions, etc., compensation may be sought, on the basis of evidence submitted, as detailed in 5.16.
- 5.15.3 The Academy is not liable to offer compensation for the withdrawal of any candidate who is entered for an examination and does not meet the published criteria for entry.

5.15.4 A candidate in quarantine for any infection must be withdrawn.

5.16 **Carrying forward and refunding fees**

5.16.1 If a candidate has withdrawn or is absent from their examination and compensation is sought, evidence must be submitted to the appropriate RAD office no later than four weeks after the examination date. In the case of illness/injury, this should include a signed medical certificate or doctor's letter, indicating that the candidate was indisposed on the day of the examination. In other cases, a written statement from an appropriate person is required, outlining the circumstances, together with any appropriate evidence.

5.16.2 Where appropriate and at its sole discretion, the RAD will carry forward the examination fee for one session (i.e. issue a credit note). Where fees have increased in the intervening period, the balance will be payable on re-entry. The candidate may enter for the same level or a higher level examination.

5.16.3 If this is not possible or practical, 50% of the entry fee will be refunded. Refunds will be processed within eight weeks of the examination tour being completed. Refunds will normally be paid to the Applicant; however, if the Applicant requests that the payment is made to another person (e.g. parent of a candidate), this may be possible to arrange.

5.16.4 Where an examination has been partially completed, no award will be given where a credit note or refund as outlined above is applied for and given.

5.16.5 Credit notes or refunds will not be given for clashes with events in the candidate's school, college or university calendar as these should have been foreseen at the time of entry. This includes examinations, holidays or school trips.

5.16.6 Credit notes or refunds cannot be given where candidates' lessons have been curtailed before an examination due to a dispute between the Applicant and the candidate (or candidate's parent/guardian).

5.16.7 Credit notes or refunds will not be given where a candidate withdraws from an examination due to a pre-requisite not being passed.

5.16.8 Credit notes or refunds are not available for demonstration classes; however if a student who withdraws has been regularly attending classes with the teacher, they can still receive a certificate recognising their achievement.

5.17 **Cancellation of examinations by the RAD**

5.17.1 If the RAD has to cancel an examination session, either wholly or in part, after the receipt of entries and fees due to circumstances beyond its control (e.g. war, terrorism, civil unrest, epidemic of serious illness, severe weather disruption, insufficient examination entries,

sudden unavailability of the intended examiner or, at RAD Approved Venues only, the pianist), the RAD will, where possible, give Applicants 48 hours' notice of such cancellation.

- 5.17.2 In such circumstances the RAD will make every effort to re-schedule the examinations affected within four months. Where this cannot be done, 90% of the exam fees will be refunded to Applicants. Where examinations are re-scheduled and a candidate is unable to attend for examination at the revised time, 50% of the fee is refundable. Candidates will not be liable for any increase in examination fees occurring between the date of the original examinations and the re-scheduled examinations.
- 5.17.3 Where examinations are cancelled because an examiner is personally known to a candidate (see 3.6.8), a full refund of fees will be given.
- 5.17.4 In the event that, at short notice, an examiner cannot be provided for scheduled examinations, it may, in exceptional circumstances, be possible to video record the examinations and arrange for them to be marked remotely.

5.18 **Cancellation of examinations by the Applicant**

- 5.18.1 If the Applicant has to cancel an examination session after the closing date, on grounds as outlined in 5.16.2 as applied either to themselves or the majority of candidates, they must inform the RAD immediately in writing, including all supporting evidence. If these conditions are met, the RAD may at its sole discretion apply the procedures outlined in paragraph 5.17.2.
- 5.18.2 At Approved Examination Centres, on the day of the examination, if an accompanist is unable to attend due to unforeseen circumstances e.g. illness or major travel disruption, applicants should inform their Regional Manager or relevant local office as soon as possible. In these circumstances, the examinations will normally need to be cancelled and alternative arrangements made. Where, exceptionally, it is agreed that the examinations may go ahead, Applicants must send a letter explaining the full facts of the circumstances to the relevant RAD office, and results may be withheld.

6 Awarding and reporting

6.1 Assessment

- 6.1.1 Full details of mark schemes and assessment methodologies may be found in the relevant Specification.
- 6.1.2 All results are subject to stringent quality assurance measures, and are subject to analysis and adjustment procedures. The full policy is available on request.
- 6.1.3 Examiners may only disclose the provisional results of an examination to the RAD.
- 6.1.4 Sections of examinations which are not shown by candidates are given a mark of 0. Where this is due to teacher error, teachers may contact the Examinations Department to explain the situation, and in the interests of candidates, it may in certain circumstances be possible to take appropriate action.

6.2 Dispatch of results

- 6.2.1 Provisional results⁶ will be issued no later than four weeks, and final results, certificates, medals and bars no later than six weeks, following the end of an examination session (allowing for public holidays). Results target dates for examination sessions are published in RAD publications including *Focus on Members* and on RAD websites.
- 6.2.2 Provisional results may be issued by post or electronic communication at the RAD's discretion.
- 6.2.3 Examination result forms, assessment reports, certificates, medals and / or bars are issued to the Applicant by post. Where possible secure postal services are used. Applicants should be aware that they may be required to receive these materials in person and sign for them.
- 6.2.4 Result forms, assessment reports, certificates, medals and bars are the property of the candidate. It is the responsibility of the Applicant to ensure that candidates receive such materials as they are entitled to within a reasonable timescale following the receipt of such from the RAD. Any failure by any responsible person to deliver them to the candidate in a timely manner will be regarded as malpractice (see 7.8).
- 6.2.5 The passing on of false or incomplete information to candidates regarding results of examinations, either verbally or in writing, will be regarded as malpractice (see 7.8).

⁶ No qualification can be officially confirmed until the certificate is issued. However, provisional results (where issued) will have been through all RAD quality assurance systems, and will only change in exceptional circumstances.

- 6.2.6 The distributing of results information to third parties in advance of receipt by the candidate and without the candidate's consent is regarded as malpractice (see 7.8).
- 6.2.7 Paragraphs 6.2.4 – 6.2.6 apply even in the event of a dispute arising between the Applicant and another teacher, parent, or any other interested party.
- 6.2.8 All communication regarding results and certificates will be made to the Applicant, via the contact details given on the entry form. Under no circumstances, other than those outlined in 6.2.9 below, will the RAD communicate results to any third party, including individuals named on the entry form who are not the Applicant.
- 6.2.9 In the event that the Applicant and the RAD are involved in a dispute after an entry has been submitted, or where the Applicant is unable to forward results and certificates to the candidates, the RAD reserves the right in exceptional circumstances to release the results and certificates to another appropriate person, or direct to candidates / parents where appropriate ID checks are undertaken.
- 6.2.10 All examination, class award and solo performance award certificates are secure and fraud-proof. Security features include:
- micro-numismatics (e.g. RAD Crest)
 - advanced holograms (e.g. RAD Crest or Logo)
 - specialist reactive inks
 - advanced security numbering
 - website document validation
 - controlled secure papers & toners.

Examination certificates and result forms are issued on secure parchment paper. Certificates include the date that the award is confirmed and result forms include the award date and the examiner's name.

- 6.2.11 Where a candidate enters for and takes an examination despite a required pre-requisite not being passed, no result or certificate will be issued.
- 6.2.12 Where a candidate withdraws from or fails to complete an examination and compensation is sought under clause 5.16.2, no result or certificate will be issued.

6.3 **Enquiries about results**

- 6.3.1 The RAD offers a candidate report services, for which fees are payable. All other enquiries about results should be submitted in writing to the Examinations Business and Customer Service Manager at RAD headquarters. The full policy is available on request.

6.4 **Replacement result forms, assessment reports, certificates and medals**

6.4.1 Applications for replacement result forms, assessment reports, certificates, or medals must be made in writing to the office of issue, stating as much information as possible, but including as a minimum:

- name of candidate
- candidate ID
- candidate date of birth
- teacher ID
- examination level
- date of examination

6.4.2 A charge will normally be made for replacement result forms, assessment reports, certificates or medals. The exception is where the RAD has misspelt the name of a candidate, despite the correct version of the name having been submitted by the Applicant according to proper procedures and timescales (see 3.1). Charges are published in the fees tables, available online.

6.4.3 In accordance with equalities law and best practice, the Academy will re-issue a certificate or marksheet as necessary for a candidate who subsequently changes their gender identity. Please contact the examinations department for more information.

6.4.4 In accordance with regulatory requirements, replacement certificates and result forms are labelled as such.

6.4.5 The full policy is available on request.

7 General information

7.1 Data protection

7.1.1 The RAD complies with the requirements of the UK Data Protection Act 1998 (DP Act).

The full RAD data protection statement is available at:

<http://www.rad.org.uk/about/about-the-rad/rules-regulations-and-policies>

The RAD privacy statement is available at:

<http://www.rad.org.uk/cookies-and-privacy>

7.1.2 In accordance with its obligations as a recognised awarding organisation, the RAD maintains a database of all candidates who take RAD examinations, including a record of results, which is kept throughout their examination history. This information is confidential to the RAD and the Applicant, according to the terms of the RAD's contract to provide an examination service to the Applicant. However, the RAD may make statistical information available to government bodies and associated agencies, for statistical or credit transfer purposes, as required by the regulators and statutory authorities. This data will always be handled in a way that is compliant with the DP Act and with the RAD's own published policies.

7.1.3 Personal information will be dealt with properly irrespective of how it is collected, recorded and used – whether on paper, electronically or recorded on other media. The RAD regards the lawful and correct treatment of personal information as important to successful operations, and to the maintenance of confidence between it and those with whom it deals. Our staff and those acting on our behalf will obtain, use and disclose personal information lawfully and correctly. The full policy is available on request.

7.1.4 Applicants, teachers, and other individuals registering or entering candidates for examinations have certain obligations under the Academy's Data Protection policies. Please see 3.1.7 and 3.3.7 for further information.

7.2 Quality assurance

7.2.1 As an awarding organisation regulated by the qualifications regulators in England, Wales and Northern Ireland, the RAD has comprehensive quality assurance procedures in place to ensure that the examination service is of the highest quality. Detailed policies and procedures relating to a number of issues are available on request.

7.2.2 Occasionally the RAD will film examinations. This will be for internal quality assurance, archiving or standardisation purposes, and will in no way affect the examination procedure or the marking process. Applicants and candidates will be informed before their examination day that filming will be taking place, and appropriate consent procedures will be followed.

7.3 **Equality, diversity and inclusion**

- 7.3.1 The RAD Examinations Board prides itself on its commitment to diversity, and takes steps at all times and with respect to all its functions, policies and procedures to ensure that no candidate is discriminated against on grounds of race, disability, gender, religion, sexual orientation or for any other reason. This includes ensuring that no unnecessary barriers are present which deny access to candidates who could otherwise enter for examinations and achieve qualifications. The full policy is available on the RAD website.
- 7.3.2 In accordance with good practice in monitoring diversity and equality, the RAD requests certain information about candidates, e.g. gender and ethnic origin, as well as names and dates of birth. Providing this data is optional.

7.4 **Reasonable adjustments**

- 7.4.1 Candidates who feel unable to enter for an examination due to the presence of a barrier, such as a disability or condition, may request special arrangements or aids to be put in place to enable them to enter for and complete an examination. In these cases, the RAD will make adjustments to administrative and/or examination procedures if such adjustments are judged to be reasonable, necessary and practicable.
- 7.4.2 In order to safeguard the integrity of the award, all candidates will be assessed against the same criteria and no concessions will be made in this respect.
- 7.4.3 The full policy is available online.

7.5 **Special consideration**

- 7.5.1 Special consideration is a post examination adjustment to the mark of an assessment for a candidate who was prepared for and present at an examination but who may have been disadvantaged by temporary adverse circumstances that arose prior to⁷ or at the time of the examination. Such circumstances could include a temporary illness or injury, or some other event outside of the candidate's control, which had, or was reasonably likely to have had, a material effect on that candidate's ability to take an assessment or demonstrate his or her level of attainment in an assessment. The full policy is available online.

7.6 **Safeguarding**

- 7.6.1 The RAD recognises that it is a privilege to work with children, young people and vulnerable adults, and is committed to creating an environment that enables them to learn and develop in a safe, understanding and encouraging environment. The RAD will take appropriate steps to ensure that children, young people and vulnerable adults are not exposed to risk of

⁷ In this context, 'prior to' will normally extend back to the closing date for entry, but not before.

physical injury, or impact on mental health or wellbeing. The RAD is committed to the protection from harm and the safeguarding of all children, young people and vulnerable adults who attend its activities. The full policy is available online.

7.6.2 The Academy's safeguarding policy (3.1.3) states that all activities involving children and/or vulnerable adults should maintain a ratio of one responsible adult to ten children / vulnerable adults. Where children are under nine there should be at least one other responsible adult present; where this is not possible the activity will take place within sight or hearing of other adults. This means that it is only necessary for an examination to be within sight or hearing of other adults (eg. a window in a studio door) where an additional adult cannot be provided for children under 9.

7.6.3 The examiner will always act as a responsible adult in exams. Where an examination involves children under 9 and the examination cannot be within sight or hearing of other adults, or where more than 10 children / vulnerable adults are present (eg. for a demonstration class), a second responsible person must be present. In an AEC this is the responsibility of the Applicant and will be either the teacher (for class awards, etc.) or the pianist / music operator. In an RAV this is the responsibility of the RAD and will be the Examination Attendant; however, pianists / music operators are also contractually required to observe the RAD's Safeguarding Policy and to be prepared to assist in a situation involving the safeguarding of children/ vulnerable adults in the Academy's care.

7.7 **Complaints, enquiries about results, and appeals**

7.7.1 Any complaint or enquiry about an examination should be submitted in writing to the Examinations Business and Customer Service Manager at RAD headquarters. The full policy is available on request.

7.8 **Malpractice**

7.8.1 In accordance with its status as a recognised awarding organisation and in order to safeguard the integrity of its qualifications in the interests of all candidates, the RAD will investigate any allegation or instance of examinations malpractice and will take appropriate action where necessary. The full policy is available online.

7.9 **Conflicts of Interest**

7.9.1 In accordance with regulatory requirements, the RAD identifies and monitors conflicts of interest likely to have an adverse effect on the awarding of qualifications. The full policy is available online.

7.10 **Disputes and obligations**

- 7.10.1 The contract to provide an examination service is made between the RAD and the Applicant. The RAD recognises that the Applicant has certain contractual obligations in the way he/she behaves towards candidates and their parents in respect of examinations, and will investigate where there is evidence that these obligations have not been fulfilled. Otherwise, the RAD Examinations Board will normally not become involved in disputes between Applicants, teachers, candidates and their parents/guardians.
- 7.11.2 Applicants who are members of the Academy are subject to the Code of Conduct for Members of the Royal Academy of Dance. All teachers registered with the RAD who are associated with an examination entry, including as the Applicant and/or as a teacher named on an entry form, are subject to the Code of Conduct and Professional Practice for Teachers Registered with the Royal Academy of Dance. Both documents are available online.

7.11 **Customer Service Statement**

- 7.11.1 This is available on the RAD website.