

# ROYAL ACADEMY OF DANCE

## **Information for teachers on examination scheduling in AECs**

### **1. Overview**

1. The following is intended as a guide to the way that examinations are scheduled in Approved Examination Centres (AECs – i.e. the teacher's own studio).
2. It is the responsibility of RAD offices to schedule examinations.
3. In exceptional circumstances the examination day may need to vary from the guidelines below.

### **2. Working days**

1. Examinations in most countries/regions will start at 10am unless otherwise requested or advertised by the local RAD office.
2. Examinations in most countries/regions will not normally start before 9am.
3. To request an earlier start, the desired time should be clearly indicated when submitting entry forms.
4. All examinations will be finished by 7pm.
5. The examination day (excluding breaks) will not exceed six hours.
6. Where the order of sets dictates that one half of the day will be longer than the other, a longer morning and a shorter afternoon will be scheduled.

### **3. Breaks**

1. Examiners will not normally work for more than two hours without a break.
2. Breaks will be spread evenly throughout the day.
3. If a break is required at a specific point during the day this should be marked clearly on the entry form or in accompanying notes/correspondence. RAD offices will endeavor to provide teachers with their preferences, but this is not guaranteed.

- For quality assurance purposes, examiners' breaks will not be shortened.

#### 4. Timings

- These timings are intended as a guide to the way that an examination day will be scheduled. Timings will not always be exactly as specified below.
- A normal working day for examinations consists of 7½ hours in total. Examiners cannot examine for longer than 7½ hours in one day.

<b>Breakdown</b>	<b>Full Day</b>	<b>Half Day</b>
Examining time	6 hours	3 hours
Breaks	½ hour	¼ hour
Lunch break	1 hour	n/a
<b>Total:</b>	7½ hours	3¾ hours

- Examining times and average breaks:

<b>Examining time (hours)</b>	<b>Break 1 (minutes)</b>	<b>Break 2 (minutes)</b>	<b>Break 3 (minutes)</b>
3	15	n/a	n/a
3½	30	n/a	n/a
4	15	45	n/a
4½	15	60	n/a
5 – 6	15	60	15

## 5. **Monitoring and review**

1. *Information for Teachers on Examination Scheduling in AECs* is monitored on a regular basis by the Examinations Strategy and Operations Committee.
2. These guidelines are reviewed on an annual basis and are signed off by the Director of Examinations.

Guidelines Approved Date: November 2018

Review Date: November 2019

Circulation:

- National Directors, Managers and representative offices
- RAD websites

A handwritten signature in black ink, appearing to be 'A. McBirnie', with a long horizontal line extending to the right.

**Dr Andrew McBirnie, Director of Examinations**