

### How to complete the VEF1A entry form

This form should be fully completed by the teacher for each candidate to enable the Administrator to allocate an examination to suit individual requirements.

1. LEVEL OF EXAMINATION Please tick the relevant box to indicate which examination that particular candidate wishes to take. It is very important to tick the correct box.
2. EXAMINATION VENUE This is the venue at which the examination will take place
3. CANDIDATE ID This is the number allocated to a candidate by the Academy. If a candidate has previously been entered for Graded Examinations the ID No they were given at the time should be stated. However, if a candidate does not have an ID please leave this blank.
4. FIRST NAME AND FAMILY NAME These sections should be completed clearly and exactly how the candidate wishes to have his or her name written on subsequent reports and certificates. Please ensure the spelling is correct.
5. HOME ADDRESS The address should always be completed clearly including contact telephone number.
6. SPECIAL NEEDS Please state yes (Y) if the candidate has any needs that require special conditions to be put in place for the Examination, otherwise state no (N)
7. DATE OF BIRTH This is to be completed for all candidates and should comply with the age requirements published in
8. *Examinations and Presentation Classes of the Royal Academy of Dance*
9. GENDER Please state clearly whether the candidate is male or female as they are examined separately
10. HEIGHT This information is used when allocating examinations to candidates. Candidates of similar heights are grouped together and where possible in ascending height when standing at the barre. Please ensure heights are stated as accurately as possible.
11. ETHNIC CLASSIFICATION Please complete according to Government Ethnic Origin Classification Tables published in
12. *Examinations and Presentation Classes of the Royal Academy of Dance*
13. DISTANCE FROM HOME TO EXAMINATION CENTRE Please be as accurate as possible when giving this information. It will be taken into consideration when the time of each candidate's examination is arranged.
14. PREVIOUS ENTRIES Please complete these sections if applicable
15. COACHING Candidates who have been taught by Vocational Graded Examiners either in private lessons or coaching sessions six months prior to the session being entered, must state the name of the Examiner(s) concerned together with the dates of the lessons or coaching received. Candidates, who are personally known to Examiners, must also indicate the Examiners name on this section of the form. It is the teacher(s) responsibility to provide accurate details for the candidate being entered.
16. CANDIDATES' TEACHERS Teachers should indicate at the bottom of each VEF1A form whether they have taught that candidate.
17. Please number each VEF1A form. Please number them consecutively as well as cumulatively.

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