

HONG KONG EXAMINATIONS AND ASSESSMENT AUTHORITY
ROYAL ACADEMY OF DANCE
EXAMINATIONS IN SEPTEMBER TO DECEMBER 2020

NOTES FOR APPLICANTS WISHING TO ENTER CANDIDATES FOR THE EXAMINATION

1. APPLICANTS' ELIGIBILITY TO ENTER CANDIDATES

Please note that exam entries via **RAD Online Exam Entries** can only be submitted by an RAD Registered Teacher, Teacher recognized by Mutual Agreement, or by the Principal or Administrator of a RAD Registered School which employs or contracts an RAD Registered Teacher or Teacher recognized by Mutual Agreement. The RAD Registered Teacher, Teacher recognized by Mutual Agreement or the Principal or Administrator is identified on the entry form as the Applicant, and submits the entry on behalf of the candidate(s). Teachers who are enrolled on the Academy Certificate in Ballet Teaching Studies or on any of the Academy degree or diploma courses may **NOT** enter candidates until they have completed their programme of study and applied for membership in the category of Registered Teacher.

Applicants are requested to adhere to the regulations governing the **conditions of entry** as set out on the page 11 of the "*Specifications 2020*". Care should be taken in completing the form as **no amendment can be made once the entries have been accepted**. By submitting ~~signing~~ the online entry form, the applicant undertakes to 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. This includes confirming that any premises to be used for examinations (Approved Examination Centres) under the name of that School meet the published minimum requirements.

2. REGISTRATION OF SCHOOLS AND CANDIDATES

- (a) All candidates must be registered at a RAD Registered School under whose name they will be entered for examination prior to entry.
- (b) To register via RAD Online Exam Entries, see school registration instructions in the **Application Guidelines for RAD Online Exam Entries** (available in the Member's Area at <https://members.royalacademyofdance.org/Site-Access/Login?returnurl=%2f>). Registered schools are given a school ID number.
- (c) All candidates **must** be registered **before** entering for an exam and this should be **at least two weeks before the closing date**. Failure to do this leads to delays in entry and results processing.
- (d) To register candidates via RAD Online Exam Entries, follow candidate registration instructions in the **Application Guidelines for RAD Online Exam Entries** (available in the Member's Area at <https://members.royalacademyofdance.org/Site-Access/Login?returnurl=%2f>).
- (e) Upon registration, candidates are allocated a permanent 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. **The candidate ID number must be included on all exam entries via RAD Online Exam Entries .**
- (f) If a candidate already has an ID number (even if this is from another school), **do not re-register** them as this creates a duplicate record that then needs to be removed from the system.
- (g) If you are using RAD Online Exam Entries to register a candidate, and the system flags that the student is already registered, you can transfer the student to your school using the Register New Students screen (and as long as you have **name, D.O.B. and RAD ID** to verify that the student is the same person.)
- (h) If you are not sure whether a student is already registered, email idregistration@rad.org.uk and this can be checked.
- (i) You can review or download a list of students from your school from RAD Online Exam Entries to check which candidates already have an ID number. You can also email idregistration@rad.org.uk to request your candidate list.
- (j) Please do inform the RAD if you have a candidate who has changed school.
- (k) Names must be clearly and correctly written, ordered and spelt when registering candidates. This includes:
 - Correct spelling
 - No additional spaces
 - Do not write names in capital letters
 - Name format - e.g. which name should appear first, second and so on

- Ensure that names are written as they should appear on certificates
- (l) Even if you correct a name on an exam entry, it still needs to be updated against the candidate's record in **RAD Online Exam Entries**.

Ensure your registration information is correct. Certificates are prepared from the information provided when candidates are registered. 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.

- (m) If you are using RAD Online Exam Entries, you can update/correct student names – this must be done in all name fields, including the **further details tab** (this in the place where the certificate name is listed). Once the details are update in the 'Manage My Students' area, it will be correct the exam entry.

RAD Online Exam Entries is accessible by logging onto the Academy's website:

<https://parnassus.royalacademyofdance.org/RADAR/#/login?returnUrl=%2F&k=z97wfh>

3. SUBMISSION OF ENTRIES

Apart from the online entries, applicants intending to enter candidates for the Examinations in September to December 2020 should complete and return the following to the Registration Office (International and Professional Division, Hong Kong Examinations and Assessment Authority, 3/F, 17 Tseuk Luk Street, San Po Kong, Kowloon) **on or before 10 June 2020**.

- (a) [Page 7](#) of 'Notes For Applicants Wishing To Enter Candidates For the Examination'
- (b) Study Choice Forms and/or Music Choice Forms, if applicable
- (c) A cheque for examination fees together with the invoice(s) downloaded upon submitting your entry
- (d) Examination Dates Preference for AEC, Exam Venue Preference Form for RAV, and supporting documents
- (e) Photostat copy of Identity Card / Passport / Birth Certificate of each candidate and copy of the certificate of pre-requisite examination, if applicable

The HKEAA cannot accept responsibility for non-receipt of online entries via RAD Online Exam Entries and the above documents, or for entries that do not arrive until after the closing date due to insufficient postage or server downtime or any other causes. Please ensure that sufficient postage is paid to avoid unsuccessful delivery. The sender will bear any consequences arising from not paying sufficient postage.

4. LATE ENTRY AND RESCHEDULING

(a) Late Entry

Entries received after the closing date ([10 June 2020](#)) will be charged, in addition to the normal examination fee,

- i. a supplementary fee (20% of the examination fee or [HK\\$451](#) per application, whichever is higher) payable to the Hong Kong Examinations and Assessment Authority, AND
- ii. a surcharge payable to the Royal Academy of Dance
 - A 10 % surcharge is required for all entries received [from 11 to 17 June 2020](#) (first seven working days after the closing date)
 - A 20 % surcharge is required for all entries received [from 18 to 24 June 2020](#) (second seven working days after the closing date)

Regarding late entry applications, applicants should complete "Application for Late Entry" form and submit together with other entry documents to the Registration Office at the HKEAA San Po Kong Office. **NO late entry is accepted [after 24 June 2020](#)** (second seven working days from the closing date)

(b) Swapping / Re-scheduling

Applicants and candidates should be discouraged from change of examination time. However, application for swapping of examination time with another candidate will normally be accepted provided that the applicant is able to find another candidate with the same level who is willing to swap examination times, and that the application is made 10 working days before the examination date on payment of a supplementary fee of HK\$57 per candidate while the fee of HK\$319 per candidate is for the successful re-scheduling application.

Regarding swapping or re-scheduling applications, applicants should complete “Application for Swapping/Re-scheduling” form and submit to the Registration Office at the HKEAA San Po Kong Office.

5. COMPLETION OF RAD ONLINE EXAM ENTRIES

Applicants named on the entry must be current members of the Royal Academy of Dance at the time of the submission of the exam entries via **RAD Online Exam Entries**. Before completing the online entries, applicants should go through the details printed on the “*Specifications 2020*” and pay attention to **Application Guidelines for RAD Online Exam Entries** (available in the Member’s Area at <https://members.royalacademyofdance.org/Site-Access/Login?returnurl=%2f>). Any application due to failure in providing complete or accurate information may not be considered and will be returned to the applicants. Please also note the following:

- (a) **Please type the candidate's name clearly and correctly, in the same order and spelling as the one entered on the correct section of the online entry form, as certificates are prepared from the name given in this section.** A fee will be levied by RAD if any amendment of names on the certificate is made subsequently. For verification of identity, **each candidate should submit a photostat copy of Identity Card/Passport/Birth Certificate.** These photocopies should be packed, in the same order as their names entered in the online entries. **All the exam entries via RAD Online Exam Entries, without photostat documents, will not be accepted.** The photostat documents would be destroyed by the HKEAA after verification.
- (b) The 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.
- (c) Regarding General Graded Examinations, candidates may take any grade without having passed previous examinations provided they satisfy the minimum age requirements. Candidates may re-take an examination as many times as they wish, regardless of the result. Repeat examinations may not take place in the same session.
- (d) For General Graded Examinations or Vocational Graded Examinations that take place between **September to December**, all candidates **MUST** have reached the minimum age by **1 September** in the year which they take the examination.

Levels	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
Discovering Repertoire Level 2/3/4	12

- (e) For Vocational Graded Examinations, Candidates must have passed any required pre-requisite examinations, as listed below. **Copies of certificate or result form should be submitted as evidence that the candidates have passed the previous levels.**

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

- (f) Please note that it will no longer be mandatory for Vocational Graded Examinations candidates to hold membership of the Academy. Candidates will be able to choose between paying a standard examination fee for Vocational Graded Examinations or paying a discounted examination fee if they hold membership of the Academy. **Please indicate whether the candidates are paying the member rate/non-member rate on the form clearly. A copy of the candidate's membership card should be attached as evidence of membership.**
- (g) Please note that candidates who enter more than one vocational graded examination in a single session will NOT receive the result of the first examination before taking the second one. If they insist on making dual entries, they must understand that if they are not successful in the first examination, the result of the second examination will become invalid and they will NOT be entitled to a refund of the fee paid.
- (h) Please mix grades and vocational examinations up as much as possible for each day.
- (i) Applicants wishing to hold Demonstration Classes must also have examinations and/or Presentation Class entries in the same session.
- (j) 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 (HK\$15,036) will be required either to join with other Schools or teachers or attend another centre.

6. EXAMINATION CENTRE PREFERENCE

The examinations will be tentatively held at the following RAVs:

RAV	Address	Dates Available
Dance Studio Youth Square	6/F, Youth Square, 238 Chai Wan Road, Chai Wan, H.K.	1-30 September 2020 Every Monday – Friday (9:45am to 5:00pm) Every Saturday (9:45am to 1:00pm)
Rehearsal Room Yuen Long Theatre	9 Tai Yuk Road, Yuen Long, N.T.	5 October 2020 to 8 December 2020 Every Monday and Tuesday (9:45am to 6:00pm)
Rehearsal Room Kwai Tsing Theatre	12 Hing Ning Road, Kwai Tsing, N.T.	7 October 2020 to 9 December 2020 Every Wednesday (9:45am to 6:00pm)
Rehearsal Room 1 Ko Shan Theatre	2/F, Ko Shan Theatre New Wing, 77 Ko Shan Road, Hung Hom, Kln.	8 October 2020 to 10 December 2020 Every Thursday and Saturday (9:45am to 6:00pm)

Applicants should indicate the candidates' examination centre preference in the RAD online exam entries. As the demand for and the capacity of each centre may not match, there can be **NO guarantee** that candidates' choice will be met.

General Typhoon/ Bad Weather Arrangements

Please note that Examinations conducted at venues of Leisure and Cultural Services Department may have different arrangement. Please visit the HKEAA website: <http://www.hkeaa.edu.hk/en/ipe/rad/> for details.

7. PERSONAL DATA

Personal data of applicants/candidates are used for delivery of examination services. As such, they may be provided to the Authority's designated contractors/vendors (or their appointees) for delivery of processes which is not accomplished by the Authority, including but not limited to data punching, receipt of candidate fees and dispatch of examination documents. Whether you provide the requested personal data is voluntary. However, if you fail to provide all the data, or if any of the data are inaccurate or incomplete, the HKEAA may not be able to accept your entry. The personal data submitted may also be used for:

- (a) assisting tertiary institutions and other government/public organisations in their processes for admissions purposes;
- (b) assisting tertiary institutions and other government/public organisations in respect of their requests for information in granting scholarships;
- (c) assisting tertiary institutions and other government/public organisations to confirm the candidates' eligibility for financial assistance or other forms of subsidization, in which case, the necessary personal data of the candidates may have to be disclosed to the concerned organisations for verification;
- (d) certifying candidates' examination results in response to legitimate requests;
- (e) conducting educational research and analysis in an anonymous format in which the identities of candidates are not traceable; and
- (f) marketing the services and products of the Examination Board

In compliance with the Personal Data (Privacy) Ordinance, access to all personal data will be made available, on payment of a fee, to anyone who can establish his/her right to be informed of such data as are retained by the HKEAA. Please also note that applicants'/candidates' personal data/correspondence/other information received by the HKEAA may be referred to the Examination Board concerned. Applicants/candidates should approach the Examination Board direct for their personal data/information handling policies if necessary.

8. EXAMINATION VENUES OR DATES PREFERENCE

- (a) Applicants must indicate examination dates preference as a note to the online entries. Please specify three dates/periods in order of preference (1 — First Choice, 2 — Second Choice, 3 — Third Choice) and the impossible dates (supporting document should be attached). Your preference will be considered if all three choices are given.
- (b) If the form is improperly filled in (*e.g. "Second Choice" or "Third Choice" of the examination dates preference is missing or insufficient examination dates are indicated*), the HKEAA reserves the right to allocate your candidates to any dates during the examination period ([September to December 2020](#)).
- (c) **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 examining period ([September to December 2020](#)) subject to the availability of the Academy's examiners. This should be made clear to candidates and their parents so that this eventually can be anticipated.
- (d) **The provision of RAV examinations is subject to various factors including sufficient entries and availability of venues. Please note that the examination date and location will assigned by HKEAA.**

9. EXAMINATION TIME

Please refer to "*Scheduling of Examinations*" attached.

10. NO CHANGE OF EXAMINATION SCHEDULE

RAD stresses that no alteration to the examination schedules should be allowed after the timetables have been received. In other words, we are forbidden to allow any swap in examination days, or time slots among candidates. Under very extreme circumstances should we allow any amendment. Once again I am sorry to say that we are unable to assist you with this matter.

11. DIMENSIONS OF EXAMINATION STUDIOS

AECs are premises provided by the Applicant for examinations, and are normally owned or hired by the Applicant. Graded Examinations (all levels), Vocational Examinations, Class Awards, Presentation Classes and Demonstration Classes may be held in AECs where minimum size and examining time requirements are met. Studios must conform to relevant health and safety regulations. RAD specifies minimum requirements for AEC. Please refer to the most recent version of Examinations Information, Rules and Regulations. A copy of the requirements is attached for your reference. 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.

12. ADMISSION LETTER(S) AND/OR DAY SHEET(S)

The admission letter(s) and/or the Day Sheet(s) and the relevant documents will be sent to Applicants in [September 2020](#).

13. DISCLAIMERS

- (a) The HKEAA shall not 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, or any other cause not reasonably foreseeable and beyond the reasonable control of RAD or the HKEAA
- (b) 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.

14. RAD'S REGULATION ON EXAMINATION FEE SURCHARGES

The registration closing date for Examinations in [September to December 2020](#) is **10 June 2020**. Please note the following regulations set out by RAD:

- (a) *Once an entry has been submitted, the entry fee cannot be refunded other than in accordance with the RAD's regulations for withdrawals, non-attendance and fee refunds*
- (b) *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 7 working days after the closing date, and a 20 % surcharge for entries received between 7 and 14 working days after the closing date.*
- (c) *No entries can be accepted, nor can amendments to entries be received, later than 14 working days after the closing date under any circumstances.*
- (d) *Exam entries via **RAD Online Exam Entries** which are incomplete or incorrect will be returned and will incur an administrative surcharge.*
- (e) *Additional fees and surcharges are published annually and can be found in Focus on Exams on RAD websites.*
- (f) *Notice of withdrawal of any candidate who cannot be present for an examination must be submitted to the HKEAA, with an explanation of the reason, immediately the inability to attend is known, and no later than the day of the examination.*
- (g) *No refunds will be given for participants who are entered for a Demonstration Class but on the actual day do not participate*

All applicants would be asked:

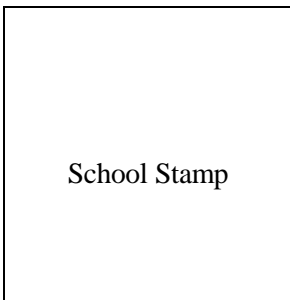
- (1) *Please ensure that all entries are submitted in time via **RAD Online Exam Entries** by the closing date.*
- (2) *Please forewarn parents and schools of candidates that examinations may require release from school or other activities.*
- (3) *Please ensure that exam entries via **RAD Online Exam Entries** are completed correctly, and the fees agree with those published.*
- (4) *Please note that no alterations to the examination timetable can be made once it has been issued.*

To: Senior Manager - Examinations Administration
International and Professional Examinations Division
Hong Kong Examinations and Assessment Authority
17 Tseuk Luk Street
San Po Kong
Kowloon

ROYAL ACADEMY OF DANCE
EXAMINATIONS IN [SEPTEMBER TO DECEMBER 2020](#)

NOTES FOR APPLICANTS WISHING TO ENTER CANDIDATES FOR THE EXAMINATION

I agree to the conditions set forth in the “NOTES FOR **APPLICANTS** WISHING TO ENTER CANDIDATES FOR THE EXAMINATION” including the collection of personal data for the purposes stated.



Signature of Applicant : _____
Name of Applicant : _____
Name of School : _____
Date : _____