

The National Association of Teachers of Dancing (NATD) UK Ballroom & Latin Dance Examinations – October 2025

Notes to Applicants

Applicants must ensure you have read and understood the instructions in this document and NATD examination regulations before entering candidates for examination.

A. Examination Period

- Examination period: 25 and 26 October 2025 (for Amateur and Professional Examinations)
- Applicants are required to make sure that their candidates are available on the mentioned dates before submitting the application. Hong Kong Ballroom Dancing Council (HKBDC) reserves the right of final decision on examination allocation.

B. Registration Period

- Online Registration: **21 July 2025 at 8:30a.m. to 21 August 2025 at 5:30p.m.** (*early entries will not be accepted*)

Late Entry Registration: **22 August 2025 at 8:30a.m. to 25 August 2025 at 5:30p.m.**

- If, under special circumstances, teachers wish to apply for late entry, a supplementary fee of **HK\$525 per candidate** will be charged.
- All supplementary documents must be submitted within the registration period. Applicants should upload the scanned copies during online registration. Entries with missing or invalid supplementary document(s) will be considered as incomplete entries and will not be handled. A supplementary fee of **HK\$525 per entry** will be charged if the missing document is submitted after the registration deadline.

C. Completion of Entry Forms

- Examination entries must be presented by members of HKBDC. No individual candidates are allowed to submit applications themselves. An approval form with HKBDC stamp is required during examination registration. For further information, please refer to the attached form.
- All entries must be submitted at <https://mip.hkeaa.edu.hk/mip/NATDOCT> during the registration period. Incomplete entries will not be handled.
- A different online form is used for different examination subjects as below:

	Name of Application Form	Examination Subject*
1	Professional Examinations	PB, PL, PV, PC
2	Amateur Medal Tests for Latin Branch	GL, JV, JVL, JN, JNL, AD, ADL, CWLD
3	Amateur Medal Tests for Ballroom Branch	GB, JV, JVB, JN, JNB, AD, ADB, CWLD
4	Amateur Medal Tests for Rainbow Awards and Popular Social Dance Test	RA1, PSDT

*Applicants should refer to the attached 'Examination Fee and Surcharge for Examination Studio' for the full name of subject.

- A new online registration form should be submitted for each new examination day.
- Before submitting an online registration, applicants should save the image file of the official and valid HKID Card / Passport* / Birth Certificate / other identification document of each of

the candidates for uploading (for verification purposes only and will be destroyed after the registration period). **Please ensure the identification document contains the candidate's name in English and mark "copy" on it.**

- The names of candidates should be entered according to the names on their HKID Card / Passport* / Birth Certificate / other identification document as they will be printed on the examination certificates. A fee of **HK\$634 per certificate (2025 rate)** will be levied if any amendment of personal particulars on examination certificate needs to be made after the examination day.
- *British National (Overseas) [BN(O)] passport is not accepted as a valid proof of identity for registration or examination admission.
- The name of applicant can either be an organisation or a teacher.
- Applicants should select the dance(s) for each candidate. The required number of dance(s) of each grade can be found in 'Examination Fee and Surcharge for Examination Studio'.
- Applicants are also required to complete payment online as part of the registration process. Applicants should allow sufficient time to complete the registration and check the information before submission. Neither HKBDC nor HKEAA will accept any responsibilities for unsuccessful registration because of technical/ network failure.
- Subsequent request for amendment to information already submitted via online registration will be subject to the approval of the HKEAA and the payment of supplementary fees.
- A confirmation email will be sent to the provided email address when the online registration is completed. If no confirmation email from HKEAA is sent 12 hours after an online registration is placed, please send applicant name and contact number to ie@hkeaa.edu.hk for assistance. The confirmation email received should be retained for reference.

D. Examination Fees

- Examination fees can be settled by credit cards, FPS and WeChat Pay via online registration system. No cheque payment will be accepted. The entries will not be accepted if the payment is not completed via online.
- Not submitted or unpaid entries will be considered as incomplete entries and will not be handled.

E. Examination Syllabus

- Applicants should obtain a set of the NATD Examination Syllabus with details on the examination conditions, examination requirements, official uniform and age requirements, etc., from HKBDC. Applicants have responsibility to confirm the eligibility of the candidates for entering examination.

F. Age Requirement

- All candidates **MUST** have reached the minimum age **on the examination date**. The age requirement of each examination can be found in 'Examination Fee and Surcharge for Examination Studio'. **Applicants are responsible for confirming the eligibility of candidates for entering examinations.** Candidates who fail to meet the age requirement for specific subjects/grades will be regarded as ineligible candidates. 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.

G. Preference on Examination Date(s)

- Applicants will be asked to indicate their preference on the date(s) of the examination at the time of online registration. Preferences submitted are for reference only. No special

request on specific examination date and time will be entertained.

- The examination date and time are subject to the availability of the examiner and total number of candidates. Applicants must:
 - forewarn parents and candidates that examinations may require release from school or other activities.
 - forewarn parents and candidates that the date(s) within the examination period should be reserved to avoid clashing with other activities.
 - forewarn parents and candidates that there is no guarantee to meet their examination date(s) preference. The HKBDC reserves the right to allocate another examination date and time without prior notice.
- The examination period may be extended due to the availability of the examiner and the total number of candidates. The HKEAA will inform the applicants by email and announce on HKEAA website if the examination period is revised.
- The allocated examination date and time will be shown on the admission forms, which will be sent to applicants by email **at least 14 days** before the examination session. Enquiries by other means will not be entertained.

H. Examination Studio

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

Hong Kong Ballroom Dancing Council (HKBDC)

Address : Flat A, 2/F, Best-O-Best Commercial Centre, 32-36 Ferry St, Jordan, Kowloon

Tel No : 2541 6215

- If applicants wish to take the examination at their own studios, applicants should inform HKBDC before submission of registration. The requirements of examination studio must be fulfilled:
 - The waiting area should be near the examination room and has air conditioning.
 - A set of desk and chair at a standard size for an adult and a lockable drawer / cabinet should be set up for Waiting Room Supervisor to use.
 - The studio must be a law-abiding and ethical operation.

I. Admission Forms

- The HKEAA will send admission forms to applicants **by email** at least 14 days before the examination session.
- Candidates should attend the examination according to the date, time and venue stated on the admission forms.
- Applicants and candidates should read the 'Important Notes to Candidates' attached to admission forms before the examination.
- **Applicants should carefully check the candidates' names and examination information on the admission forms.** If any discrepancies are found, applicants must submit amendment request to HKEAA via specific online form **no later than 5:30pm on 10 October 2025**. No change request of subject or grade will be entertained on the examination day. Candidates should continue the scheduled examination printed on the admission form even if the wrong subject or grade is registered.
- Candidates must present a printed or electronic copy of the admission form to the Waiting Room Supervisor on the examination day.

J. Absence and Alterations

- Under no circumstances will the paid examination fees be refunded, transferred or retained for another examination or any other purposes.
- Candidates who fail to attend the examination at the appointed time will forfeit their paid examination fees and other fees. If a candidate is absent from the examination because of illness, applicant should apply for half refund of examination fee. The application can be made in writing within **two weeks** from the date of examination upon presentation of **original** medical certificate covering the examination date. The medical certificate must be issued by a registered doctor before or on the examination day and must be submitted to HKEAA by registered post or in person. No application will be accepted after the deadline.
- No alteration to the subject or grade of the examination is allowed once online registration is completed. If, under special circumstances, applicants wish to apply for changing the subject or grade of examination, the application must be submitted to HKEAA via email **no later than 5:30pm on 10 October 2025**. A supplementary fee of **HK\$340 per candidate** will be charged. **No change of subject or grade will be accepted after the deadline.** Candidates must continue the scheduled examination as printed on the admission form even if the wrong subject or grade is registered.
- No alteration to the examination schedule or grouping of candidate is allowed once registration is submitted. Applicants may apply for rescheduling for their candidate **if one of these situations apply and the required proof can be provided:**
 - Medical grounds
 - Clash with another public examination
 - Clash with internal school activities or examinations
 - Emigration or departure for studying abroad

Applications of rescheduling must be submitted to HKEAA via specific online form **no later than 5:30pm on 10 October 2025**. **No application will be accepted after the deadline.** Applications are reviewed based on the examiners' work schedule and the availability of examination venues. There is no guarantee that all applications will be approved and the review result is final. **Successful application will be charged at HK\$371 per candidate.**

- Application of rescheduling with other reasons or without the required proof will not be handled. Applicants may instead submit swapping application for their candidates taking the same subject and grade.
- Application for swapping of the examination date and time with another candidate will normally be accepted provided that the applicants are able to find another candidate taking the same subject and grade. The application must be submitted to HKEAA via specific online form **no later than 5:30pm on 10 October 2025**. Swapping the examination date and time must be applied in pairs. **No application for swapping will be accepted after the deadline. Approved swapping will be charged at HK\$69 per candidate.**

K. Examination Day

- Candidates should arrive at the examination studio **at least 15 minutes** before the examination time. **If candidates are late for the examination, the examiner and the Waiting Room Supervisor (WRS) have the authority to turn them away.** 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.
- Candidates should present the **original** identification documents which bear the candidate's name in English, date of birth and photograph to the WRS. **The name, date of birth and identification number must be exactly matched with the registration information.** Student handbook, student card or BN(O) is **NOT** acceptable proof of identity for

examination admission.

- Below are the examples of acceptable identification document(s):
 - Hong Kong I.D. card with **Photo**; or
 - Hong Kong I.D. card / Birth Certificate without Photo **PLUS** Student Handbook / Student Card with Photo; or
 - Valid Passport; or
 - Valid HKSAR Document of Identity (簽證身份書); or
 - Valid HKSAR Re-entry Permit (回港證); or
 - Valid Mainland Travel Permit for Hong Kong and Macao Residents (回鄉卡); or
 - Valid Exit-Entry Permit for Travelling to and from Hong Kong and Macau (往來港澳通行證)
 - *With effect from 31 January 2021, British National (Overseas) (BN(O)) passport cannot be used as any form of proof of identity in Hong Kong.
 - Candidates could wear surgical mask as needed. However, the WRS will ask candidates to remove their surgical masks temporarily during attendance taking in order to verify their identities.
 - Candidates must dress up and get ready **at least 10 minutes** before the examination commencement time. Candidates must line up outside the examination room according to the candidate number in ascending order.
 - Candidates shall enter the examination room when examiner rings the bell. They should stand in the same order as stated on the examination entry / timetable. No change to the candidate number is allowed on the examination day.
 - No one is allowed to take photographs, audio records or video records inside the examination studio(s) at all times. Any photographs or recordings taken must be surrendered to the Waiting Room Supervisor for immediate disposal or deletion.
 - No one is allowed to display photographs, audio records or video records taken inside the examination studio(s) in any format. Such incident will be reported to the HKBDC and NATD.
 - Candidates and their accompanying persons in the examination studio(s) should:
 - a. take care of their own personal belongings
 - b. be responsible for their own safety
 - c. be held responsible for property loss or damage and bodily injury caused
- The NATD examination board, the HKBDC and the HKEAA shall not be held responsible for the personal safety of candidates and their accompanying persons in the examination studio(s), as well as any claims resulting from property loss or damage and bodily injury

L. Mark Sheets and Certificates

- Applicants would be informed by email to collect candidates' mark sheets around three months after the examination. An announcement will be posted on the HKEAA website. Candidates should keep mark sheets in safe custody as no replacement for mark sheets can be arranged.
- Candidates who passed the examination would be awarded a certificate issued by the NATD. Applicants would be informed by email to collect them around three months after the examinations. An announcement will be posted on the HKEAA website.
- Candidates who passed the examination would be awarded a medal, badge or trophy subject to the examination grade and subject. Applicants would be informed by email to collect them around three months after the examinations. An announcement will be posted on the HKEAA website.
- Mark sheets, certificates, medals, badges and trophies that are not collected from HKEAA five months from the issuing date would be returned to the HKBDC without further notice.

- The HKEAA will keep candidates' information and result for one year from the date of examination and no replacement for certificate will be arranged thereafter.

M. Disclaimers

- Neither the NATD 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, adverse weather, epidemic, governmental action or intervention, riot or any other cause not reasonably foreseeable and beyond the reasonable control of Examination Board or the HKEAA.
- 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 studios to comply with the examination regulations, policies or procedures. 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.

N. Personal Data

- Personal data of applicants / candidates are used by the HKEAA and NATD (the "Examination Board") for delivery of examination and assessment services. 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 and the Examination Board may not be able to accept your entry or provide all or part of the examination and assessment services. The personal data submitted may also be used for:
 - a. assisting tertiary institutions and other government / public organisations in their admission processes;
 - 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. processing any refund or payment in relation to the examination;
 - f. conducting educational research and analysis in an anonymous format in which the identities of candidates are not traceable; and
 - g. marketing the services and products of the Examination Board (including examination services, courses, events, publications, and other examination materials or resources) subject to the consent of the candidates.*

*If you have given consent but wish to withdraw your consent for your personal data to be used for this purpose, please send a letter of request to the HKEAA.
- The HKEAA and the Examination Board may also transfer the personal data of candidates between them and to third parties for use for the above purposes or other directly related purposes, whether in or outside Hong Kong, including government / public organisations, regulatory bodies, schools and educational institutions, banks (for processing refund or payment), and service providers/ personnel providing various administrative or technical services to facilitate the delivery of the examination and assessment services including but not limited to data punching, registration process, verification of identity, dispatch of examination documents, and the capture, disposal or other processing of data.
- 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

transferred to the Examination Board concerned for delivery of examination and assessment services and for any of the abovementioned purposes or other directly related purposes. In general, upon completion of an examination or examination series and all the connecting examination services, the HKEAA will transfer all such data to the Examination Board who will then assume full control of such data. By then, applicants/candidates should approach the Examination Board direct for their personal data/information handling policies if necessary.