

NATD

National Association of Teachers of Dancing

Examination General Information/Instructions

1) Completion of Confirmation Form

- Once Head Office have received an Examination Request, they will process it and a confirmation email will be sent to your email address confirming your Examination Session number, along with the session Confirmation Form – which will require completing and sending back to exams@natd.org.uk 21 days (or earlier) prior to the examination session.
- Completed with the approximate number of students (not groups) to be taken in each section, this will be the amount of report forms that will be sent, plus a few extra.
- If you have any Theatrical/Ballroom/Freestyle/Street Graded Exams within the session you will be required to tick a box, date & sign the bottom of the form - this is for OFQUAL purposes.
- An examiner will not be appointed until a completed confirmation form has been received.
- Times for all Exams are in each Genres Syllabi.
- Maximum hours for examining per day is 7 hours excluding breaks and lunch.

2) Minimum Fee

Leaflets of examinations and fees are available on the NATD website www.natd.org.uk members area, teachers. Minimum fees to hold the following:

- £500 – Live
- £300 – Zoom
- £300 – Video

3) Professionals

- All completed professional application forms must be emailed to exams@natd.org.uk at least 14 days prior to the examination date.
- Payment for professional examinations & membership/entrance fees (if applicable) will be included on the session invoice.
- Cancellation of professionals must be notified to Head Office exams@natd.org.uk at least 7 days before the examination.

4) Reasonable Adjustments/Special Considerations

- Reasonable adjustments/special considerations forms will need to be completed for each appropriate student at least 21 days before the examination date and emailed to exams@natd.org.uk.
- Once an examiner has been appointed, this will be sent to Quality Assurance Manager for approval and then forwarded to your examiner.
- **PLEASE DO NOT** send your reasonable adjustments/special consideration forms to your examiner or give to the examiner on the day of your exam.

5) Joining Session

Please advise the office of any other teachers joining your session. The teacher joining your session will also be required to submit an examination request, which will be linked to yours, however they will receive their own invoice to pay and will receive their own results.

6) Medals

On full payment of your invoice, your certificates will be sent to you directly from Head Office. The order for your medals/trophies will be forwarded to our supplier who will deliver in **6 weeks**. Upon receipt of your certificates and medals/trophies you must open and check that everything is correct. This will include names, condition, correct exam etc. and inform Head Office of any issues within 21 days of receiving your order. Errors notified after the 21 days, will be replaced at your cost.