

## Scheduling of Examinations

- (a) Please note that the examiners' schedules will be arranged so that it will accommodate no more than 6 hours of examination in a day. It is suggested that the examinations are being held between 9:30am and 5:30pm.
- (b) A minimum of 3 examining hours are required to hold examinations at Applicant's AEC as part of an AEC session. This can include either a mixture of Graded levels and Vocational examinations, or solely Vocational examinations. Male and Female candidates can be examined together in the same set, apart from Advanced Foundation, Advanced 1 and Advanced 2 examinations.

	<b>1 full day</b>	<b>1 half day</b>
Examining time	6 hours	3 hours
Breaks	15 minutes in the morning and 15 minutes in the afternoon	15 minutes
Lunch break	1 hour	-
Total	7 hours 30 minutes	3 hours 15 minutes

- (c) For examinations held in studios in Tuen Mun, Yuen Long or Outlying Island, travelling time from the hotel to the studio should be allowed and included in the examination time.
- (d) Examiners should be given approximately fifteen (15) minutes preparation time prior to the first examination of the day. Preparation time is not included in the working hours.
- (e) Candidates are scheduled according to the running order provided on the AEC2 / RAV3 entry form.
- (f) Regarding Demonstration Class, if an audience is to be invited it is probably best to place it either at the start or the end of the day.
- (g) As a preference, Vocational candidates should be scheduled at the end of the day wherever possible. However, this is a guideline and not an absolute Requirement
- (h) Candidates of similar heights should be grouped together and where possible each set of candidates should be ordered in ascending height.
- (i) Each candidate in each examination set should be given a numbered badge in the following order:  
For Graded examinations (Primary in Dance – Grade 8), Solo performance awards (Grades 1-5) and Vocational graded examinations, candidates should wear a number (1-4) throughout the examination as a means of identification. For Class Awards (Pre-Primary in Dance to Grade 5), Presentation Classes (Grade 6-8), candidates should be wearing numbers from 1 to 8 (1 to 4 in the case of Grade 8). 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.
- (j) An invited audience is not allowed to attend the Pre-Primary in Dance and Primary in Dance Class Awards.
- (k) The time scheduled for each examination is as shown in the table overleaf.

## Graded syllabus

Examinations	Number of candidates	Timing (minutes)	All other classes and assessments	Number of candidates / participants	Timing (minutes)
			<i>Dance to Your Own Tune: Level 1 and 2 demonstration class</i>	1 - 8	30
				9 - 16	45
<b>Primary in Dance examination</b>	1	20	<b>Primary in Dance and Pre-Primary in Dance class awards</b>	1 - 2	15
	2	25		3 - 4	20
	3	30		5 - 8	30
	4	35			
<b>Grade 1 examination</b>	1	20	<b>Grade 1 class award</b>	1 - 2	15
	2	25		3 - 4	20
	3	35		5 - 8	30
	4	40			
<b>Grade 2 examination</b>	1	20	<b>Grade 2 class award</b>	1 - 2	20
	2	25		3 - 4	25
	3	35		5 - 8	35
	4	40			
<b>Grade 3 examination</b>	1	25	<b>Grade 3 class award</b>	1 - 2	20
	2	30		3 - 4	25
	3	40		5 - 8	35
	4	45			
<b>Grades 4 - 5 examination</b>	1	30	<b>Grade 4 - 5 class award</b>	1 - 2	25
	2	35		3 - 4	30
	3	45		5 - 8	40
	4	50			
			<b>Grades 1-5 solo performance awards</b>	1	10
				2	15
				3	20
				4	25
<b>Grades 6 - 7 examination</b>	1	35	<b>Grade 6 - 7 presentation class</b>	1 - 2	35
	2	40		3 - 4	40
	3	50		5 - 8	50
	4	55			
<b>Grade 8 examination</b>	1	35	<b>Grade 8 presentation class</b>	1	35
	2	40		2	40
	3	50		3	50
	4	60		4	60

## Vocational syllabus

Examination	Number of candidates	Timing (minutes)	Examination	Number of candidates	Timing (minutes)
<b>Intermediate Foundation</b>	1	40	<b>Advanced 1</b>	1	55
	2	45		2	65
	3 - 4	65		3 - 4	85
<b>Intermediate</b>	1	45	<b>Advanced 2</b>	1	55
	2	50		2	65
	3 - 4	75		3 - 4	85
<b>Advanced Foundation</b>	1	55	<b>Solo Seal</b>	2	40
	2	65		3	40
	3 - 4	85		4	50

## Discovering Repertoire

<b>Examinations</b>	<b>Number of candidates</b>	<b>Timing (minutes)</b>	<b>Class awards</b>	<b>Number of candidates</b>	<b>Timing (minutes)</b>
<i>Discovering Repertoire</i> Level 2 Unit: Class	1	20	<i>Discovering Repertoire</i> Level 2 Unit: Class	1 - 2	25
	2	25		3 - 4	35
	3	30		5 - 6	40
	4	35		7 - 8	45
<i>Discovering Repertoire</i> Level 2 Unit: Variation 1	1	15	<i>Discovering Repertoire</i> Level 2 Unit: Variation 1	1 - 2	20
	2	20		3 - 4	35
	3	25		5 - 6	50
	4	35		7 - 8	60
<i>Discovering Repertoire</i> Level 2 Unit: Variation 2	1	15	<i>Discovering Repertoire</i> Level 2 Unit: Variation 2	1 - 2	20
	2	20		3 - 4	35
	3	25		5 - 6	50
	4	35		7 - 8	60
<i>Discovering Repertoire</i> Level 3 Unit: Class	1	20	<i>Discovering Repertoire</i> Level 3 Unit: Class	1 - 2	25
	2	25		3 - 4	35
	3	30		5 - 6	40
	4	35		7 - 8	45
<i>Discovering Repertoire</i> Level 3 Unit: Variation 1	1	15	<i>Discovering Repertoire</i> Level 3 Unit: Variation 1	1 - 2	20
	2	20		3 - 4	35
	3	25		5 - 6	50
	4	35		7 - 8	60
<i>Discovering Repertoire</i> Level 3 Unit: Variation 2	1	15	<i>Discovering Repertoire</i> Level 3 Unit: Variation 2	1 - 2	20
	2	20		3 - 4	35
	3	25		5 - 6	50
	4	35		7 - 8	60
<i>Discovering Repertoire</i> Level 4 Unit: Class	1	20	<i>Discovering Repertoire</i> Level 4 Unit: Class	1 - 2	25
	2	25		3 - 4	35
	3	30		5 - 6	40
	4	35		7 - 8	45
<i>Discovering Repertoire</i> Level 4 Unit: Variation 1	1	15	<i>Discovering Repertoire</i> Level 4 Unit: Variation 1	1 - 2	20
	2	20		3 - 4	35
	3	25		5 - 6	50
	4	35		7 - 8	60
<i>Discovering Repertoire</i> Level 4 Unit: Variation 2	1	15	<i>Discovering Repertoire</i> Level 4 Unit: Variation 2	1 - 2	20
	2	20		3 - 4	35
	3	25		5 - 6	50
	4	35		7 - 8	60

# Exam studios

## AECs

Approved Examination Centres (AECs) are premises provided for exams by the applicant.

Studios must conform to health and safety regulations and be a suitable and safe place for candidates, pianist and examiner. On the exam day, the Examination Attendant is responsible for emergency procedures, including fire evacuation and first aid. The RAD accepts no liability for any injuries to candidates which occur in AECs.

In order that exams may take place in an environment consistent with the RAD's Safeguarding Policy, the requirements set out under Safeguarding in [Additional information](#) below must be observed.

Where applicants join together to hold exams in an AEC, primary responsibility lies with the applicant who normally uses those premises for exams ('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. For further guidelines please contact your local office.

## Minimum requirements for AECs

**Size:** For all exams and awards **other than vocational graded examinations and *Discovering Repertoire***, the recommended minimum studio size is **81m<sup>2</sup>**. If the performing space is rectangular the length of the short walls should be no less than 8m.

For **vocational graded examinations and *Discovering Repertoire*** the recommended minimum size is **100m<sup>2</sup>**, although **169m<sup>2</sup>** is considered ideal. If the performing space is rectangular the length of the short walls should be no less than 9m.

Sizes given refer to the performing space, ie. excluding the area required for the pianist and examiner. There should be no obstructions to the examiner's sightlines (e.g. pillars).

Where these minimum recommended sizes are not met, applicants should be aware that this may impede the ability of candidates to demonstrate syllabus requirements (particularly use of space) effectively, particularly at higher levels, which may affect the results.

**Flooring:** The floor should be sprung or have 'give'. It should not be concrete or wood laid directly on concrete as this provides no shock absorption.

For vocational graded examinations, it is recommended that the floor should be sprung and constructed 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.

Wooden floors can be slippery, and this should be minimised e.g. by keeping polishing to a minimum. Where appropriate, rosin should be provided to candidates to prevent falls.

*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. Two heights, approximately 102cm and 115cm, are preferable for both fixed and portable barres, but are not essential.

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

*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. The Academy does not prescribe a maximum temperature, but in hot climates, it is advised to have either air conditioning, overhead fans and/or windows that can easily be opened.

*Lighting:* The studio should be well lit. Where direct sunlight is likely to obstruct focus or attention, there should be blinds, curtains or shutters.

*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.

*Table:* A table and comfortable chair (preferably height adjustable) should be provided for the examiner. The table should be steady and large enough for the examiner to process A3 paperwork. It should be placed to avoid glare and sunlight, with a clear view of the entire performing space and the accompanist / music operator and so that all candidates can be seen when standing at the barre.

*Music:* An accompanist, keyboard instrument, music scores, additional instruments and/or playback facilities for recorded music must be provided as appropriate. See [Music](#) for further details.

*Access:* There should be full and inclusive access to all exam facilities.

*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.

*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.

*Fire, health and safety procedures:* The studio's health and safety procedures should be clearly visible and emergency exits should be clearly marked.

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 exams. They are also intended to ensure a suitable environment for examiners in which to work.

If, in the opinion of the examiner, the facilities provided may seriously disadvantage candidates or put them at risk of injury, or constitute an unsafe working environment, the exams may be cancelled or suspended until the issue is resolved.

AECs are monitored by both the RAD and the qualifications regulators. Applicants agree that access to their exam centre is available to both as required. Notification will normally be made in advance if either the RAD or regulatory personnel wish to visit the premises.

## **RAVs**

RAD Approved Venues (RAVs) are provided by the RAD. The number and location of RAVs varies from country to country.

Any candidate taking an exam at an RAV will have the studio, pianist / music operator and exam numbers provided, but will need to provide their own props and uniform.

Teachers and candidates may choose to supply their own pianist, in which case the pianist should bring their own music.

Further information is available on request from RAD offices.

## **CCTV**

The RAD recognises that some premises used for exams will have CCTV security systems which could lead to exams being filmed.

The RAD accepts the proper use of CCTV cameras in the context of exams taking place at those premises, provided that the normal features of such systems are in place; i.e. that it is clear where and why footage is being taken, that footage is stored securely, will only be reviewed in the event of a security issue occurring, and will be deleted / destroyed after a given period of time (usually 3-6 months); and that cameras and other equipment (monitors etc.) are unobtrusive and do not disrupt or impede the exams in any way.

In no circumstances can CCTV footage be used as part of an enquiry or appeal.

The implementation and use of CCTV systems is the responsibility of the premises and not the RAD (unless the premises are owned by the RAD).