



GUIDELINES FOR TEACHERS ENTERING CANDIDATES IN EXAMINATIONS AND ASSESSMENTS

Teachers please check the following conditions when entering candidates.

Teachers must be financial members of the Academy to enter candidates in Examinations and assessments.

1. GETTING STARTED IN DANCE & LETS DANCE

A teacher may book a time slot for a group at time of entry. Names and payment to be submitted to the Examination Secretary at a later date as notified by the Secretary.

2. GRADE EXAMINATIONS

- Initial and Preparatory are optional examinations. All grades must be taken in sequence from Grade One onwards.
- Recognition of prior learning may be given for a prospective candidate wishing to enter grade examinations.
- Oral theory within the practical examination will be taken from Grade 4.

3. MAJOR EXAMINATIONS

- Complimentary student membership is granted to successful Grade 5 candidates. This membership is valid until the commencement of the following financial year.
- At the cessation of this complimentary year all candidates wishing to enter examinations (P or T) or assessments must be current financial student members of the Academy.
- If the candidate remains unfinancial after set period of time as laid down by Executive prior to Examinations they will be withdrawn from the Examination session. No refund of exam fee will be given if withdrawal is from non payment of subscriptions.
- A candidate may enter in
 - PTJ (Performers, Teachers & Judges, a full examination as set),
 - Pathways T & J (Teachers and Judges, an abridged examination as set).
 - P(Performers, practical examination as set)
 - TO (Theory only).

- Practical and theory examinations may be taken separately. They must be in sequence, but not necessarily concurrent.
- It is recommended that for a candidate to be at the appropriate level of maturity for the Advanced examination, the candidate should be at least 16 years old.
- Step dance – It is recommended that for a candidate to be at the appropriate level of maturity to begin their Step dance examinations, the candidate should be at least 12 years old.
- The Pathways Examination, for candidates with injury, medical condition or physical limitations, has a reduced practical requirement.
- A Pass in the Pathways Examination T & J is equivalent to a Pass in the PTJ Examination.
- Once a candidate has chosen the Pathways Examination (T&J) they must complete all following examinations including Step Dance in the Pathways examination system.
- A candidate entered in a PTJ Examination may subsequently change to T & J prior to undertaking the examination.
- At the examiner's discretion PTJ and T & J candidates may be examined together.

4. MEDICAL REFUNDS

On application to the Academy Secretary, 50% of entry fees will be refunded. A medical certificate must accompany the application and be received by the Academy Secretary within two weeks of the examination date.

5. SPECIAL NEEDS

The Academy will endeavour to accommodate candidates with special needs. Teachers should apply to the Academy Secretary for the examination guidelines for candidates with special needs.

6. GENERAL

In the event of extenuating circumstances the examiner will reserve the right to decide whether the examination/assessment should continue.



GUIDELINES FOR TEACHERS ENTERING CANDIDATES WITH SPECIAL NEEDS IN EXAMINATIONS AND ASSESSMENTS

Guiding Principle:

The Academy will endeavour to accommodate candidates with special needs, while ensuring the robustness and validity of its examination system is maintained.

1. General requirements:

- A teacher of a special needs candidate must advise the Academy Secretary in writing of the specific nature of the disability, the candidate's additional needs and the candidate's expected behaviour when entering the candidate for an examination/assessment. The Academy Secretary will convey this information to the examiner.
- For the candidate to qualify for special needs conditions, a letter from a specialist doctor or therapist will be required. The evidence shall be similar to that required by NZQA or other recognised educational bodies.
- In any standards based examination / assessment, the special needs candidate must meet the required standard to pass.
- Teachers shall only enter a candidate for an examination / assessment which is within their physical and/or mental capabilities.
- Any additional costs arising out of special needs conditions shall be added to the candidate's entry fee.

2. Getting Started in Dance I and II, Lets Dance:

- The participatory nature of these assessments means their practical requirements can be met by a wide range of special needs candidates.
- The presence of the teacher in the examination room also makes these assessments more accessible to candidates.

3. **Initial, Preparatory, Grades One to Three:**

- Practical requirements must be met.
- No theory is required.

4. **Grades Four and Five:**

- Practical requirements must be met.
- Current theory requirements consist of set questions for which responses can be rote learned.
- For candidates with a recognised learning disability, consideration could be given to entering a Pathways qualification early, allowing the waiving of theory requirements.

5. **Major Highland Grades, Step Dancing:**

- Pathways examination system (T & J) for candidates with an injury, medical condition or physical limitations has a reduced practical.
- Candidates with a recognised learning disability may apply to enter the Pathways examination with the theory requirements waived.

6. **Special Needs Conditions:**

Consideration that may be afforded to a candidate with a formally diagnosed physical or learning disability may include:

- the examination being conducted normally but with additional time being allowed for the answering of theory questions.
- the candidate taking the theory section of the examination one on one with the examiner. This allows extra time for mental processing without the pressure of another candidate waiting.
- allowing the candidate to take the practical and theory sections of the examination separately.
- providing the candidate with a written copy of each theory question to provide visual as well as aural cues and to allow longer time for the processing of questions.

- providing the candidate with written questions and allowing the candidate to provide a written response. This would allow the candidate to choose both the order and speed at which they respond to questions.
- additional consideration may be afforded on a case by case basis on application.