

Australian Teachers of Dancing International (ATODI) Examinations 2019 GENERAL INFORMATION FORM (EXAMINATIONS)

(The annual membership fees must be settled before entering candidates for examinations in 2019. Please read carefully the “HK ATODI Teachers Manual November 2018” including Examination Rules and Guidelines and the conditions set out in the registration documents before completing this form. This form should be completed in BLOCK capitals and submitted to the HKEAA, together with other necessary documents as outlined in the “Registration Checklist”, and appropriate fees, on or before 15 January 2019. Any application due to failure in providing complete or accurate information may not be considered and will be returned to the teacher.)

Teacher Name: _____ Membership No.: _____
 Studio Name: _____
 E-mail: _____ Telephone No.: _____ / _____
 Emergency Contact Person/Telephone No.: _____
 Number of Examination Days Required: _____

Examinations to be held in own studio (a minimum of 4 hours examinations required)
 Examination Venue address: _____

Examinations to be held in central venue (if less than 4 hours of examinations)
 You will be advised of the central venue when we confirm your date(s). **Please note that only CD player is provided in the venue.**

Examination days and times entered into the Exam Planner Program are only TENTATIVE. The finalized examination days and times will be allocated by the Organizer. It operates a strictly first-come-first-served system. Teachers will be allocated their preferred dates in order of receipt of a fully completed entry form. Please specify three dates in the following tentative examination calendar in order of preference (1 — First Choice, 2 — Second Choice, 3 — Third Choice). Your preference will be considered if all three choices are given. **There can be no guarantee that your choice will be met.** It should be noted that appointments may be given for any time within the confirmed examining period **subject to the availability of the ATODI’s examiners.** This should be made clear to candidates and their parents so that this eventually can be anticipated.

	SUN	MON	TUE	WED	THU	FRI	SAT
DATE	7 Apr	8 Apr	9 Apr	10 Apr	11 Apr	12 Apr	13 Apr
AM							
PM							
DATE	14 Apr	15 Apr	16 Apr	17 Apr	18 Apr	19 Apr	20 Apr
AM							
PM							

 I understand the entry forms without photocopies of candidates’ ID will not be accepted. The Photostat documents will be destroyed by the HKEAA after verification.

I understand and undertake to abide by the current regulations of ATODI applicable to the examinations held in Hong Kong, and conditions set out in the registration documents.

I accept that neither the ATODI nor the HKEAA shall be responsible for any non-performance of duties where such non-performance has been caused by an act of God, labour strike, natural disaster, governmental action or intervention, riot, or any other cause not reasonably foreseeable and beyond the reasonable control of the ATODI or the HKEAA.

I understand the HKEAA, including their contractors and subcontractors, shall not be liable to anyone claiming for any damages which are caused by, arising from or otherwise related to the failure of staff members, examination personnel or the examination centres to comply with the examination regulations, policies or procedures.

I understand all fees paid are not refundable and not transferable from one examination to another or from one candidate to another or for any other purposes.

I understand entries received after the closing date will be charged a supplementary fee in addition to the normal examination fee.

I understand no amendment can be made once the entries have been accepted. However, application for change of examination time with another candidate will normally be accepted provided that the applicant is able to find another candidate with the same genre/level who is willing to swap examination times, and that the application is made before the date as specified by the HKEAA on payment of a supplementary fee.

I accept that the ATODI will employ a qualified local examiner as a replacement examiner under exceptional circumstances.

The ATODI and the HKEAA wish to use your personal data for marketing the services of the ATODI (including examination services, courses, events, publications, and other examination materials or resources). If you object to such use, please tick this box .

Teacher’s signature: _____ Date: _____