

ROYAL ACADEMY OF DANCE



2025-2026

**EXAM GUIDE**

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# Quick Links to Webpages

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- [Set Timings](#)
- [Exam Fees \(\*Exam Guide pgs 11-12\*\)](#)
- [Sessions & Closing Dates \(\*Exam Guide pg 16\*\)](#)
- [Prerequisites & Age Requirements](#)
- [Reasonable Adjustment \(\*Exam Guide pg 14\*\)](#)
- [Result Enquiry & Special Consideration \(\*Exam Guide pg 14\*\)](#)
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# Exam Entry Options

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## AEC “Approved Examination Centre”

### In Person

- The examiner conducts exams at the applicant's studio.
- The applicant is responsible for providing the approved music, including the new (2023) Free Enchaînement music for vocational exams, via download or CD purchase, and providing a music operator or pianist.
- Exam entries must total at least 3 hours or \$1,710.

### Filmed

- Exams are filmed at the applicant's studio.
- The applicant is responsible for providing the approved music, including the new (2023) Free Enchaînement music for vocational exams, via download or CD purchase, and providing a music operator or pianist.
- Exam entries can be any length or dollar value.

## RAV “RAD Approved Venue”

- Exams take place at a studio designated by the RAD.
- The exam schedule and sets are arranged by the RAD. The location will only be made available once entries are confirmed, approximately one month prior to the start of the session.
- Students may not be kept in the same order you have indicated in your entry and may be mixed with students from other studios.
- At RAV venues, pianists will be used whenever possible for vocational levels. Candidates should be prepared to be accompanied by live or recorded music.

## New for SK Winter Exams

- The SK Winter Session will take place in Saskatoon and Regina only, **unless** it is indicated in your exam entry that you can arrange personal travel for the examiner, (not a taxi), to and from the closest major city once the exam date(s) are provided.
- Mileage reimbursement will be provided to the studio upon submission of the km to the office.
- If you are unable to arrange transportation, the following options remain:
  - Filmed Exams
  - AEC hosted exams in Saskatoon, Regina, or any outskirts studios that are taking care of the examiner's transportation
  - RAV exams in Saskatoon or Regina
  - Exams in the Fall or Late Spring sessions
  - Arrange for an Exam Special (minimum of 6 hours is required. See pg.13 for more details)



# Completing Your Exam Entry



**Step 1** Log into the Members' Area and navigate to the [Online Exam Entry](#) section.

## Step 2 Register your candidates

- If you have a candidate who is new to RAD exams, please register them. (See [pg. 7](#) for detailed information on how to register a candidate).
- If you have a candidate who previously took exams with another school, contact your Exam Planner to have the student transferred to your school. **Please DO NOT create a new ID number for them.**

## Step 3 Pay membership dues

- Teachers are not able to submit entries or be linked to any candidates on an exam entry unless their membership is “Active”. To pay your membership fees, log into the Members’ Area and navigate to [My Account/My Renewal](#).
- If you have vocational candidates who wish to take advantage of the Member discount on exam fees, **ensure that their membership is active at least 48 hours before you add them to your entry.** (If they are added to your entry before the membership payment goes through, the full exam fee will be charged.)
- **Note:** you will see an **(M)** beside the candidate’s name once they are a Member.

## Step 4 Start your exam entry

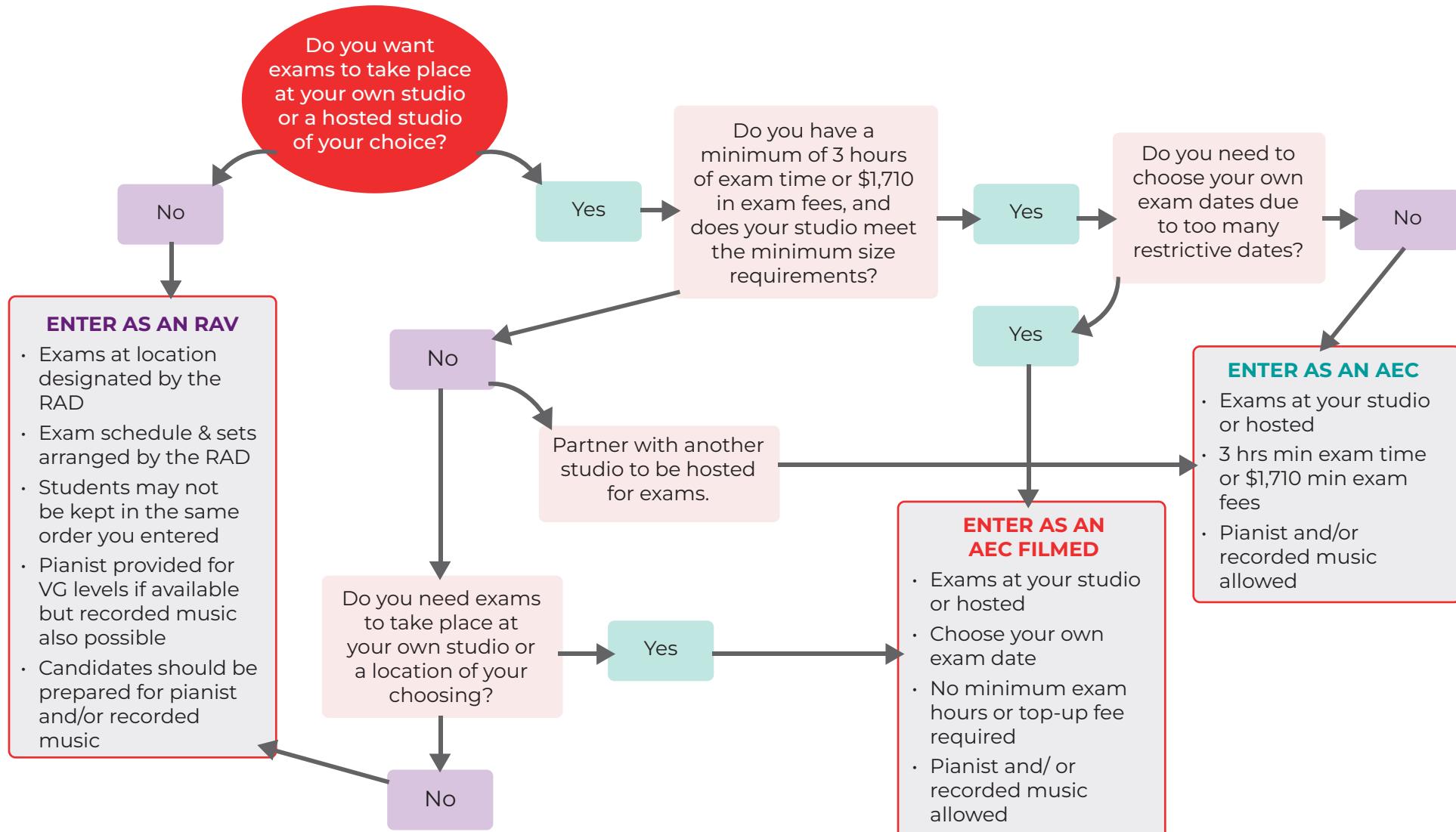
- Click on “MY EXAM ENTRIES” and then either “NEW AEC ENTRY” or “NEW RAV ENTRY”.
- For an AEC entry, choose Exam Location (Venue) from the drop-down list.
- Choose Exam Session (filmed or live).
- Select or fill in the delivery address, e-mail, phone number and card billing address. (Note: the delivery address is where we send the certificates. The billing address is the address connected to the credit card you are using for payment).
- Enter your candidates.

## Step 5 Save and submit

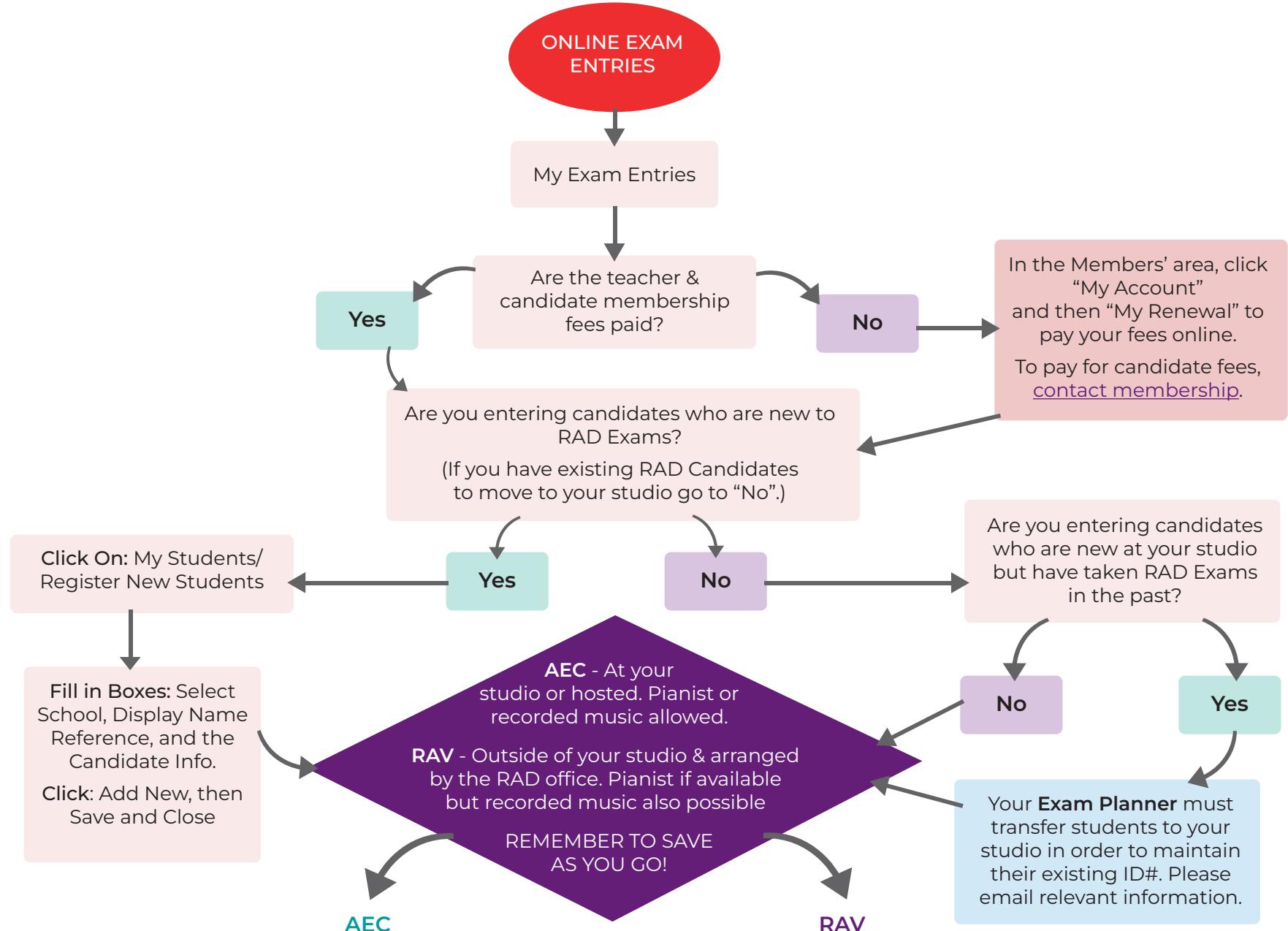
- If your entry does not meet the minimum three hours of exam time, or \$1,710 in exam fees, you have the following options:
  - **Film** – Film your entry (no minimum requirement).
  - **Hosting/Hosted** – Make arrangements to join with another studio entered for the same session. If the hosting site you wish to use does not appear on your school’s profile, contact your exam planner **in advance of the closing date** to have this site added. Please note, the RAD is not permitted to make hosting arrangements for schools.
  - **Fees** – Pay the top-up fee to bring your entry to the minimum \$1,710 exam fee requirements. (Upon submitting your entry, the system will automatically charge you the minimum fee).
  - **RAV** – Have your candidates take their exams at an RAV. (If you have already started an AEC entry, you must delete it and start over with an RAV entry).

# AEC (In-Person + Filmed) vs RAV

R

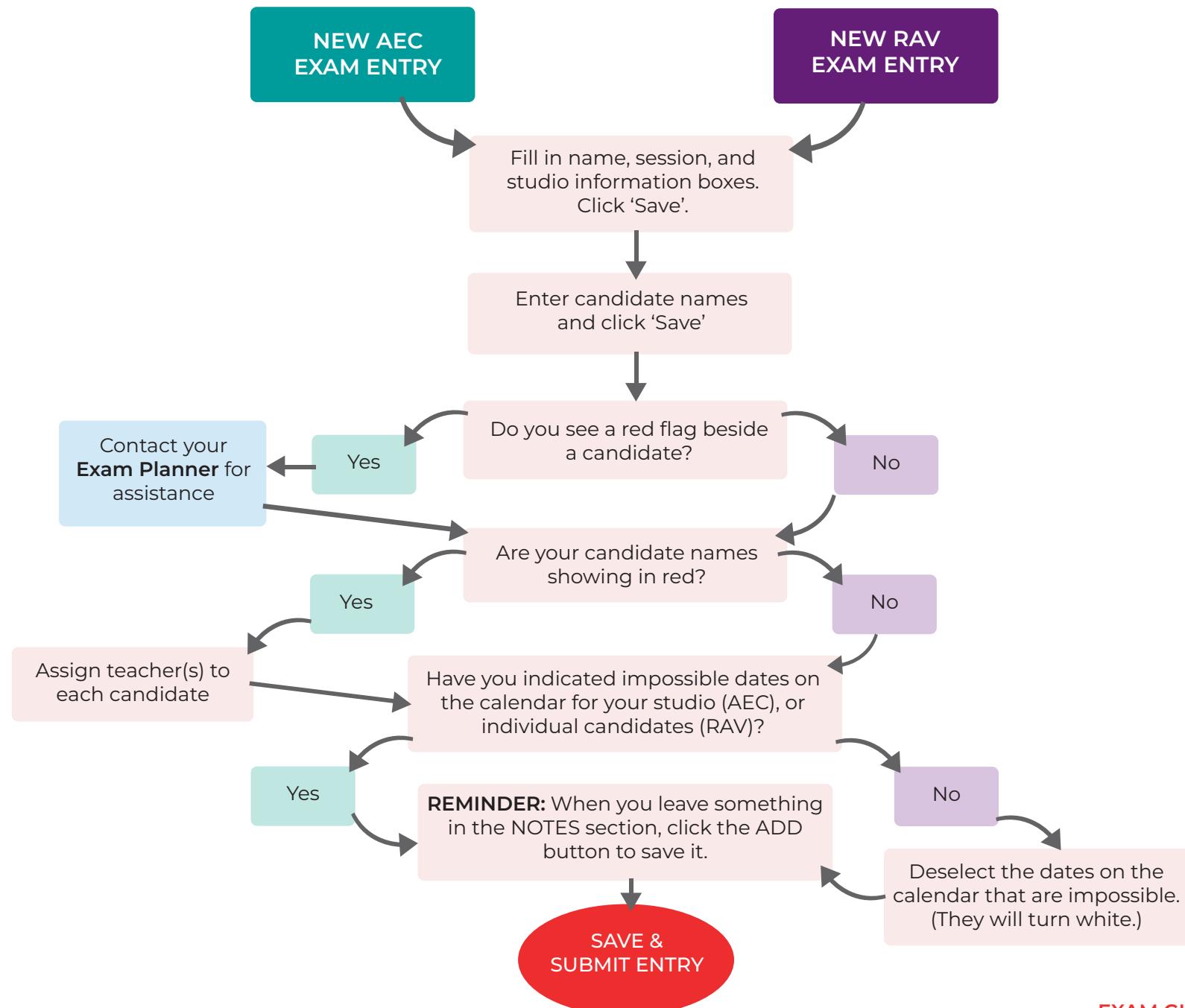


# Exam Entry Flowchart



# Exam Entry Flowchart (continued)

R

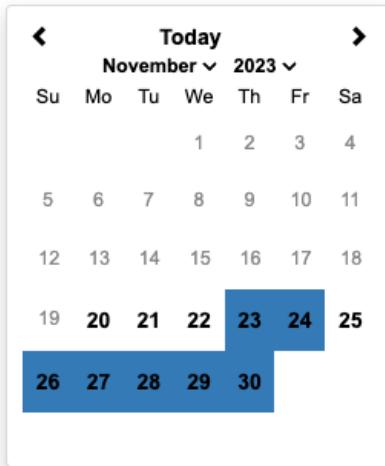


# Exam Scheduling

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## How to Schedule Your Exams

Exams may be scheduled on any day of the week, between 9am and 5pm, including weekends and some holidays. For this reason, it is crucial that you identify any days during the session as 'unavailable.' Please use the entry calendar to deselect impossible dates.



## Late Entries

Late entries are accepted at the RAD's discretion and are subject to the following late fees:

- 10% surcharge up to 1 week late
- 20% surcharge after that

## Forms

### Pre-Exam Day

- Reasonable Adjustment - used for examiner awareness of special education needs, disabilities or medical conditions for which accommodations are requested. **To be submitted at the time of entry.**
- Music Choice forms – must be completed for graded exams taking place at an RAV. **Send the completed form to your Exam Planner at least 2 weeks before the exam date.**

### Post Exam Day

- Result Enquiry - a written report with details on the results awarded. **Must be submitted within 10 days of the online results becoming available.**
- Special Consideration - a post-examination adjustment due to adverse circumstances that arose immediately before or during an examination. **Must be submitted within 5 days of the examination date.**

Documentation to guide you through the filmed exam process is available in the Members' Area in "[Exams/Policy & Guidelines](#)". Please read the new filmed documents carefully, as the information has recently changed.

**In Canada, filmed exam registrations have the same closing dates as in-person exams.**

**If you wish to film your exams, follow these steps:**

- Start a new AEC entry and choose the relevant Filmed Exam Session from the drop-down session field.
- Arrange your students in the order in which you plan to film.
- In the NOTES section of the entry, state the date(s) and start time of your filming.
- If you wish to film exams on a date(s) outside of an advertised session, please contact your exam planner for assistance.
- Filmed exams cannot be moved from one session to another.
- Before filming, you will receive a **Submitted Exam Report** to reference during filming. (Please note that Confirmed Exam Reports are issued for in-person entries, only.)
- You will need a Planet eStream link and password so you can upload your exam videos. Please email your Exam Planner to request this.
- Once the videos are uploaded, **you must create a playlist which matches the set order of your exam entry.** When completed, please paste the playlist link into the NOTES section of your online exam entry and click the green ADD button.
- Please review the [Free Enchaînement Guidelines](#) carefully before you film, to ensure you understand how to lead this exercise.
- Filmed exam footage may be rejected if the required steps are not followed. Please review the **Filmed Exam Documents** in the [Members' Area](#) to ensure you are following the required protocol to film and introduce your studio & candidates.



# AEC & Filmed Exam Fees



AEC Examinations		Class Awards	Solo Performance Awards	Demonstration Classes (Level 1 or 2)	
<b>Effective 01 August 2025 - 31 July 2026 (Fees per candidate)</b>					
Dance to Your Own Tune				\$54	
Pre-Primary in Dance		\$71			
Primary		\$91	\$81		
Grade 1		\$96	\$85	\$81	
Grade 2		\$100	\$89	\$85	
Grade 3		\$105	\$92	\$88	
Grade 4		\$109	\$95	\$91	
Grade 5		\$114	\$100	\$95	
Grade 6		\$119	\$101	\$99	
Grade 7		\$123	\$105	\$102	
Grade 8		\$129	\$111	<b>Discovering Repertoire</b>	
Intermediate Foundation		\$165		Exam	Class Award
Intermediate		\$181		Level 2 Class	\$75
	<b>Member</b>	<b>Non-Member</b>		Level 2 Variation 1	\$75
Advanced Foundation	\$196	\$334		Level 2 Variation 2	\$75
Advanced 1	\$201	\$339		Level 3 Class	\$84
Advanced 2	\$211	\$349		Level 3 Variation 1	\$84
				Level 3 Variation 2	\$84
				Level 4 Class	\$93
				Level 4 Variation 1	\$93
				Level 4 Variation 2	\$93
					\$71

Late entries may be accepted, at the discretion of RAD Canada, with surcharges applied — 10% up to a week late, and 20% after that. After the closing date, change requests must be in writing, and if approved, will incur a minimum fee of \$100.

# RAV Exam Fees



RAV Examinations		Class Awards	Solo Performance Awards	Demonstration Classes (Level 1 or 2)	
<b>Effective 01 August 2025 - 31 July 2026 (Fees per candidate)</b>					
Dance to Your Own Tune				\$74	
Pre-Primary in Dance		\$91			
Primary		\$111	\$101		
Grade 1		\$116	\$105	\$101	
Grade 2		\$120	\$109	\$105	
Grade 3		\$125	\$112	\$108	
Grade 4		\$129	\$115	\$111	
Grade 5		\$134	\$120	\$115	
Grade 6		\$139	\$121	\$119	
Grade 7		\$143	\$125	\$122	
Grade 8		\$149	\$131	<b>Discovering Repertoire</b>	
Intermediate Foundation		\$186		Exam	Class Award
Intermediate		\$201		Level 2 Class	\$95
	Member	Non-Member		Level 2 Variation 1	\$95
Advanced Foundation	\$216	\$354		Level 2 Variation 2	\$95
Advanced 1	\$221	\$359		Level 3 Class	\$104
Advanced 2	\$231	\$369		Level 3 Variation 1	\$104
Solo Seal	\$374	\$511		Level 3 Variation 2	\$104
				Level 4 Class	\$113
				Level 4 Variation 1	\$113
				Level 4 Variation 2	\$113
					\$91

Late entries may be accepted, at the discretion of RAD Canada, with surcharges applied — 10% up to a week late, and 20% after that. After the closing date, change requests must be in writing, and if approved, will incur a minimum fee of \$100.

# Results, Replacements, Specials



## Results Process

- When **exam results** are available, a notification will be sent to the email indicated in the Exam Entry. You can then access the results online.
- Result Enquiries**, if desired, must be submitted within 10 days after receipt of results email.
- Certificates, Result Forms and Medals** will be sent out to the delivery address indicated in your Exam Entry. Please ensure that this information is correct in your entry. Any changes to this information after the entry has been submitted should be sent to your Exam Planner.
- Demonstration Class Certificates** are sent directly to the studio in advance of exams. (For Demonstration Classes only, absent candidates who have been regularly attending classes with the teacher may still receive a certificate listing their achievements.)

## Replacement Certificates, Result Forms, and Medals

- In accordance with equalities law and best practice, the Academy will re-issue (for a fee) a certificate or result form under a new name for a candidate who subsequently changes their gender identity. The result form will reflect the assessed syllabus.
- Replacement certificates and result forms** are available by written request. The cost is \$40 per page.
- Replacement certificates and results forms are labeled as such.
- Replacement medals** are available by written request. The cost is \$20 per medal.

## AEC Special Exam

- AEC Specials** can only be arranged outside of the assigned session dates for each province.
- Exam Specials cannot take place within two weeks before or after an assigned session for each province.
- All Specials are subject to an entry surcharge of **\$325**.
- The minimum examining time for a Special is **6 hours**.
- The **cost of examiner travel** must be paid by the applicant.
- All Specials are subject to examiner availability.
- To request a Special**, please contact your Exam Planner.



# Candidate Information



## Absent Candidates

- Teachers should inform the Examiner of any absent candidates on the day of the exam. For absent RAV candidates, please notify your exam planner.
- The order of the remaining candidates in a set should not be altered (i.e., if candidate #2 is absent, candidates #3 and #4 should still wear the numbers 3 and 4).

## Refunds

- Candidates who are absent due to injury or illness are eligible for a 50% refund of the entry fee. Send a signed medical certificate or doctor's letter to your Exam Planner. Refunds will be payable to the studio.
- All refund requests must be submitted within 4 weeks of the examination date.
- No refunds are given for candidates switching from Exams to Class Awards.

## Reasonable Adjustment

- Candidates who are concerned about entering for an exam due to a barrier such as a disability or medical condition may submit a [Reasonable Adjustment application](#).
- If your candidate is performing an examination in their opposite gender, please click on the pencil in your online exam entry to add a Reasonable Adjustment and select, "The candidate to be examined according to the syllabus criteria for the alternative gender". A Reasonable Adjustment form must be attached to your entry.

## Transferring Candidates

- If an injured or ill candidate wishes to transfer to a filmed exam **within the same session**, a \$100 change fee will apply.
- Transferring candidates between sessions and carry forward credits are not permitted in Canada.

## Special Consideration

- [Special Consideration](#) is a post-exam adjustment to the mark of a candidate who was prepared for and took an exam, but who may have been disadvantaged by temporary adverse circumstances that arose prior to, or at the time of the exam.
- Such circumstances could include an illness, injury, or some other event outside of the candidate's control which had, or was reasonably likely to have had, a material effect on their exam performance.

## Result Enquiry Service

- If a teacher, candidate, or parent/guardian wishes to have further information regarding the reasons for a result, a [Result Enquiry](#) report may be requested. This is a written report with details on the results awarded and a fee is payable.
- A result enquiry takes approximately 40 working days to process, and the application must be made **within 10 days of the online results notification**.

## Changes & Change Fees

- After the closing date, requests for any changes must be submitted to your Exam Planner in writing.
- If approved, all changes will incur a minimum fee of \$100.
- The following are examples of changes which would incur a fee:**
  - Adding one or more candidates to an entry (a 10-20% surcharge would also apply).
  - Changing the exam level for a candidate.
  - Changing the order of the sets.
  - Moving candidates between sets.
  - Moving candidates between in-person and filmed exams within the same session.

## Music

### At an AEC

- Teachers have the option to choose recorded music (CD/Download), and/or a pianist for all levels.
- Please review regulations for Music in the [Specifications](#), as certain sections of exams must be accompanied by recorded music.
- DVD tracks are NOT permitted for use in any exams.
- Pianists are encouraged but not mandatory for Vocational Graded exams.
- If you are not using a pianist, **Free Enchaînements** in Intermediate Foundation, Intermediate, and Advanced Foundation exams must be conducted using the newly issued official recordings. These are available for purchase ([as CD through RAD Canada](#)) or download ([through the UK office](#)).

### At an RAV

- Recorded music will be used for all Graded levels.
  - [Music Choice Forms](#) must be completed for Graded exams. If not attached to your entry upon registration, please email the forms to your Exam Planner at least 2 weeks before the exam date.
- Where possible, pianists will accompany Vocational Graded levels, including the Free Enchaînement. Alternatively, recorded music will be used. Please ensure your candidates are prepared for either eventuality.

# Sessions and Closing Dates: AEC & RAV (In-Person & Filmed\*)

Exam entry portals close at midnight in your local time zone. Any late entries will be subject to a surcharge.

SESSION	REGION	CLOSING DATE	SESSION DATES	TARGET DATE
FALL 2025	British Columbia	26 Sep 2025	17 Nov - 12 Dec	23 Jan 2026
	Alberta		12 Nov - 07 Dec	19 Jan 2026
	Saskatchewan		25 Nov - 11 Dec	22 Jan 2026
	Ontario		21 Nov - 11 Dec	22 Jan 2026
	Ottawa / Quebec		25 Nov - 06 Dec	19 Jan 2026
WINTER 2026	British Columbia	21 Nov 2025	17 Feb - 13 Mar	13 Apr 2026
	Yukon		02 Feb - 06 Feb	06 Mar 2026
	Alberta		17 Feb - 20 Mar	20 Apr 2026
	Saskatchewan**		01 Mar - 31 Mar	29 Apr 2026
	Manitoba		08 Mar - 13 Mar	13 Apr 2026
	Ontario		17 Feb - 06 Mar	06 Apr 2026
	Ottawa / Quebec		17 Feb - 09 Mar	07 Apr 2026
SPRING 2026	British Columbia	23 Jan 2026	07 Apr - 08 May	08 Jun 2026
	Alberta		20 Apr - 08 May	08 Jun 2026
	Ontario		06 Apr - 08 May	08 Jun 2026
	Ottawa / Quebec		07 Apr - 23 Apr	22 May 2026
	Atlantic Provinces		06 Apr - 26 Apr	25 May 2026
LATE SPRING 2026	British Columbia	06 Mar 2026	29 May - 29 Jun	28 Jul 2026
	Alberta		25 May - 23 Jun	22 Jul 2026
	Saskatchewan		01 Jun - 29 Jun	28 Jul 2026
	Ontario		25 May - 20 Jun	20 Jul 2026
	Ottawa / Quebec		08 Jun - 25 Jun	24 Jul 2026
SUMMER 2026	British Columbia	22 May 2026	06 Jul - 13 Jul	11 Aug 2026
	Ontario		08 Jul - 17 Jul	17 Aug 2026

## SOLO SEAL Examination (subject to minimum enrollment)

SESSION	REGION	CLOSING DATE	EXAM DATE
2026	Winter – British Columbia (Vancouver)	21 Nov 2025	12 Mar 2026
	Winter - Alberta (Edmonton)	21 Nov 2025	Feb/Mar 2026
	Late Spring – Ontario (Toronto)	23 Jan 2026	27 May 2026

### At least 48 hours before submitting your exam entry:

- Ensure your membership is current for 2025/26 and paid at least 48 hours before the exam entry deadline.
- Ensure your Vocational students have a current membership before adding them to your exam entry. Memberships must be paid at least 48 hours before the entry deadline, and before you add students to the entry. Exam pricing is locked in at the time a student is added to the entry.

### It is Essential to Contact Your Exam Planner:

- If you have any new students at your school who have already taken RAD exams. We can then transfer the student registration to your school.

### Exams Calendar

- Subscribe to our [Exams Calendar](#) to receive all Exam entry deadlines and reminders automatically added to your phone calendar.

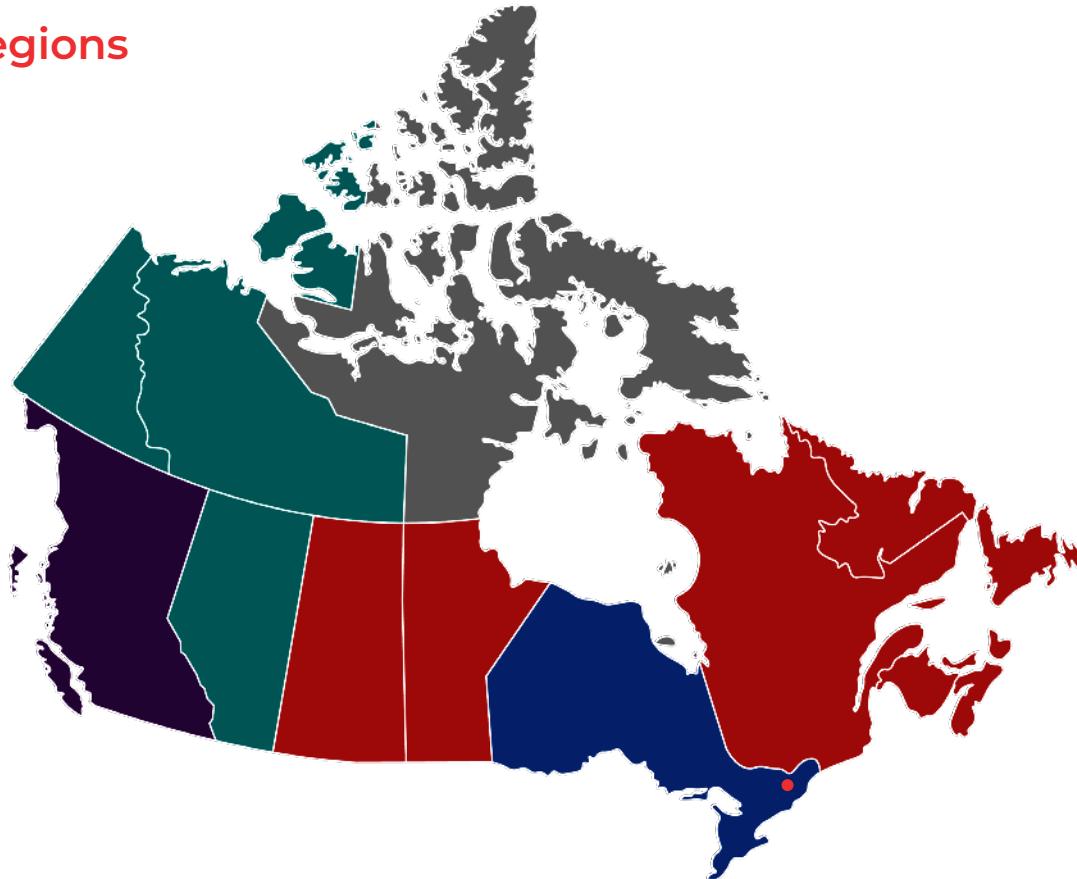
\*Target dates for filmed exams cannot be predicted.

\*\*Saskatoon and Regina only, unless you arrange travel for the examiner to and from the closest city. (See pg.4 for more details).

# Contacts



## Exam Regions



## Regional Exam Planners

### Charlie Carrier

British Columbia

ext. 238

[ccarrier@radcanada.org](mailto:ccarrier@radcanada.org)

### Zoe Fong

Alberta/Yukon/Northwest Territories

ext. 231

[zfong@radcanada.org](mailto:zfong@radcanada.org)

### Kat Salvador

Saskatchewan/Manitoba/Ottawa/Quebec/Atlantic

ext. 224

[ksalvador@radcanada.org](mailto:ksalvador@radcanada.org)

### Christine Bacci

Ontario (excluding Ottawa)

ext. 234

[cbacci@radcanada.org](mailto:cbacci@radcanada.org)

## Examinations Manager

### Carolyn Jones

ext. 221

[cjones@radcanada.org](mailto:cjones@radcanada.org)

## Membership Manager

### Akobi Adams

ext. 228

[aadams@radcanada.org](mailto:aadams@radcanada.org)

If you still have questions  
regarding syllabus  
uncertainty, please contact:  
[artistic@radcanada.org](mailto:artistic@radcanada.org)

telephone: 416.489.2813

toll-free: 1.888.709.0895

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