

# NATD

National Association of Teachers of Dancing

## EXAMINERS' HANDBOOK

April 2022

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Founded 1906



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## **1. APPOINTMENT PROCEDURE AND COMMITTEE RESPONSIBILITIES**

### EXAMINERS

There are five grades of Examiners in each Branch.

#### i. Founder Examiners

May be appointed by the Council on the development of a new Branch from the acknowledged experts and existing examiners who were responsible for its creation, together with approved examiners who have attended a specified course of instruction.

#### ii. Appointee / Probationer Examiners

The need for new examiners is circulated to all members of the NATD. Any member who is qualified to Fellowship level in at least 2 Branches may apply. Those who submit an Application will have their students' examination results and comments regarding their organisational skills recorded in Examiners' Report Forms reviewed. This information together with the Application, details of other relevant qualifications and experience helps the NATD Examiners' Selection Panel (consisting of; President; Chief Executive; the Quality Assurance Manager) to produce a short list of candidates. After a personal interview, the NATD Examiners' Selection Panel would recommend the successful candidates to the Council of Management for appointment as 'Appointee Examiners'. After four favourable reports from four 'sit-in' sessions with a full examiner they would be appointed 'Probationer Examiners'.

#### iii. Full Examiners

Confirmation as full examiners would take place after satisfactory completion of an agreed number of examinations as a Probationer Examiner.

#### iv. Limited Grade Examiners

### Rule 19B

1. Confer additional responsibilities on an Examiner within a Branch or Branches of which the Examiner is a member providing that those responsibilities do not exceed the level to which the Examiner is qualified within the Branch or Branches.

#### v. Retired Examiners

May refer to their past examiner status followed by the addendum (RET).

### EXAMINERS MEETINGS

The Examiners are divided into two sections; Theatrical and Ballroom Musical Theatre, Freestyle and Street are covered by both Theatrical and Ballroom sections.

Each section is divided into Branches: -

### 1. Theatrical Section

- Ballet
- Classic Ballet
- Contemporary
- Gymnastic Dance
- Freestyle
- Modern Stage
- National Tap
- Stage Branch Tap
- Street

In certain instances these are also responsible for new or less established Branches.

Ballet

- AdultFit

National Tap

- AdultFit

Stage Branch Tap

- AdultFit

### 2. Ballroom Section

- Alternative Rhythms
- Ballroom
- Classical Sequence
- Freestyle
- Latin American
- Street

Certain new or less established Branches may come under major branch supervision.

Alternative Rhythms

- American Smooth, Mambo, Merengue, Salsa, Tango Argentino

Ballroom

- Viennese waltz

Classical

- Modern & Latin American Sequence

Freestyle

- Rock 'n Roll, Line Dancing

Each section – Theatrical and Ballroom will meet biennially on alternate years.  
**All** Examiners in each section will be obliged to attend.

The programme of Examiners Meetings, which the Chief Executive and the Quality Assurance Manager will attend, will be:

#### Biennially

Theatrical and Ballroom Sections on alternate years.  
Chairman - Chief Executive

#### Annually

Each Branch will have a meeting or workshop to which all appropriate Branch Examiners must attend. These can be either live meetings or online.  
Chairperson – Senior Examiner

#### BRANCH COMMITTEES

In 2021 following the Covid Pandemic the Council of Management approved the following changes to the appointment of Branch Committees.

With effect from 2022 committees will be elected by electronic ballot from all the Examiners of that branch.

From the group of five committee members a Senior Examiner will be elected as Chairperson of the branch.

The ballot will be for a 3 year term. The role of Senior Examiner must be relinquished after 1 term but the individual is then eligible for nomination as a committee member. After 1 term as a committee member, the member is eligible to take on the role of Senior Examiner again but shall serve a maximum of 2 terms as Chair in a 12 year cycle. The Senior Examiner must have a background of teaching and entering students across the range of amateur/vocational and professional examinations in the genre.

All Committee Members- shall serve a maximum of 4 consecutive terms of 3 years either as Chair or as a member, then must wait 2 terms before further nomination to the committee.

Exceptions to these requirements may be granted by Council in particular circumstances i.e., where there are insufficient examiners in a particular genre to ensure the rotation of committee members.

## Annually

Branch Committee – Chairperson – Senior Examiner

Other Branch Committee meetings may be called for exceptional reasons but only with the approval of the Chief Executive.

It is hoped that every syllabus will be carefully considered and will remain as such for at least five years.

Under no circumstances will any change of syllabus revisions or additions be permitted until they have been approved by the Council and fully introduced to the examiners and Teachers.

## **2. EXAMINERS' TERMS OF REFERENCE**

**Rule 20.** No examiner shall take part in or supervise any examination in any Branch other than that to which he/she has been appointed by the council.

**Rule 21** An examiner shall not conduct the examination of his/her own pupil or student at any school or establishment, with which the examiner is directly or indirectly connected. Upon appointment, every examiner, shall by written notice, declare the nature of his interest in and particulars of any such school or establishment.

**Rule 22(a)** The Council may direct any examiner to undertake any refresher or other course of instruction in any Branch at any time.

**Rule 22(b)** Examiners have an obligation to support to the best of their ability National meetings and conferences.

1. As the representative of the Association the examiner is expected to treat the teacher/member and candidates with equal respect and to conduct the examinations with dignity and fairness to all. The method of presenting candidates to the examiner may vary from school to school and examiners must be prepared to adapt themselves to the circumstances within reason. In all circumstances, the candidates should receive a pleasant acknowledgement and sympathetic treatment throughout the examination.
2. An examiner should not correct the work or teach in any way during the examination. His/her duty is solely to adjudicate the dance examination as it is performed. Serious lack of knowledge of the syllabus or the required technique should be reported back to the Quality Assurance Manager on the Examiners' Feedback form. The Teachers Feedback form may be used as initial communication of syllabus errors to the teacher.
3. All marking must be according to the agreed criteria.
4. Examiners should not include questions that exceed the requirements of the grade under examination. Knowledge of the content of previous grades can be tested.

5. Copies of the current Syllabus (course of study); the Marking Criteria and the Theory Questions for the relevant Grades being examined should always be taken to the examination centre.
6. The examiner will be informed of any Reasonable Adjustments/Special Considerations that a candidate might need, a week before the examination session. The same criteria of assessment applies to all such candidates as any other candidate, regardless of disability, in any Graded or Vocational Graded examination the Association offers to maintain the validity of the award.
7. Results of the examinations should not be made known by the examiner to the Centre. Results always have to be processed initially through Head Office.
8. Should any problems arise during the session particularly with respect to poor standards, misinterpretation of the syllabi, incorrect tuition or poor organisation, a full report should be made to the Head of the Examinations Department. No discussion should take place with the teacher at that time as such discussion could be construed as contentious and may unintentionally reflect unfavourably upon a previous examiner. However matters affecting the Health and Safety of those concerned in the examination must be pointed out as soon as possible.
9. Theatrical/Freestyle Grades' Examiners must write notes on each candidate throughout the various sections of the examination to support and explain their marking so that any Enquiries can be answered and Appeals investigated. This also gives back-up should Report forms get lost in the post. These must be kept for a minimum of 2 months. It is recommended that a record of all Ballroom/Latin/Freestyle marks is kept by examiners for the same reasons.
10. Examiners must ensure that they do not disclose any confidential material to either teachers or candidates.
11. **Examiners must hold a current Disclosure and Barring Check and complete Standardisation Exercises when requested to do so.**  
**These are requirements for continuing in the role**

**On no account may an examiner conduct any business on his/her own behalf when visiting a school/centre as an examiner for the Association.**

### **3. CONDITIONS OF APPOINTMENT**

When there is a need for new examiners, an announcement will be circulated to the membership so that suitably qualified members may apply.

Examiners must be qualified to Fellowship level in at least two branches of the Association. Recognition at this level is open to those qualified by other awarding bodies approved by NATD/CDMT/BDC/OFQUAL

Candidates will be interviewed by the NATD Examiners' Selection Panel (consisting of the President; Chief Executive and the Quality Assurance Manager). Status as an Appointee examiner is given initially and the Appointee will attend an Induction course taken by the Quality Assurance Manager and a Senior Examiner which will cover the various policies and Code of Practice; the Examiners' Handbook and the relevant marking system. An experienced examiner will act as a mentor to offer support throughout their training. The new Appointees will "sit in" (with the Teacher's permission) on four examination sessions alongside an examiner. At certain intervals during the examination session, the examiner will compare and discuss the marks awarded to establish standardisation of marking. In order to build confidence, the Appointee will be given the opportunity to conduct an examination or part of an examination with the support of the examiner.

After the session, the examiner sends a detailed Report stating the strengths and weaknesses of the Appointee to HO. A copy of this is sent to the next examiner involved in the Training process in order to assist in training in the following "sit in" and address any issues arising from the previous session. Another copy is sent to the Appointee's mentor who will make personal contact and offer advice and counselling. The Appointee Examiner will also provide self-analysis feedback on the sessions.

After an agreed number of successful sessions, a recommendation would be made that the Appointee becomes a Probationer Examiner. Alternatively, if the Appointee has not made sufficient progress, the training process would be repeated. After which, the Appointee would either be made a Probationer Examiner or in the event of failure, the Appointee will be deemed unsuitable to be an examiner.

For the first three examination sessions, the Probationer examiner's marking will be monitored to ensure standardisation is maintained. If the marks significantly deviate from the mean, the Probationer Examiner would be required to repeat the training process. After satisfactory completion of an agreed number of examinations, the Probationer examiner would be confirmed as a full examiner.

In the first year of appointment, the new examiner should not be asked to take any professional examinations, or attend sessions lasting more than one day at the same centre.

The candidate must be personable and able to inspire confidence, as these are the qualities required in a representative of the NATD and in an examiner during the examination to give assurance to the candidates and their teachers.

The examiner must have the ability to make decisions and to assess the candidate fairly and in a professional manner.

- ❖ The examiner should be prepared to be available to conduct 5-25 sessions per year.
- ❖ All marking must be according to the agreed criteria.
- ❖ Attendance at all examiners' meetings and training sessions will be expected.
- ❖ All examiners appointments will be reviewed annually.
- ❖ Continual Personal Development (CPD) is mandatory for all examiners

#### **4. FEES**

In accordance with the current policy of the Association

#### **5. TIMING OF EXAMINATIONS**

Please refer to current syllabi.

#### **6. DUTIES**

- To provide the services as an Examiner as agreed from time to time with the NATD and:
- To commence on time and to keep time, as far as possible, to the agreed timetable.
- To plan and allow sufficient time for the journey to the examination centre.
- To conduct the examinations and write legible report forms.
- To report to the examination department on the standard of the work seen.
- To report also on the centre, the organisation of the session and on how much attention has been paid to the Health and Safety requirements.
- To ensure that all assessment procedures are in accordance with the NATD's Equal Opportunities Policies and adhere to the accepted code of good practice, as specified in examiners' training workshops and NATD policy meetings.

#### **7. MARKING: Administrative Procedure**

After each examination session, the examiner returns the completed forms and summary of the results to Head Office for checking procedures to be carried out. The Examinations Department checks the documentation resulting from the examination for the following:-

1. The candidate's name and identification number are correct
2. The correct report sheet has been used for the Branch and the grades examined
3. The number of report sheets is the same as the number of candidates listed in the summary sheet
4. The marks allocated have been totalled correctly and the results correspond to that on the summary sheet.

Head Office keeps copies of the candidate's report sheet for analysis and archiving and the original sheets are sent with the certificates after two weeks from the date of examination.

#### **8. EQUAL OPPORTUNITIES POLICY**

The NATD is committed to equality of opportunity for all its members and their students and will not discriminate on (and expects Examiners not to discriminate on) the basis of race,

colour, religion or belief, nationality, ethnic or national origin, marital or civil partner status, class, gender, gender reassignment, pregnancy or maternity, sexual orientation, age, physical, mental, sensory or learning disability.

The concept of equal opportunity is fundamental to good practice in education in which fairness to all is a basic right. Equal opportunity in dance schools requires an ethos and structure that enables and actively encourages individual students to realise their full potential. This involves the recognition and acceptance of individual needs and differences and seeks to ensure all are valued as people.

In order to promote equality of opportunity and the elimination of unfair discrimination, the NATD will

- ensure all members are made aware of the NATD's Equal Opportunities Policy
- ensure that all publicity and information concerning the Association demonstrates its commitment to equal opportunities
- do its utmost to provide dance opportunities to meet the needs of the community
- keep all aspects of the NATD training programme under constant review to promote the understanding of equal opportunities
- ensure that appropriate advice is available to all members concerning the NATD's Equal Opportunities Policy and its implications
- develop links with appropriate people, groups and associations, both inside and outside the organization to further and develop its Equal Opportunities Policy.

Both in setting the structure and content of qualifications and in its processes and arrangements for assessment and awarding, the NATD will: -

- ensure access and equality of opportunity while safeguarding the integrity of the qualification
- not create unnecessary barriers to achievement
- guarantee fair assessment for all candidates including those with assessment requirements
- take account of all new legislation in relation to equality of opportunity

The NATD is committed to ensuring that principles of equal access are adhered to except in cases where the requirements of professional practice have to be considered, in which case candidates will be given the appropriate counselling or advice in order to support their progression.

Action by the teachers to exclude a particular individual from a class, or deny access to an examination, must be taken only after consideration of all the circumstances, consultation with the student concerned (or their parent/guardian if more appropriate), and only if there is a reasonable belief that there is no alternative to the proposed action.

Teachers must also be aware of the following circumstances: -

- Minimum age limits for entry are applied to some examinations in order to protect the health and safety of young children for whom the demands of certain syllabi would be beyond the stage of their physical development
- Certain sections of some examinations are designed particularly for either male or female candidates. This should in no way be construed as sex discrimination as these are designed to reflect and meet the demands of the dance profession

### **CANDIDATES WITH DISABILITIES**

The Equalities Act 2010 defines disability as a physical or mental impairment which adversely affects a person's ability to carry out normal day-to-day activities which is

- Substantial (more than minor)
- Long-term (have lasted at least 12 months or are likely to last 12 months or will be permanent)

Impairment covers physical and mental impairments

- Physical impairment include those affecting the senses such as sight and hearing
- Mental impairments include clinically recognised learning difficulties (e.g. dyslexia) and mental illness

The NATD expects all candidates to be afforded the same treatment and that no candidates with disabilities should be treated less favourably than other pupils simply because of their disability.

Examiners must be aware of any disabilities prior to an examination taking place. Head Office will notify examiners in advance of the examination of candidates with disabilities who have requested a reasonable adjustment in advance of the examination. Head Office will specify the adjustment to be made.

Examiners must examine what they see against the criteria specified for that syllabus. Whilst due consideration will be given to the adjustment (for example allowing additional time for a candidate to complete the required exercises and movement), examiners must mark in accordance with the criteria. Should an exercise not be shown it should be marked as such.

**(Further guidance on Reasonable Adjustments and Special Considerations for students examinations in dance can be found at [NATD Policies - NATD](#))**

### **9. ANTI-CORRUPTION AND BRIBERY POLICY**

NATD take a zero-tolerance approach to bribery and corruption and are committed to acting professionally, fairly and with integrity in all our relationships and will uphold all laws relevant

to countering bribery and corruption.

In this policy, third party means any individual or organisation you come into contact with in connection with any NATD activity and this policy applies to all individuals engaged (whether examiners or employees or otherwise) by NATD (collectively referred to as workers in this policy).

### **What is bribery?**

A bribe is an inducement or reward offered, promised or provided in order to gain any commercial, contractual, regulatory or personal advantage.

### **Gifts and hospitality**

This policy does not prohibit normal and appropriate hospitality (given and received) to or from third parties.

You are prohibited from accepting a gift from or giving a gift to a third party OR The giving or receipt of gifts is not prohibited, if the following requirements are met:

1. it is not made with the intention of influencing a third party to obtain an advantage, or to reward the provision or retention of business or a business advantage, or in explicit or implicit exchange for favours or benefits;
2. it does not include cash or a cash equivalent (such as gift certificates or vouchers);
3. it is appropriate in the circumstances. For example, in the UK it is customary for small gifts to be given at Christmas time;
4. taking into account the reason for the gift, it is of an appropriate type and value and given at an appropriate time; and
5. it is given openly, not secretly.

The test to be applied is whether in all the circumstances the gift or hospitality is reasonable and justifiable. The intention behind the gift should always be considered.

### **What is not acceptable?**

It is not acceptable for you (or someone on your behalf) to (there may be other examples not listed):

1. give, promise to give, or offer, a payment, gift or hospitality with the expectation or hope that an advantage will be received, or to reward an advantage already given;
2. accept payment, gift or hospitality from a third party that you know or suspect is offered with the expectation that it will obtain an advantage for them;
3. engage in any activity that might lead to a breach of this policy.

### **Facilitation payments and “kickbacks”**

We do not make, and will not accept, facilitation payments or "kickbacks" of any kind.

## **Responsibilities**

- You must ensure that you read, understand and comply with this policy.
- The prevention, detection and reporting of bribery and other forms of corruption are the responsibility of all of us.
- You must notify Head Office as soon as possible if you believe or suspect that a conflict with this policy has occurred, or may occur in the future.
- We reserve our right to terminate our contractual relationship with any workers if they breach this policy and employees would face disciplinary action.

Record-keeping: You must declare and keep a written record of all hospitality or gifts accepted or offered, which will be subject to Head Office review.

How to raise a concern: You are encouraged to raise concerns about any issue or suspicion of malpractice at the earliest possible stage with Head Office.

We are committed to ensuring no one suffers any detrimental treatment as a result of refusing to take part in bribery or corruption, or because of reporting in good faith their suspicion that an actual or potential bribery or other corruption offence has taken place, or may take place and any concerns in this regard should be raised with Head Office.

Head Office has overall responsibility for ensuring this policy complies with our legal and ethical obligations, and that all those under our control comply with it.

We reserve the right to amend the policy at any time.