

How to complete the GEF 1 entry form

1. **IMPOSSIBLE DATES** Please indicate any dates on which it is not possible to hold the examinations. The number of unavailable or impossible dates should be kept to a minimum as the Academy cannot guarantee that preferences can always be met.

2. **TOTAL EXAMINING TIME** This is the total time for all Examination and Presentation Class entries, excluding breaks. Please complete this as it assists the Administrator when planning the tour.

3. **PART A SCHOOL INFORMATION**

The information required in this section relates to the school entering the candidates for their Examinations and Presentation Classes.

3.1 The name of the Principal is the individual who is the owner of the school or who administers it on behalf of an owner.

3.2 The name of the School should be the school which is entering the pupils for Examinations and Presentation Classes.

3.3 The School ID is the number which the Academy has assigned the school. These will be assigned from September 2001 in the UK and from January 2003 internationally.

3.4 The school address is the normal mailing address of the school.

4. **PART B EXAMINATION VENUE**

This section lists the venue where the Examinations and Presentation Classes will take place. This may differ from the school address as there is a minimum requirement of hours to hold Examinations and Presentation Classes at a teacher's own venue.

4.1 The examination studio id is the number which the Academy has assigned the school. These will be assigned from September 2001 in the UK and from January 2003 internationally. The examination studio id will be the same as the school id where the address is the same. If you do not know where the examinations will be held because you do not satisfy the minimum requirement please leave this section blank and the Administrator will complete it for you.

4.2 Please list the full studio address.

4.3 You should list a telephone number so that the examiner can get hold of you in case of emergencies on the examination day. A mobile number would be the most appropriate.

5. **PART C TEACHER DETAILS**

This section provides information on the registered or enrolled teachers who have taught the candidates

5.1 List the membership number and only the Family name of each teacher. This will enable us to ensure that we have the correct details.

5.2 Only tick the TCP Tut box if you or one of the teachers listed is enrolled on the TCP Programme. A tutorial will be scheduled at the end of the examination session.

5.3 The address for correspondence and the contact numbers can be any of the teachers or the principal. This nominated person will receive the completed forms, results and certificates and will be the main contact person should the Academy need to discuss the arrangements for the examinations at any time. Please indicate by a (✓) whose address and contact details have been listed.

6. **PART D FEES**

Fees for all Examinations and Presentation Classes are published in the Diary which accompanies the Dance Gazette and the Academy's website www.rad.org.uk. Please note the level of fee for Presentation Classes is for the total number entered at each Grade and not different fees for each set entered within a grade.

6.1 Insert the number of candidates entered for Examinations at each Grade and the current fee.

6.2 Multiply the number of Examination candidates x fees and complete the total column.

6.3 Insert the number of candidates entered for Presentation Classes at each Grade and the current fee.

6.4 Multiply the number of Presentation Class candidates x fees and complete the total in the appropriate total column.

6.5 The extra box below the total boxes should be used for any other services required (as advised by your Administrator e.g. additional fees for Special Exams, Centre surcharges, private lessons etc).

6.6 Add up the number of entries for Examinations and Presentation Classes and write separate totals in the appropriate boxes.

6.7 Add the total Examination fees to the total Presentation Classes fees and write this amount in the "Overall total fees" box. A cheque or other form of monetary order should be enclosed for this amount. Please do not enclose cash.

7. The form should be signed and dated by either the Principal or Teacher 1 (if different). You are expected to have read the rules and regulations of the Royal Academy of Dance pertaining to Graded Examinations and Presentation Classes which are contained in its publication *Examinations and Presentation Classes of the Royal Academy of Dance*.

How to complete the GEF 2 entry form

This form shows the details of your candidates and the order you would like these to be examined or assessed. It is also used by the Examiner in the Examination / Presentation Class room. A separate GEF(2) form should be completed for each day of examining.

1. CENTRE AND CENTRE ID Please insert the name of the school shown on form GEF(1). This will help Organisers to match this form to GEF(1), in case they become separated.
2. DATE Do not complete this section as it is for the Administrator's use only.
3. LEVEL COLUMN Please indicate which Grade each candidate is taking. The following codes should be used :
PP P 1 2 3 4 5 6 7 8
4. NUMBER OR COLOUR COLUMN For **Presentation Classes** each candidate is given a number. Please specify the number of each candidate in numerical order. For **Examinations** candidates are required to wear a coloured ribbon or badge. They should be indicated on the form in the following order PINK (P), BLUE (B), WHITE (W) and YELLOW (Y). Please insert the colour of each candidate on the form as follows P, B, W, or Y.
5. CANDIDATE ID No This is the Candidate's ID number that was allocated at the time of registration. These will be assigned from September 2001 in the UK and from January 2003 internationally.
6. NAMES Please complete as indicated. It is important to note that the Examination and Presentation Class Certificates are prepared from the names on the entry form. Please ensure spellings are correct and that the names are written in the order in which you would like them to appear on the Certificate. Please remember to leave one line blank in between each Set/Group of children.
7. DATE OF BIRTH COLUMN This is to be completed for all candidates and should comply with the age requirements published in *Examinations and Presentation Classes of the Royal Academy of Dance*
8. TEACHER COLUMN If there is more than one teacher shown on the GEF(1), please indicate by ticking (✓) the appropriate box in this column which teacher has taught each candidate. In schools where there are more than 4 teachers who have taught the candidates please use another copy of the GEF(2) , aligning the boxes to the candidates on the first GEF 2. This will ensure that all teachers who have contributed to a candidate's tuition will be credited with their candidate's result(s).
9. GENDER COLUMN Please indicate whether the candidate is male (M) or female (F)
10. ETHNIC CLASSIFICATION Please complete according to Government Ethnic Origin Classification Tables published in *Examinations and Presentation Classes of the Royal Academy of Dance*
11. SPECIAL NEEDS Please state yes (Y) if the candidate has any needs that require special conditions to be put in place for the Examination or Presentation Class, otherwise state no (N).
12. RESULT COLUMN Do not complete this section as it is for the Examiner's use only.
13. CONTINUATION SHEETS Each separate GEF(2) should be numbered. If you cannot fit all the candidates on one sheet, please use a continuation sheet for that day, numbering the continuation sheets consecutively as well as cumulatively.