

ROYAL ACADEMY OF DANCE

Special Exams policy

1 Policy statement

- 1.1 This document describes what Special exams are, when they occur, who can apply for them and who administers them. For all information regarding fees, availability and closing dates please contact your local office.

2 What is a special exam?

- 2.1 Special exams are exams that are scheduled outside published exam sessions.
- 2.2 Special exams can be requested for dates outside the published session dates listed in an applicant's area, with the exclusion of public holidays.
- 2.3 Special exams are subject to a surcharge which reflects the additional cost in providing the service. In exceptional circumstances, applicants may be required to cover the costs of part or all of the examiner's travel and accommodation arrangements.
- 2.4 If a Special exam of more than one day is requested, the additional days must be consecutive to the initial date. These additional days are usually subject to a lower surcharge. If Special exams are requested on non-consecutive days, these are treated as separate sessions with applicable surcharges.
- 2.5 Special exams are offered subject to availability. Whilst RAD will always do its best to accommodate all Special exam entries, this cannot be guaranteed.

3 Who can apply for a Special exam?

- 3.1 Currently applicants resident in Australia, Canada, South Africa, New Zealand, UK and USA can apply for Special exams. The countries and/or regions able to offer Special exams are regularly reviewed so please contact your local office to check should you wish to arrange a Special exam.
- 3.2 As with any exam entry, a teacher registered with the Royal Academy of Dance (RAD) who is a current member must be listed on the entry form.
- 3.3 A minimum examining time is required for Special exams sessions, but applicants may join together to meet this requirement. In these circumstances the local office must be informed on application. Applicants

should refer to the normal requirements for joint exam entries (see Specifications).

4 Allocating an examiner for a Special exam session

- 4.1 Once a request for a Special exam session is received, the relevant local office will liaise with the Panel of Examiners Manager to allocate an examiner.

5 General

- 5.1 The procedures for entry and scheduling are the same as for exams in published sessions.
- 5.2 Results for Special exams are treated in the same way as other exam results and Teachers and Candidates should refer to the *Policy and procedures for processing and issuing results, certificates and medals* for details of timelines.
- 5.3 If an applicant wishes to cancel the Special exam session, they should contact their local office as soon as possible. Particular timeframes and cancellation charges may apply.
- 5.4 In certain circumstances, applicants may be required to organise part or all of the examiner's travel and accommodation. Applicants will be informed of this at time of booking.

6 Monitoring and review

- 6.1 This policy is monitored by the Exams and Regulatory Subcommittee.
- 6.2 This policy is reviewed on an annual basis and signed off by the Director of Exams.

Policy Author:	Dan Phelps (Head of Exams Operations)
Approved by	 Mary Keene Director of Exams
Policy Adopted Date	January 2021
Policy Reviewed	September 2025
Next Review Date	September 2026