

The National Association of Teachers of Dancing (NATD), UK Examinations – April 2018

Notes to Applicants

A. Examination Dates:

- For Professional grades, candidates will be allocated to the examination date of 20 April 2018 while Amateur grades candidates will be allocated to 21 April 2018.
- Candidates are required to make sure that they are available on the mentioned dates before submit the application. HKBDC reserves the final decision on candidates' allocation.

B. Completion of Entry Forms

- Examination entries must be presented by members of HKBDC. No private candidates are allowed to submit applications themselves. For further information, please visit the Hong Kong NATD website (<http://www.natd.hk>);
- All entries should be completed in block capitals with black ink or ball pen and signed by the presenting teacher.
- Entry forms could also be downloaded from the Hong Kong Examinations and Assessment Authority (HKEAA) website(<http://www.hkeaa.edu.hk>) or collected at the HKEAA San Po Kong Office;
- For postal application, please ensure that sufficient postage is paid to avoid unsuccessful delivery. The sender will bear any consequences arising from not paying sufficient postage;
- The name of applicant can either be an organization or a teacher;
- The names of candidates should be written or typed and must exactly match the name on their Hong Kong Identity Cards / birth certificates or passports as they will be appeared on the examination certificate. A fee of **HK\$514** will be levied if any amendment of personal particulars on examination certificate needed be made after the examination day;
- Photocopy of Hong Kong Identity Card / birth certificate / passport of each candidate should be sent together with the entry forms. These photocopies should be submitted in the same order of the names as entered in the form, in a separate packet. Entry forms, without the required photocopies, will not be accepted. The HKEAA will destroy all photocopies after verification;
- A new entry form for each new day of examinations should be used;
- Sections marked 'For Office Use Only' must be left blank; and
- Subsequent request for amendment to information already submitted via entry forms will be subject to the approval of the HKEAA and the payment of a supplementary fee.

C. Examination Syllabus

Teachers are highly recommended to obtain a set of the NATD Examination Syllabus with details on the examination conditions, examination requirements, official uniform and age requirements, etc., from HKBDC before fill in the entry forms.

D. Examination Fees

- Examination fees must be paid to the HKEAA with the entry form. Candidates who fail to attend the examination at the appointed time will forfeit their examination fees.
- Under no circumstances will examination fees be returned, transferred or retained for another examination; and
- If a candidate is absent from the examination because of illness, application for half refund of the examination fees can be made in writing within two weeks from the date of examination upon presentation of original sick leave certificates issued by a registered

doctors.

E. Examination Studios

All examinations are held at HKBDC*. A studio surcharge will be levied on top of the examination fees.

F. Admission Forms

The HKEAA will send admission forms to teachers by post at least 14 days from the examination date. Please check with them if you do not receive it.

G. Examination Schedule

No alteration to the examination schedule is allowed once admission forms are issued. If, under special circumstances, teachers wish to apply for swapping examination dates / times between candidates, a supplementary fee of **HK\$53** per candidate will be charged. The completed entry form, together with the admission forms for swapping examination dates, should be submitted to the HKEAA at least two weeks before the original examination dates.

H. Examination Day

- Candidates should arrive at the examination centre at least 40 minutes before the examination time;
- If candidates are late for more than half an hour for the examination, the Waiting Room Supervisor has the authority to turn them away; and
- Candidates should bring to the examination centre an identification document which bears the candidate's English full name, date of birth and photograph e.g. HKID (with photo) / Passport / student handbook / student card.

I. Bad Weather Arrangement

If weather conditions are at all doubtful (such as the possible raising of a Typhoon Signal No. 8 or above or the issue of the Rainstorm Red or Black Warning), candidates should pay attention to the radio or television broadcast, or view the HKEAA website for examination schedules right up to the time they leave for the examination centre. Under normal circumstances, the HKEAA announcement of the postponement/cancellation of an examination will be made approximately two hours before the commencement of the examination. Unless an announcement has been made by the HKEAA that the examination is postponed/cancelled, candidates must assume that the examination will be conducted as originally scheduled. However, candidates should consider their personal safety first. Once an examination has started, it will continue for the full allotted time unless physical conditions in the examination centre are considered dangerous by the examiner. It is important that teachers should inform their candidates and the candidates' parents, etc. of these arrangements in advance.

*Hong Kong Ballroom Dancing Council (HKBDC)

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