

## **RAD exams – Specifications**

### **Section 1 - General Information, Rules and Regulations**

for qualifications regulated in England, Wales, Northern Ireland and  
Scotland

In place from January 2026

Any **highlighted text in green** a change to the specifications from 2026.

## Our vision

To be a global leader of excellence in dance education and training, inspiring and empowering future generations of teachers and dancers.

## Our mission

The Royal Academy of Dance exists to promote the art of dance and ensure its continued growth and development through exceptional dance education and training programmes across the world. We strive to provide an inclusive and collaborative learning environment that nurtures creativity, innovation, artistry and excellence in every dancer, teacher and member. We are committed to advancing the diversity, accessibility and impact of dance education for all, and believe that through dance we can enrich lives and transform communities.

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# Introduction

## **What do we do? -**

We provide an internationally recognised portfolio of exams and assessments, designed to **encourage, motivate** and **reward** students of all ages and abilities, providing a progressive structure for **learning** and **achievement** in **dance**.

Unless stated, where we refer to '**exams**' we mean examinations, class awards, solo performance awards and demonstration classes.

- general – [exams@rad.org.uk](mailto:exams@rad.org.uk)
- customer services e.g. reasonable adjustments, special considerations, results enquiries, complaints, appeals and any other customer service-related enquiries – [examscustomerservices@rad.org.uk](mailto:examscustomerservices@rad.org.uk)
- general results queries e.g. misspelling of names, change of certificate delivery address, etc. - [examresults@rad.org.uk](mailto:examresults@rad.org.uk)
- certificates/replacements – [certificates@rad.org.uk](mailto:certificates@rad.org.uk)
- exams compliance/regulation – [compliance@rad.org.uk](mailto:compliance@rad.org.uk)
- filmed exams - [examfilm@rad.org.uk](mailto:examfilm@rad.org.uk)
- *Focus on Exams* is our e-publication which includes exam updates and news

**Exams and assessments are conducted in English.**

## **The Panel of Examiners**

Exams are assessed by an examiner appointed, trained and monitored by the RAD.

RAD examiners:

- are selected for their expertise and undergo a demanding training programme before being asked to join the Panel of Examiners. Training continues throughout their career for both face-to-face and filmed exams
- create a welcoming and reassuring environment in the exam studio
- complete a check with the Disclosure and Barring Service (or equivalent body) where available and adhere to RAD policies and procedures, including equality and diversity, safeguarding and data protection
- would not normally examine at the same location/school within any two-year period, although in some regions this may occasionally be shorter due to operational requirements
- are allocated by a policy designed to be transparent, fair and make good business sense.

**Applicants cannot request or decline specific examiners for their school.**

**Applicants cannot contact examiners directly to discuss any issues arising from their exam session – instead please contact your local office.**

## Overview of provision

Level	No. of candidate s	Age?	What?	Assessed?	Outcome?
<b>Demonstration classes (Dance to Your Own Tune - DTYOT)</b>					
Levels 1 and 2	1-16 candidates	2½ - 5	free content, led by teacher, can be performed in front of an 'audience' at an AEC	no – the examiner observes the class, but doesn't assess	all candidates receive a certificate of participation
<b>Class awards</b>					
Pre-Primary in Dance	1-8 candidates	5+	class award syllabus (selection of exercises and one dance) led by the teacher	assessed by the examiner (a broad indication of standard rather than a detailed breakdown)	successful candidates receive an assessment report, certificate and medal
Primary in Dance		6+			
Grades 1-5		7+			
Grades 6-7		11+			
Grade 8	1-4 candidates	11+	Class award syllabus, led by the examiner		
Discovering Repertoire Levels 2, 3 and 4	1-8 candidates	12+	any unit(s) in its entirety, led by the teacher or examiner (teacher's choice)		successful candidates receive an assessment report and a certificate for each unit
<b>Solo Performance Awards</b>					
Grades 1-7	1-4 candidates	7+	3 solo dances, at least 2 from exam syllabus	assessed by the examiner, based on criteria outlined in 'Assessment'	successful candidates receive an assessment report, certificate and bar

## Overview of provision (contd.)

Examinations					
Primary in Dance	1-4 candidates	6+	candidates perform the exam syllabus	assessed by the examiner, based on criteria outlined in 'Assessment'	successful candidates receive a result form, certificate and medal
Grades 1-5		7+			successful candidates receive a result form and a certificate
Grades 6-8		11+			
Intermediate Foundation		11+			
Intermediate		12+			
Advanced Foundation		13+			
Advanced 1		14+			
Advanced 2	1-4 candidates (female and male syllabi examined separately)	15+			
<i>Discovering Repertoire</i> Levels 2, 3 and 4 (except for Scottish <i>Discovering Repertoire</i> qualifications – which are Levels 6,7,8 on SCQF)	1-4 candidates	12+	any unit(s) in its entirety		successful candidates receive a result form and a certificate for each unit. if all three units are passed, candidates receive a qualification certificate
Solo Seal	2-4*	15+	candidates perform 3 solo variations and a Finale for a panel of judges and an audience	assessed by a panel of judges - an RAD examiner and a dance professional approved by the Artistic Director	successful candidates receive a result form and a certificate, and their names are published in <i>Focus on Exams</i>

\*The minimum number of candidates required to deliver an in-person Solo Seal examination is at the discretion of the relevant national office.

# **Availability of the exams service**

## **Sessions**

An exam '**session**' means the dates when exams take place in an area. The length of a session varies; dates are published by local offices.

Every session has a '**closing date**' by which all exam entries and their payments must be **submitted to the RAD** via Online Exam Entry.

Exam organisers will manage their face to face and filmed sessions in such a way that they can be administered appropriately. This may mean that filmed sessions are planned around the face to face sessions. Contact your local office for more detail.

## **Examination sessions**

Type	Full name	What does it mean?
AEC	Approved Examination Centre	an examiner visits an applicant's school to examine their candidates
RAV	RAD Approved Venue	exams take place at a studio provided by the RAD. Candidates from different schools visit the venue for their exam
Dual	n/a	a mix of AEC and RAV visits by the examiner
Filmed	n/a	Exam footage is uploaded to the RAD via Planet eStream, and later marked by a member of the Panel of Examiners. <b>Solo Seals are unable to be taken as Filmed Exams.</b>

In most cases, all exams (except Solo Seal) can be taken in any session. Contact your local office for more information.

No RAD office in your country? - contact RAD headquarters.

We do our best to meet all exam requests, but can't guarantee this, as it depends on resource and a completed risk assessment.

The RAD reserves the right not to hold a face to face session or arrange an exam visit if there are insufficient entries in an area. This applies in particular to:

- exams in AECs, if an applicant requests an exam service in an outlying area or in a country where no exams service has been provided before
- exams in RAVs, in a country which has an established service for exams in AECs
- exam sessions where a risk assessment demonstrates that holding an exam day would not be safe for the candidates/teachers/examiners and any other staff present

**Candidates may submit a filmed examination in circumstances where a face to face examination session is not available. (see [Filmed Exams](#))**

**If a session is not financially viable the RAD reserves the right to alter, postpone or cancel it (see [Cancellation of exams](#)).**

**We try our best to schedule teachers' preferred exam dates, but this cannot be guaranteed.**

**The advertised session dates are subject to change dependant on the volume of submitted entries.**

## **Specials**

In some countries, for a surcharge, 'Special' exam visits can be requested for dates outside the published session, provided there is a minimum number of examining hours - Contact your local office for more information.

# **Registration**

All schools **must** be registered **before** entering for an exam.

All **candidates** must be registered with a registered school **before** entering for an exam.

See **Application Guidelines for RAD Online Exam Entries** (available in the [Members' Area](#)).

All new school requests will be reviewed by the local RAD office. We will not register a school if it is associated with anyone found guilty of malpractice.

Registered schools are given a school ID number.

Teachers can instantly register candidates in **RAD Online Exam Entry**, but we would advise completing all registration **at least two weeks before the exam closing date**, so that if there are any issues with registration, these can be resolved. Failure to register candidates before the closing date leads to delays in entry and results processing.

Registered candidates are given a candidate ID number.

Please do not re-register candidates who already have an RAD ID number – instead transfer such candidates to your school. See members' area for instructions.

Candidates should keep a record of their ID number, as they will need it if they move to a different school.

Names **must** be correctly ordered and spelt when registering candidates.

Ensure your registration information is correct.

**Certificates are prepared from the information provided when candidates are registered, not the name listed on their exam report.**

Even if you correct a name on your exam report, it still needs to be updated against the candidate's record in RAD Online Exam Entries.

**If teachers need to amend candidate names once registered, this must be done by the local office.**

The RAD will accept no responsibility for errors in the spelling or ordering of names on certificates where candidates have not been registered correctly, even if names are later corrected on the exam report.

## **Updating candidate personal information**

Applicants should ask candidates to provide relevant identification prior to requesting personal information changes in our records.

To update candidate personal information, requests should be made in writing by the applicant to the relevant regional or national office.

The RAD is able to issue certificates in the name by which candidates prefer to be known. This is called the 'display name'. When requesting a name change, applicants must specify whether it applies to the display name or legal name.

## **Entering candidates for exams**

### **Conditions of entry**

Applicants must follow all entry procedures in this document and in Applicant Online Examinations Manual, available in the Members' area.

Entries and their payments must be submitted by the closing date for the session (although a procedure is available for late entries: see [Fees](#)).

The applicant must have registered their school and all candidates before entry.

The applicant must be a teacher registered with the RAD, or the principal or administrator of a school registered with the RAD which employs or contracts a teacher registered with the RAD who is listed on the entry form and has agreed to be so listed.

You will not be able to submit an entry unless all RAD registered teachers assigned to candidates in the entry have current registered teaching membership with the Royal Academy of Dance.

All fees must be paid at the time the entry is submitted (see [Fees](#) for more information).

If any of the above conditions are not met, exams will not be scheduled until action is taken to meet them. Where action is not taken, exams will not take place, the entry will not be progressed, and an administration surcharge will be applied.

The RAD reserves the right to refuse entry to exams or withhold exam schedules, results, certificates, medals or bars for all candidates, if any of the conditions above are not met at the time of entry, or are subsequently found to have not been met when the exam has been completed.

Teachers should have a risk assessment in place for their examination day.

If an examiner tests positive for COVID-19, they will not continue to examine, and instead will follow local government/health guidance. Your local office will be in touch to discuss options including finding an alternative examiner, rearranging to another suitable date or filming.

Teachers may wish to have filming in place as a back-up for their face-to-face examinations.

## **Permission from candidates, parents and guardians and use of data**

Teachers should contact candidates, parents or guardians before the session closing date to check that candidates can take their exam, and to ensure the payment of the exam fee and any additional fees the school might charge.

It must be made clear to candidates/parents/guardians what costs are the RAD exam fees, and what are additional exam related fees (e.g. additional coaching, pianist fee) added by the school.

Where an exam fee is paid to a teacher, the candidate should be entered for their examination. Teachers cannot take payment for an exam and fail to enter the candidate or fail to submit filmed exam footage to the local organiser.

Teachers must highlight to parents or guardians the rules surrounding refund of fees before the session closing date, so that they are aware of if and when a refund would be applicable.

Candidates (and parents/guardians, where relevant) must be informed that candidate details (name, date of birth and examination/syllabus studied) are being given to the RAD, and along with their student learning record, will be stored on a database for the purpose of organising and administering exams.

Candidates and parents/carers/guardians should be aware that where exams are filmed, this data will be used to mark the examination, and that if relevant, the footage will be used as part of the RAD standardisation and quality assurance processes (training and standardisation of RAD Examiners and trainee

examiners). This data is held through legitimate interest for the duration of time in which it is directly relevant to the RAD syllabi, and teachers or candidates can object to the standardisation/quality assurance use of data. Email [exams@rad.org.uk](mailto:exams@rad.org.uk) for further detail.

See our RAD and departmental [privacy notice](#) for further detail on how we collect, store and maintain such data.

## Pre-booking

Where a pre-booking request service is offered, this will be managed by the local office.

Usually applicants must give at least three alternative dates for each day of exams required and it is helpful if these are not just in the last section of the session or only on weekends.

Pre-booking date requests are not confirmed until after the closing date.

**Pre-booking does not guarantee that date preferences will be met, although the RAD will make every effort to do so.**

## Minimum time

In most cases, the **minimum time for an AEC exam visit is three hours** (excluding breaks).

Applicants who do not reach the minimum number of hours can pay a minimum hours fee, film their examination, join with other schools/teachers or enter their candidates in an RAV.

Entries lasting longer than one day should be condensed into the fewest days possible. Spreading hours over multiple short days may result in a surcharge.

Where teachers film their examination, if the entry is under four hours, this will be added to other small entries to create at least four hours of examining to be allocated to an examiner. This means that result and certificate delivery times may be impacted. The 'target date' for publication of results will be four weeks after the session owner (usually either the regional, national or examinations manager) has confirmed the session and requested an examiner.

## Joining and 'host' teachers

Teachers or schools can join to make one entry to meet the minimum examining hours.

**RAD offices are not responsible for organising joint exam days or for finding 'host' teachers** - any such arrangements are the responsibility of the teacher, and any assistance given is entirely discretionary.

If teachers or schools join to create one exam entry they should complete separate entries and separate their candidates when scheduling exam days (i.e. all teacher 1's candidates followed by all teacher 2's candidates). This is so that results are processed efficiently and accurately.

Further guidelines are available from your local office.

## Candidates taking multiple exams

Candidates may re-take an exam as many times as they wish, regardless of the result.

Candidates may take multiple exams in the same session although the RAD does not encourage this. The RAD recommends that candidates should not take more than one exam in the same day, however multiple units can be accommodated in extenuating circumstances. It should be noted that this may result in candidates being assessed twice by the same examiner.

For the *Discovering Repertoire* Programme, candidates may take more than one unit at one sitting, but each unit is examined separately.

## Pianists

The RAD does not normally provide or recommend specific pianists for exams in AECs. Where an RAD office assists with these matters, this is on a discretionary basis and a fee may apply. Teachers are encouraged to use a pianist wherever possible.

Teachers are responsible for the suitability of pianists/music operators in AECs from a quality assurance and safeguarding point of view. This means that, where relevant/possible, such persons should hold an appropriate DBS check (or equivalent).

Teachers will not be required to use a pianist for their vocational examinations in AECs and for filmed examinations. **However, please note that the use of a pianist is mandatory for all Vocational Graded Examinations when taken in a RAV centre. In AECs, if a teacher chooses not to use a pianist for Intermediate Foundation, Intermediate or Advanced Foundation, then they will need to provide the Free Enchainement tracks for the examiner.**

## Minimum ages

Please see table below recommended and required minimum ages:

For **required** minimum ages, (see table below) candidates must have reached the minimum age by **31 December** in the year in which they are taking the examination. **There will be no exceptions to the lower age of this rule.** There may also be minimum age regulations which are specific to certain countries which the RAD must adhere to. Please contact your local RAD office for further information.

For other exams/levels, the minimum age will be recommended instead of required. This includes vocational graded examinations including Advanced Foundation, Advanced 1, Advanced 2 and Solo Seal. However, the pre-requisites for these vocational levels will remain in place.

Exam/level	Minimum age	Recommended	Required
Demonstration Class Level 1	2 ½ - 3 ½	X	
Demonstration Class Level 2	3½ - 5	X	
Pre-Primary in Dance	5	X	
Primary in Dance	6	X	
Grades 1-5	7	X	
Grades 6-8	11	X	
<i>Discovering Repertoire Levels 2, 3 and 4 (6,7 and 8 for Scottish exams regulated by Qualifications Scotland Accreditation)</i>	12		X
Intermediate Foundation	11		X
Intermediate	12		X
Advanced Foundation	13	X	
Advanced 1	14	X	
Advanced 2	15	X	
Solo Seal	15	X	

Teachers are reminded that the minimum age recommendations do not indicate that a candidate will be ready to take the examination at that age and we expect the entering of candidates below the minimum recommended age to be the exception and not regular practice.

By 'submitting' an exam entry, teachers take full responsibility that the candidates they are entering have reached the appropriate level of physical and emotional maturity and should, therefore, carefully consider whether their candidates are able demonstrate the necessary range of skills to sit the intended level of examination or class award.

Where a complaint about results is made, and the examination occurred before the candidate was the recommended minimum age, this may be taken into consideration in any subsequent review and follow-up action.

There are no *maximum* age limits for any exams.

## Pre-requisites

Examination	Pre-requisite
Advanced Foundation	Intermediate
Advanced 1	Intermediate
Advanced 2	Advanced 1
Solo Seal	Advanced 2 (Distinction)

There are no pre-requisites for graded exams, class awards, solo performance awards, demonstration classes, or *Discovering Repertoire* exams or class awards.

Where pre-requisites apply, candidates must have passed these before entering for any subsequent exam; however, it may be possible for candidates to enter for an exam *and* the pre-requisite in the same session. In this case the award of the exam (if passed) will be dependent on the required pre-requisite also being passed.

This option is not available for the Solo Seal, where Advanced 2 with Distinction **must** have been attained **before** entry in **every** case.

Where a candidate's pre-requisite exam is not an RAD exam, a copy of the certificate should be saved in the online entry before this is submitted. Equivalent qualifications awarded by the following organisations are accepted:

- bbodance (British Ballet Organization)
- British Theatre Dance Association (BTDA)
- National Association of Teachers of Dance (NATD)
- Imperial Society of Teachers of Dancing (ISTD)
- International Dance Teachers' Association (IDTA)
- Cecchetti Ballet Australia
- Australian Conservatoire of Ballet
- Australian Institute of Classical Dance

Pre-requisites taken according to previous syllabus requirements are accepted.

## Reasonable adjustments and Examiner Awareness

A Reasonable Adjustment is a pre-assessment adjustment made to enable a disabled or disadvantaged candidate to demonstrate their knowledge, skills, and understanding to the levels of attainment required by the specification for that qualification. They are intended to support candidates with certain conditions (normally a special educational need, disability or medical condition) known about at the time of entry. Reasonable Adjustments involve changes to assessment or administrative procedures only. The assessment criteria and mark will not be adjusted.

Where a Reasonable Adjustment is not necessary, but the candidate does have a condition that they would like the examiner to be aware of, we will inform the examiner. This is known as Examiner Awareness. Further information and guidance on this can be found in the [Reasonable Adjustments vs Examiner Awareness](#) guidance document.

Applications for Reasonable Adjustments or requests for Examiner Awareness should be submitted via the RAD Online Exam Entry by activating the RA check box when you add your candidate. Alternatively, if your candidate has been added to the Exam Entry already, you may submit your application by using the pencil icon to the far right of the relevant candidate and activating the RA check box (new window opens) to select 'Reasonable Adjustment' or 'Examiner Awareness' on the Exam Entry. Once the RA check box has been activated, please ensure that your application form is uploaded to the notes section of the Exam Entry.

### **Application or request timelines**

**Live in-person assessments** – Any Reasonable Adjustment application or Examiner Awareness request must be completed **by the closing date of the relevant assessment period ideally, but no later than 5 working days before the date of the assessment. All applications after the closing date of the entry should be submitted to [examscustomerservices@rad.org.uk](mailto:examscustomerservices@rad.org.uk)**

**Filmed assessments** – Any Reasonable Adjustment application or Examiner Awareness request must be completed **no later than 5 working days prior to the filming of the assessment.**

- Please read the Reasonable Adjustments policy and procedure before you complete your [Reasonable Adjustment Application Form](#) or [Examiner Awareness Request Form](#)
- Please find the [RAD Examinations Privacy Policy](#)
- **Forms should not be given to the examiner on the day of the assessment.**

### **Scheduling the exam day**

Demonstration classes can take place at any point during the exam day, but if an audience is to be invited (AEC only) it is best to place them either at the start or the end of the day.

Where possible, candidates taking vocational graded exams at an AEC should be scheduled at the end of the day.

Information about how exams are scheduled can be found online in [Information for teachers on Examination Scheduling in AECs](#).

## Exam sets

Candidates should be grouped in sets according to the tables in the [Timings](#) section below.

Traditionally female and male syllabi are examined together at all levels up to and including Advanced 1 and *Discovering Repertoire*.

Candidates of different ages may be grouped together according to the teacher's discretion.

Within sets, candidates should be prepared to dance solo and in combinations as in the exam content tables (see [Section 2: Examination content](#)).

AECs:

Candidates at AECs are scheduled according to the information provided on your submitted exam entry.

Sets should be as full as possible. Candidates must not be set in smaller numbers than necessary in order to make up minimum time requirements.

If numbers result in an incomplete set of candidates, the groups should be set in a logical and efficient fashion. For example, five candidates taking Grade 5 should be set as three and two, rather than four and one. Ten candidates taking Primary in Dance should be set as four – four - two or three – three – four.

The order and numbering of candidates must remain as indicated in the exam entry, even if there are absent candidates.

RAVs:

Candidates at RAVs are scheduled by the relevant RAD office as follows:

- candidates up to Grade 5 will be scheduled in sets according to the information given by the teacher in the exam entry. This scheduling should follow the guidance above, e.g. sets should be as full as possible. If there are scheduling inefficiencies, the RAD reserves the right to alter the timetable.
- candidates at all other levels including vocational graded exams and *Discovering Repertoire* are scheduled in sets by school where possible; however, this cannot be guaranteed. Applicants can express a preference for their candidates to be mixed with those from other schools.

**Ultimately, candidates entering for Grade 6 and above at RAVs need to be prepared to dance with any other candidate.**

## Teachers taking exams with students

Teachers are permitted to sit examinations themselves, however, due to conflict of interest they should not be placed in the same set as candidates they have taught.

## **Completing and submitting the entry**

Entries should be submitted via the **RAD Online Exam Entries** portal. Entries cannot be accepted by telephone or letter, and must be submitted by the published closing date for the relevant exam session. Completed entries must include the names of:

- at least one teacher registered with the RAD; and
- an applicant.

A teacher may act as the applicant, but the applicant can also be the principal or administrator of a registered school which employs or contracts the teacher. The applicant submits the entry on behalf of the candidate(s).

**The applicant is responsible for reading the conditions of entry, being aware of their content, and relaying relevant information to candidates/parents/guardians.**

**By submitting an entry through RAD Online Exam Entries, the applicant forms a contract with the RAD in respect of the provision of an exam service.**

The applicant undertakes to comply with all policies, procedures, terms and conditions published by the RAD relating to exams, and in particular those set out in this document, and to pass all relevant information on to the candidates and/or their parents, guardians, or teachers as necessary. This includes confirming that any premises to be used for exams meet the minimum requirements, that appropriate risk assessments/health and safety measures are in place, that candidates' data is used responsibly and securely, that safeguarding measures are in place, and that the identity (name) and age of candidates is recorded correctly. Falsifying information (e.g. candidate's date of birth) is malpractice, and will be investigated as such.

Names must be spelt and ordered correctly, with no extra spaces or extra capital letters. Please note that certificates are **not** prepared from the names listed in the entry forms.

The applicant must ensure that any teachers linked to candidates in the entry:

- are employed or contracted by the registered school responsible for the entry, and
- have given their consent to be so named.

If teachers do not meet these criteria, we will investigate. As a membership organisation, the RAD's ultimate responsibility is to its members.

The applicant must ensure that individuals who take exams are those whose details are listed in the entry, and that no other person is substituted for any candidate. Failure to ensure that this requirement is maintained will be treated as malpractice.

**The applicant's email and certificate delivery address in the RAD Online Exam Entries portal will be used for all exam-related communication for that session** – even when different addresses may be used by the RAD for other purposes, or where a different address is already logged on RAD systems.

**It is the responsibility of the applicant to ensure that the correct email and address(es) are provided.** The RAD takes no responsibility for delays caused by the dispatch of results, certificates and medals to incorrect addresses where these have been provided by the applicant. If the applicant provides an incorrect address and this results in non-receipt of their certificates and medals, the applicant will bear the cost of reprinting and re-sending these.

**Applicants should indicate dates when it is impossible for them to hold exams; these should be kept to a minimum, as the RAD cannot guarantee to meet such preferences.**

**Applicants should inform their local office when they believe that a candidate may be well known to a particular examiner (other than their teacher), so that any conflict of interest arising can be appropriately managed.**

Once you have submitted your online exam entry, **you will no longer be able to make any changes**. Should you have any entry amendments, please contact your local RAD office, please see the [Fees](#) table for relevant surcharges applicable.

Applicants entering for AEC exams should attach relevant travel details to their entry to help the examiner locate the studio.

## **Filmed Exams**

Filmed examinations can be used as an alternative to live examinations. **Filmed examinations must replicate the conditions of live examinations.**

The exam footage should be provided via our video hosting platform, Planet eStream. Filmed footage should be submitted within 3 months of filming. Please note that you are not permitted to submit the same footage twice.

There will be no minimum hours for filmed examination entries.

Applicants will hold relevant consent from candidates or candidates' parents/guardians for filmed examinations to take place. They will sign a controller-to-controller agreement with the RAD as they submit their entry via RAD Online Exam Entry.

The filmed exam processing timeline starts from the date your filmed exam entry is submitted on RAD Online Exams, rather than the date filming takes place. We aim to release your provisional results within 8-10 weeks from the date your filmed exam entry is submitted.

Further guidance and support documentation can be found at the [Members Area](#).

# Timings

(Timelines are guidelines and may include some time for the examiner to complete their marking after the candidate has left the studio)

## Graded syllabus

Examination	Number of Candidates	Time
Primary in Dance	1	20
	2	25
	3	30
	4	35
Grade 1	1	20
	2	25
	3	35
	4	40
Grade 2	1	20
	2	25
	3	35
	4	40
Grade 3	1	25
	2	30
	3	40
	4	45
Grades 4 & 5	1	30
	2	35
	3	45
	4	50
Grades 6 & 7	1	35
	2	40
	3	50
	4	55
Grade 8	1	35
	2	40
	3	50
	4	60

Class Award/ Demonstration Class	Number of Candidates	Time
<i>Dance to Your Own Tune: Level 1 and 2 demonstration class</i>	1-8	30
	9-16	45
Pre-Primary, Primary in Dance and Grade 1	1-2	15
	3-4	20
	5-8	30
	1-2	20
Grades 2 & 3	3-4	25
	5-8	35
	1-2	25
	3-4	30
Grades 4 & 5	5-8	40
	1-2	35
	3-4	40
	5-8	50
Grade 8	1-2	35-40
	3-4	50-60
Solo Performance Awards	Number of Candidates	Time
Grades 1 - 5	1	10
	2	15
	3	20
	4	25
Grades 6 - 7	1	15
	2	20
	3	25
	4	30

## Vocational graded syllabus

Examination	Number of candidates	Timing (minutes)
<b>Intermediate Foundation</b>	1	40
	2	45
	3 – 4	65
<b>Intermediate</b>		
	1	45
	2	50
<b>Advanced Foundation</b>	3 – 4	75
	1	55
<b>Advanced 1</b>	2	65
	3 – 4	85
<b>Advanced 2</b>	1	55
	2	65
	3 – 4	85
<b>Solo Seal</b>		
	2	40
	3	40
	4	50

## Discovering Repertoire

Examinations	Number of candidates	Timing (minutes)	Class awards	Number of candidates	Timing (minutes)
<i>Discovering Repertoire Level 2 (Level 6 for Scottish qualifications) Unit: Class</i>	1	20	<i>Discovering Repertoire Level 2 (Level 6 for Scottish qualifications) Unit: Class</i>	1-2	25
	2	25		3-4	35
	3	30		5-6	40
	4	35		7-8	45
<i>Discovering Repertoire Level 2 (Level 6 for Scottish qualifications) Unit: Variation 1</i>	1	15	<i>Discovering Repertoire Level 2 (Level 6 for Scottish qualifications) Unit: Variation 1</i>	1-2	20
	2	20		3-4	35
	3	25		5-6	50
	4	35		7-8	60
<i>Discovering Repertoire Level 2 (Level 6 for Scottish qualifications) Unit: Variation 2</i>	1	15	<i>Discovering Repertoire Level 2 (Level 6 for Scottish qualifications) Unit: Variation 2</i>	1-2	20
	2	20		3-4	35
	3	25		5-6	50
	4	35		7-8	60
<i>Discovering Repertoire Level 3 (Level 7 for Scottish qualifications) Unit: Class</i>	1	20	<i>Discovering Repertoire Level 3 (Level 7 for Scottish qualifications) Unit: Class</i>	1-2	25
	2	25		3-4	35
	3	30		5-6	40
	4	35		7-8	45
<i>Discovering Repertoire Level 3 (Level 7 for Scottish qualifications) Unit: Variation 1</i>	1	15	<i>Discovering Repertoire Level 3 (Level 7 for Scottish qualifications) Unit: Variation 1</i>	1-2	20
	2	20		3-4	35
	3	25		5-6	50
	4	35		7-8	60
<i>Discovering Repertoire Level 3 (Level 7 for Scottish qualifications) Unit: Variation 2</i>	1	15	<i>Discovering Repertoire Level 3 (Level 7 for Scottish qualifications) Unit: Variation 2</i>	1-2	20
	2	20		3-4	35
	3	25		5-6	50
	4	35		7-8	60
<i>Discovering Repertoire Level 4 (Level 8 for Scottish qualifications) Unit: Class</i>	1	20	<i>Discovering Repertoire Level 4 (Level 8 for Scottish qualifications) Unit: Class</i>	1-2	25
	2	25		3-4	35
	3	30		5-6	40
	4	35		7-8	45
<i>Discovering Repertoire Level 4 (Level 8 for Scottish qualifications) Unit: Variation 1</i>	1	15	<i>Discovering Repertoire Level 4 (Level 8 for Scottish qualifications) Unit: Variation 1</i>	1-2	20
	2	20		3-4	35
	3	25		5-6	50
	4	35		7-8	60
<i>Discovering Repertoire Level 4 (Level 8 for Scottish qualifications) Unit: Variation 2</i>	1	15	<i>Discovering Repertoire Level 4 (Level 8 for Scottish qualifications) Unit: Variation 2</i>	1-2	20
	2	20		3-4	35
	3	25		5-6	50
	4	35		7-8	60

# Fees

## **Setting fees**

Exam fees are reviewed regularly, and at least once annually, by each country office. Fees, surcharges and a description of services are published on RAD websites.

The RAD only publishes exam fees for countries where there is an established service. Applicants requesting exams in a country where the RAD has no presence, or where the area is remote enough to render a tour uneconomic, may be required to pay for the full cost of the service. Contact the [exams department](#) for more information.

## **Payment of fees**

All fees must be paid at the time of submitting the exam entry.

Exam fees apply in the country in which the examination is taking place, and must be paid in the currency of that country, regardless of the country of residence of either teacher or candidate.

It is the responsibility of the applicant to collect the exam fee from the parent/candidate. The RAD will not enter into any dispute between the applicant and parents/candidates about the non-payment of fees.

Entry fees must be paid by the applicant through a **single** payment preferably by card through RAD Online Exam Entry.

When making a bank transfer, evidence of the payment must be provided at time of entry (e.g. a screen shot) in the notes section of the exam entry and the exam entry ID number from RAD Online Exam Entries must be used as the reference number.

If teachers add charges to an exam fee, it must be highlighted to parents and candidates that these are additional to the RAD exam fee. They should be separated and shown as such in all documentation.

Applicants should make candidates and parents aware that the RAD has no responsibility towards them in respect of any fees or additional charges paid, including the non-receipt by the RAD of any such fees or charges. Payment direct from candidates/parents/guardians of candidates will not be accepted.

As the applicant acts as the agent or trustee of the parent/candidate for exam fees received, the RAD recommends that fees should be paid into an 'escrow' account and identified in account records as exam entry fees received on behalf of the named candidate or parent. This guideline is to protect money that remains the property of candidates or parents until it is paid to the RAD and which is not the property of the school.

Once an entry has been submitted (even if this is done before the closing date), the entry fee cannot be refunded other than in accordance with the regulations for refunding fees (see below).

In certain cases, an RAD office may agree that an applicant can withhold a portion of fees payable in order to cover costs incurred by the RAD such as examiner accommodation or subsistence. Any such arrangements are made at the discretion of the relevant RAD office and with the applicant's agreement, must be fully documented and all accounts and paperwork maintained for auditing purposes.

An exam fee cannot be refunded once it has been submitted other than in accordance with the regulation for refunding fees.

## **Late entries**

**These are accepted at the RAD's discretion** and medical or other evidence may be required. Where late entries are accepted, a 10% surcharge will be applied to the fees for all entries received up to seven days after the closing date, and a 20% surcharge for entries received between seven and fourteen days after the closing date. (This regulation applies to complete entries or additional candidates.)

Entries cannot be accepted or changed, two weeks after the closing date unless there are exceptional circumstances which will be considered at the RAD's discretion.

Submitted entries are confirmed as final. It is the exam entry applicant's responsibility to check entries before submission and again in the two weeks after the closing date

## **Surcharges**

An administration fee will be charged for **any** changes made to an exam entry after submission, for example:

- Changes are made to the submitted ordering of candidates or sets
- Candidates are added to the entry (as well as the 10% or 20% late surcharge above)
- Changes to the exam or award type entered (as well as the 10% or 20% late surcharge to the new exam/award entered)
- An incomplete entry is submitted
- An incorrect payment is submitted, or a payment is dishonoured by the bank

This list is indicative and not exhaustive. In all cases, surcharges may be applied after submission of the entry, irrespective of the closing date.

Applicants are reminded (see Fees) once an entry has been submitted the entry fee cannot be refunded other than in accordance with the regulations for refunding fees (see Refunds). This includes removing individual cases.

## **Additional Exam Day Surcharge**

Any changes made to the entry on the examination day, will be subject to an administration fee, any late surcharges retrospectively, as well as an exam day administration fee (see [Fees](#))

Additional fees or surcharges, will also usually be made where:

- a certificate, result form or assessment report has to be replaced due to incorrect registration details
- a certificate, result form, assessment report, medal or bar is damaged or lost by the recipient

## **RAV Reschedules**

A surcharge per candidate applies if 'impossible dates' are provided or changed after entry submission, leading to the need for exam rescheduling.

## **Refunds**

If a candidate is absent from their exam due to illness or injury they can apply for a 50% refund. This request must be sent to the appropriate RAD office no later than fourteen days after the exam date.

The RAD, at its discretion, may ask for supporting evidence of this claim.

The RAD will review the evidence, and where agreed, will process a 50% refund within eight weeks of the exam tour being completed. Refunds are normally paid to the applicant; however, it may be possible to arrange payment to another person (e.g. parent of a candidate) if requested.

If an entire examination entry has been cancelled or prevented due to a natural emergency, and only if the applicant is unable to take advantage of either the rescheduling/carry forward or filmed assessment options the following guidelines apply:

(So that learners are not disadvantaged, we would suggest that the alternative options are explored fully to ensure that they get the opportunity to have an RAD assessment.)

\*Cancelled by COVID-19 means an entire examination entry is unable to go ahead due to:

- sudden wide-reaching changes in local government guidance about who/how many can meet and for what purpose, put into place after the examination entry has been submitted,
- lockdown measures being put into place after the examination entry has been submitted, or
- wide-reaching restrictions on travel put into place after the examination entry has been submitted meaning that the examiner/teacher and candidates cannot attend the planned examination day.

In the cases described above, you should contact your local RAD office to inform them of the situation and discuss options. If possible, the office will help you rearrange face-to-face exams at a safe time, or will help you arrange to film your examinations (sometimes filming is possible where live exams are not).

Where face-to-face exams are prevented from going ahead, the examinations should be filmed if possible. If this is not possible then the exam fee will be carried over for the next available session. If filmed exams are postponed, these should be rearranged as soon as possible, contact your office for support.

If a natural emergency issue only affects some candidates (e.g. absence due to infection or a requirement to isolate), and the rest of the exam day can continue safely, then it should do so and the affected candidates should follow the normal refund policy and procedure. If the whole exam day is being filmed, then affected students can be filmed later and added to the entry before it is submitted, or filmed and submitted as individual entries. Contact your local RAD office for more detail on video assessments.

Where the whole examination entry needs to be cancelled (based on reasons a – c above), and there is no realistic expectation of the entry being able to be rearranged or filmed within the next 12 months (from the exam date) teachers may apply for a refund (less administration charges - usually 10%) by writing to their local RAD office with the details of the cancellation. Refunds are offered at the discretion of the RAD and your request will be reviewed by your local office.

Where, after a refund is requested, there is no response to correspondence from the RAD after four weeks, the RAD reserves the right to terminate the refund process. Where an exam has been partially completed, no award will be given where a credit note or refund is applied for and given.

For refunds where an exam session is cancelled by the RAD or the applicant, see [Cancellation of exams](#).

## **Carrying over fees**

From January 2025 carry overs to the next session will no longer be available for RAD Exams. If a candidate is absent from their exam due to illness or injury their only option will be to apply for a 50% refund. This request must be sent to the appropriate RAD office in writing no later than fourteen day(s) after the exam

date to be eligible. The RAD, at its discretion, may ask for supporting evidence of this claim.

In exceptional circumstances some national offices outside of the UK and Ireland may be able to make exceptions at their discretion. Please contact your local office for more information.

### **Instances where refunds or credit notes cannot be provided**

Credit notes or refunds will not be given:

- where a teacher withdraws a candidate after the entry has been submitted
- for clashes with events in the candidate's school, college or university calendar as these should have been foreseen at the time of entry (this includes exams, holidays, rehearsals or school trips)
- where candidates' 'impossible dates' availability is changed after the entry has been submitted
- where candidates' lessons have been curtailed before an exam due to a dispute between the applicant and the candidate (or candidate's parent/guardian)
- where a candidate withdraws from an exam due to a pre-requisite not being passed
- where a candidate withdraws from an exam because they have not yet reached the required minimum age
- for demonstration classes
- where a candidate does not arrive for their exam
- where a candidate changes their mind about wishing to take their exam.

**This list is indicative and not exhaustive.**

## **Cancellation of exams**

### **Cancellation of exams by the RAD**

If the RAD has to cancel an exam session, either wholly or in part, after the receipt of entries and fees due to circumstances beyond its control (e.g. war, terrorism, civil unrest, epidemic or pandemic of serious illness, severe weather disruption, insufficient exam entries, sudden unavailability of the intended examiner or, at RAD Approved Venues only, the pianist), the RAD will, where possible, give applicants 48 hours' notice.

In these circumstances the RAD will make every effort to re-schedule the exam days affected to a new date as soon as practicable and within four months. Teachers will also be offered the opportunity to film such sessions if this is a possibility. If a new examination date has not been arranged within four months, then, 90% of the exam fees will be refunded to applicants.

Where exams are re-scheduled and a candidate is unable to attend for examination at the revised time, 50% of the fee is refundable.

Applicants will not be liable for any increase in exam fees occurring between the date of the original exams and the re-scheduled exams.

Where exams are cancelled because an examiner is personally known to a candidate, a full refund of fees will be given.

The RAD will not be liable for any other costs incurred in respect of exams held in AECs.

In the event that, at short notice, an examiner cannot be provided for scheduled exams, we encourage teachers to film their examinations as per the filmed exams guidelines, so that the effort in arranging an examination day is not wasted.

### **Cancellation of examinations by the applicant**

If the applicant has to cancel an exam session after the closing date, due to circumstances beyond their control (including illness, compassionate reasons, e.g. family bereavement, serious adverse weather conditions etc.) as applied either to themselves or the majority of candidates, they must inform the RAD immediately in writing, including all supporting evidence. If these conditions are met, the RAD may at its sole discretion apply the procedures outlined above.

## **After the closing date**

### **Scheduling exams**

The RAD aims to send out exam schedules/timetable information no less than two weeks before the date of an exam, dependent on the information given in the submitted entry. Teachers are requested not to contact RAD offices to ask for dates before this time as this will delay the notification process for all teachers.

Exams are normally scheduled during school term times. Parents should be aware that teachers may request a student to be absent from school in order to take an exam. The RAD can provide a letter, which can be used by teachers to request release from school.

The RAD reserves the right to withhold confirmation of exam dates if conditions of entry are not met (see *Conditions of Entry*).

After exams have been confirmed, changes to the running order can only be considered in exceptional circumstances, e.g. candidate withdrawal or illness. All alterations to the timetable must be agreed in advance with the appropriate RAD office. An administration fee will normally be incurred. Changes must not be presented to the examiner on the exam day. If a candidate is absent on the exam day, the exam order should not be changed, including the numbering of the candidates within a set (e.g. if candidate 2 of a set of 4 is absent, then the attending candidates should remain as 1, 3, 4).

Where any person substitutes for a candidate without the prior knowledge and agreement of the RAD, it will be treated as malpractice.

The applicant must ensure that all those connected with the exam, including candidates and (where appropriate) their parents, are aware of all relevant information, including exam date, time and studio location.

Where it becomes apparent that a candidate is known to an examiner who is due to examine them, extra care will be taken during the monitoring and results quality assurance process to ensure that the result has not been compromised. It may sometimes be felt in the candidate's best interests to re-schedule, postpone or even cancel an exam. In the event of a cancellation a full refund of fees will be given.

### **Examiner transport and lunch**

RAD offices may ask applicants to help with examiner travel – e.g. picking up or dropping off. If you do not have the time or resources to do this, please let the office know so that they can make alternative arrangements.

Where an applicant or their representative provides transport for an examiner as part of their scheduled tour, and where these arrangements are made on an

official basis with the RAD, it is the applicant's responsibility to ensure that valid and current vehicle insurance arrangements are in place. (Where an examiner accepts assistance with transport on an informal basis, this requirement does not apply.)

Teachers are asked to kindly provide the examiner with lunch and/or refreshments throughout the examining day. This is not an obligation. Please do inform your organiser if you do not have the resources to provide this.

## **Exam studios**

### **AECs**

Approved Examination Centres (AECs) are premises provided for exams by the applicant.

Studios must conform to health and safety regulations and be a suitable and safe place for candidates, pianist/music operator and examiner. On the exam day, the applicant (or their designated examination attendant) is responsible for emergency procedures, including fire evacuation and first aid. The RAD accepts no liability for any injuries to candidates which occur in AECs.

Applicants must ensure that they have appropriate risk assessment documentation in place.

In order that exams may take place in an environment consistent with the RAD's Safeguarding Policy, the requirements set out under Safeguarding in [Additional information](#) below must be observed.

Where applicants join together to hold exams in an AEC, primary responsibility lies with the applicant who normally uses those premises for exams ('host teacher'). Where neither applicant uses the premises in this way, primary responsibility must be agreed between the two parties and communicated to the relevant RAD office. For further guidelines please contact your local office.

### **Minimum requirements for AECs**

Size: For all exams and awards **other than vocational graded examinations and Discovering Repertoire**, the recommended minimum studio size is **81m<sup>2</sup>**. If the performing space is rectangular the length of the short walls should be no less than 8m.

For **vocational graded examinations and Discovering Repertoire** the recommended minimum size is **100m<sup>2</sup>**, although **169m<sup>2</sup>** is considered ideal. If the performing space is rectangular the length of the short walls should be no less than 9m.

Sizes given refer to the performing space, i.e. excluding the area required for the pianist and examiner. There should be no obstructions to the examiner's sightlines (e.g. pillars).

Where these minimum recommended sizes are not met, applicants should be aware that this may impede the ability of candidates to demonstrate syllabus requirements (particularly use of space) effectively, particularly at higher levels, which may affect the results.

*Flooring:* The floor should be sprung or have 'give'. It should not be concrete or wood laid directly on concrete as this provides no shock absorption.

For vocational graded examinations, it is recommended that the floor should be sprung and constructed to absorb between 55% and 70% of the force of impact of a dancer landing from jumps. (Floors that are too highly sprung may not be suitable for pointe work.)

It is also recommended that the floor should have an industry top standard covering suitable for ballet, including pointe work, produced by companies such as Harlequin®, Tarkett® or equivalent. The covering should be laid from wall to wall; portable covering should be securely taped.

Wooden floors can be slippery, and this should be minimised e.g. by keeping polishing to a minimum. Where appropriate, rosin should be provided to candidates to prevent falls.

*Barres:* These should preferably be fixed, but stable portable barres are acceptable. All barres should be of sufficient length for four candidates to use together. Fixed barres should be approximately 30cm away from the wall on either the right or left side of the studio, not across the back. Two heights, approximately 102cm and 115cm, are preferable for both fixed and portable barres, but are not essential.

*Ceiling height:* This should allow for circulation of air, and for tall candidates to perform grand allegro with arms in 5th position (we recommend a minimum of 3m).

*Ventilation and temperature:* The studio should be at a suitable working temperature, which should not normally fall below 18.3°C/65°F. It should be well ventilated and heated as appropriate and in extremely cold weather extra heating may need to be provided. RAD does not prescribe a maximum temperature, but in hot climates, it is advised to have either air conditioning, overhead fans and/or windows that can easily be opened. In extreme heat, additional water or rest breaks may be taken – the examiner will advise in such situations.

*Lighting:* The studio should be well lit. Where direct sunlight is likely to obstruct focus or attention, there should be blinds, curtains or shutters.

*Walls, mirrors and doors:* The studio should have doors; curtains are not acceptable. All mirrors have to be covered. The rear wall and examiner sightlines should be clear of miscellaneous items and visual distractions where possible.

*Table:* A table and comfortable chair (preferably height adjustable) should be provided for the examiner. The table should be steady and large enough to accommodate an iPad, relevant timetable/paperwork, bell and water glass/jug. It should be placed to avoid glare and sunlight, with a clear view of the entire performing space and the accompanist/music operator and so that all candidates can be seen when standing at the barre.

*Music:* An accompanist, keyboard instrument, music scores, additional instruments and/or playback facilities for recorded music must be provided as appropriate. Where teachers enter students for Intermediate Foundation, Intermediate and Advanced Foundation and choose to use recorded music, they must provide the official Free Enchaînement tracks for this part of the exam. See [Music](#) for further details.

*Access:* There should be full and inclusive access to all exam facilities.

*Changing room and toilet facilities:* These must be available to the examiner, accompanist/music operator and candidates. If possible, facilities for the examiner and accompanist/music operator should be separate to those for candidates.

*Warm up facilities:* Ideally a studio should be provided for candidates to warm up, although if this is not available then an alternative private area should be allocated for this purpose if possible.

*Fire, health and safety procedures:* The studio's health and safety procedures should be clearly visible and emergency exits should be clearly marked.

These minimum requirements are set out for the benefit of candidates, in order to safeguard their health and safety, but also to ensure that they are able to perform to their best in exams. They are also intended to ensure a suitable environment for examiners/pianists/music operators/exam attendants in which to work.

If, in the opinion of the examiner, the facilities provided may seriously disadvantage candidates or put them at risk of injury, or constitute an unsafe working environment, the exams may be cancelled or suspended until the issue is resolved.

AECs are monitored by both the RAD and the qualifications regulators. Applicants agree that access to their exam centre is available to both as required. Notification will be normally be made in advance if either the RAD or regulatory personnel wish to visit the premises.

## RAVs

RAD Approved Venues (RAVs) are provided by the RAD. The number and location of RAVs varies from country to country.

The RAD recommends that where candidates are under the age of 15, a responsible adult accompanies them to their examination.

Any candidate taking an exam at an RAV will have the studio, pianist/music operator and exam numbers provided, but will need to provide their own props and uniform. A pianist is mandatory for all Vocational Graded Examinations held in RAVs and the RAD will provide an accompanying pianist for these exams unless the teacher or candidate opts to bring their own pianist. In such cases, the pianist must bring their own music.

Further information is available on request from RAD offices.

## CCTV

The RAD recognises that some premises used for exams will have CCTV security systems which could lead to exams being filmed.

The RAD accepts the proper use of CCTV cameras in the context of exams taking place at those premises, provided that the normal features of such systems are in place; i.e. that it is clear where and why footage is being taken, that footage is stored securely, will only be reviewed in the event of a security issue occurring, and will be deleted/destroyed after a given period of time (usually 3-6 months); and that cameras and other equipment (monitors etc.) are unobtrusive and do not disrupt or impede the exams in any way.

In no circumstances can CCTV footage be used as part of an enquiry or appeal.

The implementation and use of CCTV systems is the responsibility of the premises and not the RAD (unless the premises are owned by the RAD).

# Music

Exam type / level	Pianist*	Recorded music	Own recorded music	Combination - recorded music and pianist - teacher's choice	Choice of A or B track from recorded music	Notes
DTYOT levels 1-2	✓	✓	✓	✓		
Pre-Primary in Dance class award	✓	✓		✓	✓	percussion accompaniment can be used for some exercises with piano. For the Imaginary Movement Sequence, improvised or own choice piano or recorded music can be used.
Primary in Dance class award	✓	✓		✓	✓	
Grades 1-5 class awards	✓	✓		✓	✓	
Grades 6-8 class awards	✓	✓				recorded music should not include title of the exercises beforehand
Grades 1-7 solo performance	✓	✓	for free choice dance only	✓		for the free choice dance, candidates may be accompanied by live or recorded music.
Primary in Dance exam	✓	✓		✓		
Grades 1-5 exams	✓	✓		✓	✓	
Grades 6-8 exams	✓	✓				recorded music should not include title of the exercises beforehand
Intermediate Foundation – Advanced 2	✓	✓				vocational examinations may be performed with recorded music or with a pianist. Where teachers use recorded music for Intermediate Foundation, Intermediate and Advanced Foundation, they must provide the official Free Enchaînement tracks for these levels.

<i>Discovering Repertoire</i> Levels 2, 3 and 4 (and levels 6, 7 and 8 for Scottish qualifications regulated by Qualifications Scotland Accreditation)	✓	✓		Unit: Class and Units: Variation 1 & Variation 2 (development exercises only) may be performed to recorded music or pianist.		the variations and variation réverences in Units: Variations 1 & 2 are performed to the recorded music; the rest of the exam and Unit: Class may be performed to recorded music or pianist.
Solo Seal	✓					

In AECs, applicants are required to provide their own accompanist, keyboard instrument and stool, music score, additional instruments, playback facilities for recorded music and/or recorded music, as appropriate, including the official [Free Enchaînement tracks](#) for Intermediate Foundation, Intermediate and Advanced Foundation levels if using recorded music for these levels.

In RAVs the RAD will provide pianists/music operators and playback equipment.

## Music in AECs

Up to and including Grade 5, the syllabus music allows for a variety of styles and instrumentations; therefore a keyboard other than that stipulated (for example a portable electronic keyboard) may be appropriate.

### Acoustic Pianos

Either a grand piano or an upright piano is permissible and should be well maintained and in tune

### Electric Keyboards

The instrument should have a full range of 88 keys which should be touch sensitive. It must also include a sustaining pedal in the construction or as an attachment and be placed on a robust stand with a music stand. If the keyboard has a selection of sounds available, the piano sounds should be used at all times.

In all cases, a piano stool or chair (preferably height-adjustable) should be provided. The instrument should also be placed in a position so that the accompanist has a good view of the candidate(s) and the examiner.

Recorded music may be used up for all exams except the Solo Seal.

Recorded music should not include the announcement of the title of the exercises.

For Vocational examinations the variations at all levels should be performed with the orchestral tracks.

If a teacher chooses to use recorded music for Intermediate Foundation, Intermediate and Advanced Foundation, they must also provide the official [Free Enchaînement tracks](#) for these levels.

For *Discovering Repertoire*, either a pianist or recorded music can be used for all Units. The exceptions are the Variations and Variation révérence which should be performed to the recorded orchestrated music.

Adjustments to the tempo of playback devices using tempo controls may be used at the discretion of the teacher, but only to a degree to which the learning outcomes and assessment criteria of the exercise can be met and should be appropriate for the dynamics of the settings. Changing the tempo should not change the pitch, and no more than 5% slower or faster is recommended.

Amplifiers and speakers should be powerful enough and suitably placed to provide clearly audible accompaniment, but remain within the limits stipulated by *The Control of Noise at Work Regulations 2005* in the UK, or corresponding regulations in other countries.

The piano, any additional musical instruments, and playback facility should be placed so that the accompanist/music operator can see both the examiner and the candidates. It should be placed away from the examining table and should not distract or obscure the sightline of the examiner.

All musical resources should be sufficiently well prepared so as not to impede the flow and time constraints of the exam. We advise rehearsing with any equipment before the examination so that the exam day flows smoothly and candidates are not impacted by difficulties operating the music, incorrect music choices or unsuitable volume.

The applicant is responsible for ensuring that the accompanist/music operator is aware of the requirements of the exams and is fully briefed in undertaking their role. Where a mixture of live and recorded music is used, the pianist should operate the playback equipment.

Where a pianist is accompanying an examination, they should also operate the music playback equipment for the variations.

It is strongly advised that the teacher (or parent/guardian) does **not** act as pianist or operate the playback equipment. This is because candidates, particularly young candidates, can easily get distracted in this situation which can affect their performance in the exam, particularly the alignment of head and eyes. If a teacher does need to perform this role, the following guidelines are suggested:

- a screen is placed between the performing space and the piano/sound system
- the teacher should sit with their back towards the exam area and make no eye contact with the candidates
- candidates should understand beforehand that the examiner will conduct the exam and that the teacher will not assist at any point.

For the free enchaînement sections of Intermediate Foundation, Intermediate and Advanced Foundation exams, pianists can choose to play a piece of the suggested music that appears at the back of the printed music book or a piece of

their own choice. Where recorded music is used, the official [Free Enchainement tracks](#) should be provided. The applicant is responsible for ensuring that pianists/music operators are aware of the requirements of this part of the exam and the extent of what may be requested by examiners.

If teachers are filming their examinations, then guidelines for the preparation and presentation of free enchaînements can be found in the [Members' area](#).

For further details about RAD music resources, please visit  
<https://www.radenterprises.co.uk/>

## Uniform and presentation

All uniform is recommended, not required. Uniform should flatter and enhance the candidate's line, be clean, appropriately supportive and comfortable to the individual. The silhouette of the candidate should be clearly visible.

\*Where indicated in the chart below, pointe shoes should be traditional style and construction and worn with ribbons. 3D printed pointe shoes featuring a modular design are currently not recommended for examination wear and in particular, the early stages of training.

### **Option 1 (traditionally female) – graded and *Discovering Repertoire***

<b>Level</b>	<b>Leotard</b>	<b>Colours (recommended)</b>	<b>Skirt</b>	<b>Socks/Tights</b>	<b>Shoes (Split sole shoes are permitted)</b>	<b>Character skirt</b>	<b>Character shoes</b>
DTYOT					No prescribed uniform		
Pre-Primary in Dance	Short sleeved <b>or</b> skirted leotard	pink pale pink lilac pale lilac marine blue pale blue navy	Georgette wrap over skirt – colour to match leotard	Short socks Pink or to match skin tone	Soft ballet shoes with matching elastic (satin, leather or canvas) Pink or to match skin tone Should tone with socks	n/a	n/a
Primary in Dance							
Grades 1-3	Sleeveless <b>or</b> short sleeved leotard	pink lilac marine blue mulberry lavender lavender navy powder blue rose navy	n/a	Short socks or tights Pink or to match skin tone	Soft ballet shoes with matching elastic (satin, leather or canvas) Pink or to match skin tone Should tone with socks	Black with braiding/ribbon that complements the colour of the leotard style is preferable	Black canvas Grades 1-2 Lower heel height Grade 3 onwards Cuban (higher) heel

Level	Leotard	Colours (recommended)	Skirt	Socks/Tights	Shoes (Split sole shoes are permitted)	Character skirt	Character shoes
Grades 4-5	Elasticated belt colour to match leotard	pink teal red mulberry fuchsia navy lavender burgundy dark green royal damson	n/a	Short socks or tights  Pink or to match skin tone	Pink or to match skin tone  Should tone with tights/socks	The hem of the skirt approximately 3 inches (7.6cm) below the knee	(lower heel may be worn)  Shoes should be fitted with elastic that matches/tones with tights/socks  <b>G4 Dance F (Tarantella) requires ballet shoes – character shoes should <u>not</u> be worn requires ballet shoes – character shoes should <u>not</u> be worn</b>

Level	Leotard	Colours (recommended)	Skirt	Tights	Shoes (Split sole shoes are permitted)	Character skirt	Character shoes
Grades 6-8	Any classical style of leotard  Elasticated belt colour to match leotard	black navy royal blue lavender red  burgundy mulberry	The skirt can be worn at the barre  A soft material e.g. georgette or chiffon approx. mid-calf length  Circular style is preferable  Colour should match tone/leotard		Soft ballet shoes with matching elastic (satin, leather or canvas)  <b>Soft pointe shoes should <u>not</u> be worn</b>  Pink or to match skin tone. Should tone with tights  Free Movement exercises and dance may be performed in ballet shoes <b>or</b> bare feet (for bare feet - convertible tights should be worn)	Black with braiding/ribbon that complements the colour of the leotard - circular style is preferable  The hem of the skirt should be approximately 3 inches (7.6 cm) below the knee	<b>Black canvas</b>  Cuban (higher) heel  Shoes should be fitted with elastic that matches/tones with tights
Discovering Repertoire  All levels	Capped sleeveled <b>or</b> sleeveless leotard	black burgundy	Optional chiffon skirt to match leotard  <b>Variations at all levels</b> Optional romantic or classical tutu skirt in white or black with/without decorative ribbons	Pink or to match skin tone	<b>All units</b>  Soft ballet shoes with matching elastic or ribbons (satin, leather or canvas) <b>or</b> demi-pointe/soft pointe shoes with ribbons  <b>Variations 1 &amp; 2 units only</b> Pointe shoes with ribbons may be worn  Pink or to match skin tone Should tone with tights	n/a	n/a

## Option 1 (traditional female syllabus) – vocational graded

Level	Leotard	Colour (recommended)	Skirt	Tights	Shoes (Split sole shoes are permitted)
Intermediate Foundation		black navy royal blue purple burgandy black	Optional - short skirt without pattern to match/tone with leotard (hem approximately 30cm from floor when kneeling)		Soft ballet shoes with matching elastic or ribbons (satin, leather or canvas) or demi-pointe/soft pointe shoes with ribbons.
Intermediate			Optional classical tutu skirt may be worn for Variation 1 which should tone/match with leotard		<b>Pointe shoes with ribbons must be worn for pointe work sections and female syllabus variations in AF – A2 elastic may be worn in addition to ribbons if required and should tone with the pointe shoes/tights.</b>
Advanced Foundation			Optional skirt may be worn for Variation 2, which should match/tone with leotard either as described above or: <a href="#">here</a>		
Advanced 1	Capped sleeved or sleeveless leotard	Elasticated belt to match leotard		Pink or to match skin tone	Pink or to match skin tone Should tone with tights
Advanced 2					
Solo Seal		any colour	Genée port de bras: Soft chiffon circular or wrap around mid-calf length skirt  <b>21st century variation</b> Soft short chiffon wrap around skirt  <b>Classical variation and Finale:</b> Classical tutu skirt  Should match/tone with leotard		<b>Pointe shoes with ribbons are required for all settings elastic may be worn in addition to ribbons if required and should tone with the pointe shoes/tights.</b>  Pink or to match skin tone Should tone with tights

**Option 2 (traditionally male syllabus) – graded, vocational graded and *Discovering Repertoire***

Level	T-Shirt/Leotard	Colours (recommended)	Shorts	Socks (short length worn over tights)	Tights	Shoes (Split sole shoes are permitted)	Character			
DTYOT				No prescribed uniform						
Pre-Primary in Dance	Well Fitted t-shirt				n/a	Soft ballet shoes (leather or canvas) white with matching elastic	n/a			
Primary in Dance					Navy or black tights may be worn instead of shorts					
Grades 1-5	Short sleeved leotard or well fitted t-shirt									
Grades 6-8		white pale blue navy grey				Soft ballet shoes (leather of canvas) black or white with matching elastic	Lace-up character shoes (no other additional uniform requirements)			
<i>Discovering Repertoire</i>	Leotard or well-fitted short sleeved t-shirt worn tucked into tights					Shoes to match socks  Free movement exercises and dances may be performed in ballet shoes of bare feet	<b>G4 Dance F (Tarantella)</b> <b>requires ballet shoes -</b> <b>character shoes should</b> <b>not be worn</b>			
All levels			n/a	white (with grey or navy tights) or black (with black tights)	grey navy black					
Intermediate Foundation						Soft ballet shoes (leather of canvas)  black or white with matching elastic				
Intermediate						Shoes to match socks				
Advanced Foundation										
Advanced 1										
Advanced 2							n/a			
Solo Seal	Leotard or well-fitted short unitard or well-fitted short sleeved t-shirt worn tucked into tights	any colour	n/a	<b>Largo, Classical variation and Finale:</b> black or white (to match shoes)  21st century variation no socks	<b>Largo, Classical variation and Finale:</b> any colour full length or footed tights  21st century variation: any colour full length ¾ or full length tights	Soft ballet shoes (leather or canvas) with matching elastic  Largo, Classical variation and Finale: black or white shoes to match socks/tights  21st century variation: shoes to match skin tone				

## **Presentation – general guidelines**

Uniform recommendations are listed for each grade in the tables above, but where this is not possible, suitable alternatives of a similar colour and style may be worn.

Teachers are reminded that it is not necessary for candidates to have newly purchased uniform for exams.

Candidates should wear the correct shoes as stipulated above. Candidates using pointe shoes may bring an additional spare pair of pointe shoes into the exam studio if required.

For **solo performance awards**, candidates can wear their normal uniform as specified for the relevant grade. Enhancements may be made to the uniform; these should be relatively simple, must not distract from the dance itself, and should be additions rather than complete costume changes. Changes must be carried out quickly and efficiently, and must not disrupt the timing. They may not obscure candidate numbers. Candidates may perform the free choice dance in bare feet.

Uniform, masks and some props can be purchased from [RAD Enterprises Ltd](#) and selected distributors and retailers worldwide.

RAD uniform is available to Registered Teachers at 30% off the RADE retail price through the RADE Uniform Direct promotion from Freed of London.

Where candidates wish to wear a headscarf or hijab, this should not obscure the line of the head and neck.

Candidates may also wear leotards with more coverage e.g. long-sleeves/high neck line.

- Uniform should flatter and enhance the dancer's line, be clean, appropriately supportive and comfortable to the individual. The silhouette of the dancer must be clearly visible
- Elastic or ribbons should be firmly sewn on shoes in the correct position and securely fastened before entering the studio
- Hair should be neatly and appropriately styled off the face and neck in order that the line of the head and neck is not obscured
- Glasses may be worn
- Small stud piercings may be worn, but other jewellery must not be worn, unless required for religious or cultural reasons
- Make-up is not required for examinations. Where used, make-up should be natural and kept to a minimum. Coloured nail varnish should not be worn. Candidates may wear arm or leg supports if necessary. These should be white or chosen to match skin tone.

The RAD places the safeguarding of children and young people at the heart of its policy making. It is important that candidates (and their parents/guardians) feel comfortable, and should not be made uneasy with any of the uniform requests made by teachers. It is not acceptable for teachers to prohibit candidates from wearing underwear.

## **Pointe work - Female Vocational Syllabi**

If a candidate is presenting the female syllabus at vocational level, pointe work must be performed wearing pointe shoes and performed en pointe, where required in the choreography.

A mark of '0' will be awarded to the relevant sections under the following circumstances:

- A candidate opts not to wear pointe shoes for the relevant section(s)
- Pointe shoes are worn although the candidate does not attempt to go en pointe throughout the entire exercise/variation

In the situations above, music and performance marks will not be awarded for these sections and this may negatively impact the candidate's overall of music and performance marks.

The sections that require pointe work include:

### **Technique 6**

Intermediate Foundation

Intermediate

### **Technique 6 and Variation Technique, Music and Performance**

Advanced Foundation

It is not possible to pass the Advanced 1, 2 and Solo Seal female syllabus examinations without presenting the required sections en pointe.

## **Tattoos**

Candidates are not required to cover tattoos for RAD examinations. For those candidates wishing to cover their tattoos, we would recommend dancewear with greater coverage although body make-up may also be worn.

# Props

Props are optional for exercises. For dances there is an alternative version that does not require the use of props at each level.

## **Dance to Your Own Tune**

Resources (e.g. dressing-up clothes and props) can be used if so desired.

## **Pre-Primary in Dance and Primary in Dance**

The use of a wide range of props such as feathers, wrist bands, pom-poms and percussive instruments is encouraged, in order to aid learning. However, the use of props is optional. Teachers may find that the use of props during classes is beneficial, even if they are not used for all exercises during the exam or class award itself.

Pre-Primary in Dance - Class Award

<b>Exercise</b>	<b>Props</b>
Warm-up	Wrist bands with ribbons/streamers or finger bands with ribbons/streamers
Fingers and hands	Feathers, suitable flower petals or pom-poms (small)
Walks	Suitable percussion instruments and/or relevant prop
Run and balance	Wings composed of a soft suitable material that can be attached to shoulders and to the wrist or finger
Bounce and jump	Suitable percussion instruments, wristbands with ribbons/streamers or finger bands with ribbons/streamers, hand held pom-poms
Claps and jumps	Chalk or non-slip suitable floor markers
Imaginative movement sequence	Any prop that will help in the understanding of the story. Small pieces of costume may be worn, for example hat, crown, scarf, cloak, belt (avoid masks as the candidate's face should be seen at all times)

Primary in Dance Class - Award and Examination

<b>Exercise</b>	<b>Props</b>
Marches	Hand held pom poms or flags
Dressing-up dance	A small trunk, suitcase or box with a hinged lid (containing costume item) <b>one per candidate</b> Any suitable items of costume that can be easily worn and taken off, e.g. hat, crown, scarf, cloak, belt ( <i>avoid masks as the candidate's face should be seen at all times</i> )

## Grades 1-8

All props shown below are *required* except for Transfer of weight (Grades 1 & 4).

At all levels, alternative dances are available for which props are not required.

Grade	Exercise/dance	Props
Grade 1	Transfer of weight <b>(optional)</b>	Flag, soft fabric on a stick, scarf or ribbon  The ribbon for the transfer of weight exercise should be longer than the one for the dance. An exact length is not advised because it depends on the height of the candidate and their facility with the ribbon
	Dance B	Short stick with two ribbons attached or two ribbons held in the hand (length of ribbons approximately 0.5m)
	Character dance C	Watering can. Must have two handles, one at the side for the watering movements (used with one hand) and a fixed handle over the top (held with both hands)
Grade 2	Character dance C (female syllabus)	Soft garland of flowers - approximately 1 metre in length
	Character dance C (male syllabus)	Scarf - approximately 1.25m in length and 0.25m wide Should have the appearance of Hungarian (folk style), any material, may have braided style trimming
Grade 3	Character dance D (female syllabus)	Flowered head band with ribbons attached but hanging down the back: approximately 6 ribbons, each 3cms wide, length to just below knees (length depends on height of candidate) The frame should be a circle covered by ribbon to fit the head, with flowers attached to the top part to just above the ears at both sides, and then the ribbons attached side by side to the lower half of the circle
	Character dance D (male syllabus)	Small folk drum (this can be hand-made e.g. from a biscuit tin or similar)
Grade 4	Transfer of weight <b>(optional)</b>	Two long ribbons - any colour
	Dance B (male syllabus)	Braces (any colour)
	Dance C	Cane (any colour)
	Character Dance F	Tambourine – may have ribbons attached (any colour)
Grade 5	Dance C	Bowler style hat (any colour)
	Dance F (male syllabus)	Waistcoat (any colour)
Grade 6	Free movement	Long silk scarf (female syllabus)/heavier silk material representing cloak (male syllabus)
Grade 7		Long silk scarf (female syllabus)/cotton material representing cloak (male syllabus)
Grade 8	Free movement	Long silk scarf (female syllabus)/cotton material representing cloak (male syllabus)
	Danse Russe	Small handkerchief (female syllabus)

## ***Discovering Repertoire***

<b>Level</b>	<b>Exercise / dance</b>	<b>Prop</b>
Level 2 (Level 6 for Scottish qualifications regulated by Qualifications Scotland Accreditation)	Variation 1 (female syllabus): <i>Coppélia</i> (Spanish)	Fan

## **Solo performance awards**

The use of props for free choice dances is optional. Any props used must be hand-held.

## **On the exam day**

### **AECs – before the exams**

The exam studio should be ready before the examiner arrives and should be clear and tidy.

A responsible person must be available to act as examination attendant and should be present outside the studio at all times to assist candidates and those accompanying them. (This may be the applicant or another teacher associated with the entry).

The examination attendant is responsible for running the exam day and should be available to deal with or react to emergencies, including fire evacuation procedures and first aid.

*No Entry/Quiet/Examinations in Progress* signs should be placed at the entrance to the studio and in other appropriate locations as loud noises near the exam studio can be distracting for the candidates.

The examiner's table should be positioned as outlined above under *Exam studios*. A bell, a jug/bottle of water and a glass should be placed on the table.

Optional music/dance choice forms are available from the RAD website. If necessary, these forms can be completed and given to the examiner.

Where necessary (Grades 6-8 only), the examiner should be informed if candidates are performing Free Movement work in bare feet.

The examiner will arrive approximately 15 minutes before the start of the first exam. The examination attendant should make themselves known to the examiner and introduce the pianist/music operator. The examiner must be informed of fire evacuation procedures and first aid facilities and procedures, and should then be escorted to the studio and be given time to prepare for the exams.

The examiner will advise when the pianist/music operator can enter the studio. Pianists/music operators may only remain in the studio whilst engaged in accompanying the candidates or operating playback equipment, and should not discuss proceedings with either the examiner or candidates, unless the examiner asks them for help with translation or other matters. Pianists/music operators should leave the studio during the breaks so that the examiner can complete the paperwork without being disturbed.

## **RAVs – before the exams**

Normally the venue will be open one hour before the start of the exams and closed half an hour after the end of the exams.

An examination attendant will be present at the venue to greet and register the candidates.

An area will normally be available for candidates to warm up before the exams. Those accompanying candidates to the venue, including teachers and parents, are not allowed into the warm-up area.

Rosin can be provided for candidates if appropriate.

Candidates will be registered on arrival by the examination attendant and will be asked to sign to confirm their identity (proof of identity is not required). Where candidates are too young to sign, a parent/guardian may do so on their behalf.

Candidates are allocated their number when registering at the venue. This number is worn throughout the exam as a means of identification. If candidates fail to arrive or have cancelled after the timetable has been issued, the original allocated numbers will stay in place for the remaining candidates. (Note, numbers no longer have any relation to candidate height.)

## **Admission to the exam studio**

Normally only the candidates, the examiner and a pianist/music operator may be present during an exam. The RAD may at its discretion permit additional examiners (e.g. trainees or standardisation examiners) and/or (for exams in RAVs) additional pianists (e.g. for training/monitoring purposes) into the studio.

Occasionally, the presence of an additional responsible adult may be necessary in order to comply with safeguarding requirements (see [Safeguarding](#)) or to assist where filmed exams are taking place.

Additionally, the examinations regulators have the right to send representatives for monitoring/auditing purposes. In such cases teachers will be notified in advance.

During the exam, unauthorised persons should only enter the studio in an emergency.

## **Warm up**

Candidates should arrive in time to warm up, and be ready to begin at least 15 minutes before the scheduled start time.

## **Illness and injury before or during the exam**

Candidates who feel unwell before or during any exam or suffer an injury resulting in them not being able to continue, should withdraw and leave the studio.

Temporary withdrawal from the exam room should be for as brief a time as possible, during which the exam, if under way, will be stopped and the remaining candidates advised to keep warm.

If, having left the exam, the candidate is not able to return within about three minutes, the examiner should be informed by the examination attendant, so that the exam can be started or resumed as soon as possible.

If a candidate is unable to complete an exam due to illness/injury or for any other reason, they may choose to either (a) accept the result of the exam based on the completed sections, or (b) withdraw from the exam and, if they wish, apply for compensation as detailed in the [Fees](#) section. If a candidate withdraws or is unable to complete an exam due to illness/injury, this should be communicated to the local office as soon as possible.

In the event of (a) above, the examiner will assess the candidate on the basis of the work seen, as if no response had been given by the candidate to the parts of the exam which were not completed. This may result in '0' being awarded for some components; however, candidates may still be able to pass provided that the minimum required marks have been obtained.

For class awards, if a candidate does not show a section (i.e. if they receive 'never' for any descriptor), they do not obtain the award.

Candidates who accept such a result are ineligible to apply for a refund.

Candidates who become ill before or during the exam, whether or not they complete the exam, are eligible to apply for Special Consideration (see below). However, in this event they will forfeit the right to apply for a refund as set out in the [Fees](#) section.

The RAD takes no responsibility for any injury to a candidate in an exam, unless it can be shown, in the case of an RAV, that it was negligent in providing suitable facilities for the exam to take place, and that it was this negligence which caused the injury to occur. Other than in this case, any injury to a candidate in an exam is entirely the responsibility of the applicant.

## **Withdrawals and non-attendance**

Notice of withdrawal of any candidate who cannot be present for an exam must be submitted as soon as the inability to attend is known, and certainly no later than the day of the exam, to the RAD office where the original entry was sent, with an explanation of the reason.

If a candidate is unable to attend an exam due to circumstances beyond their control, such as illness, compassionate reasons e.g. family bereavement, serious adverse weather conditions, compensation may be sought, on the basis of evidence submitted, as detailed in the *Fees* section.

The RAD is not liable to offer compensation for the withdrawal of any candidate who is entered for an exam and does not meet the published criteria for entry. This includes the candidate meeting any minimum age requirements, and having the correct pre-requisite exam qualification.

A candidate in quarantine for any infection must be withdrawn.

## **Special consideration**

A Special Consideration is a post-assessment adjustment for a candidate who was prepared for and present at an assessment, but who may have been disadvantaged by adverse circumstances that arose immediately before (i.e. after the closing date), or at the time of the assessment.

Special Consideration is given when the Awarding Organisation, at its discretion, believes that the adverse circumstances are likely to have materially impacted the candidate's ability to a) take the assessment or b) fully demonstrate their level of attainment in the assessment.

RAD's assessments are a measure of what a candidate can demonstrate at one moment in time. The application of Special Consideration must not be misleading in regards a candidate's achievements. In order to maintain the integrity of the assessment, therefore, only minor adjustments can be made.

### **Awarding a Special Consideration**

Any decision to award special consideration will be based on a number of factors, which may vary from candidate to candidate and from one assessment to another. These factors may include the nature and severity of the circumstances and the date of the assessment in relation to the circumstances.

Each Special Consideration case is evaluated, and the outcome is determined on an individual basis. Such outcomes might include, but are not limited to:

- The awarding of a small amount of additional marks (i.e. Special Consideration marks).
- An offer to re-take the assessment.
- An offer to re-take the assessment in a different format (e.g. filmed assessment).

A teacher, parent/guardian, or candidate (if over 18) may apply for Special Consideration. Applications may only be submitted after the assessment has taken place and must be received by Examinations Customer Service via [examscustomerservices@rad.org.uk](mailto:examscustomerservices@rad.org.uk) within 5 working days of the assessment date. A Special Consideration application form and any medical documents need to be submitted as separate documents.

- Please read the [Special Consideration policy](#) and procedure before you complete your [Special Consideration Application Form](#).
- Please find the [RAD Examinations Privacy Policy](#).
- Forms and medical documents should not be given to the examiner on the day of the assessment.

## Audiences

Audiences are permitted for demonstration classes (Dance to Your Own Tune) held in AEC venues and Solo Seal examinations.

Audience regulations for demonstration classes (Dance to Your Own Tune):

- guests should arrive on time
- the audience should be seated where the teacher and participants feel most comfortable
- audience numbers should comply with logistical and health and safety requirements for the studio
- no guests under 12 years of age should be admitted
- guests must enter and leave the studio promptly so as not to disrupt the exam timetable, and cannot enter/leave the studio once the class has started, or until it has finished
- no photography or video recording is permitted
- mobile phones and watch alarms must be switched off
- no food or drink is allowed in the studio
- guests must remain silent during the class, and must not attempt to speak to/distract candidates
- the examiner will not discuss the class with the guests

- no fees may be charged by the teacher for viewing the class.

## In the exam

Candidates can take a water bottle into the exam studio. Normally water should only be drunk during official rest breaks.

Candidates who are diabetic can take their insulin or a snack into the exam studio.

Candidates who require asthma pumps and sprays can take these into the exam studio.

Candidates taking vocational graded exams can take a hand towel into the studio.

Candidates using pointe shoes may bring a spare pair into the studio.

All items taken into the exam studio should be placed at the side of the room where they will not impede any candidates' dancing.

## Candidate numbers

Numbers must be worn during the exam as a means of identification. They should be large enough for the examiner to see, and securely pinned to the **front** and **back** of each candidate.

In an AEC the numbers should match the submitted entry.

In an RAV, the numbers will be pre-allocated and provided on arrival.

If any candidate fails to arrive or cancels after the timetable has been issued, the original numbers remain in place.

## Entering the exam studio

A few minutes before the start time, the exam attendant should line the candidates up in the correct order outside the studio door.

Checks should be carried out to ensure that the candidates are wearing the correct number.

Where relevant, candidates should have with them their character skirts, character shoes, pointe shoes, tutus, and/or props if these have not already been placed in the studio.

The examiner will ring the bell when they are ready for the exam to begin.

The exam attendant will then direct the candidates to enter the exam studio.

The candidates enter the studio and form a line in front of the examiner in ascending numerical order (see below) and greet the examiner in English or the

candidate's own language. For a class award, the teacher will lead the students into the exam studio in numerical order.

Order of candidates in an exam:

candidate 1	candidate 2	candidate 3	candidate 4
Examiner			

The examiner will then check the name and number of each candidate. For class awards, the teacher will introduce the candidates individually to the examiner.

No candidates should enter the studio once the exam has started.

## Examinations

Exams are conducted by the examiner or in line with Guidelines for filming RAD exams (see [members' area](#)).

At the barre, exam candidates stand in sequential order with the lowest number at the front. Candidates should be stood at the same side of the barre.

For vocational graded exams, where barre exercises travel, candidates may be asked to present them two by two, rather than all together.

Candidates will be given time to change before the character and pointe work sections.

On conclusion of the exam, the examiner will instruct the candidates to leave the studio.

Candidates will be examined through the performance of the prescribed examination content, all of which should be prepared except where choices are indicated (see [Section 2](#)).

Candidates are normally seen in sets of four and should be prepared to dance solo and in combinations as indicated.

For graded exams, teachers may organise the candidates groups following the grouping indicated in [Section 2](#). Examiners will not change teachers' pre-arranged groupings. When arranging pairs candidates should remain in order: e.g. candidates 1 & 2 perform together and 3 & 4 perform together. If teachers feel their students may not remember the pre-determined groups, brief notes can be given to the examiner. When the teacher has not arranged pre-determined groups, the examiner will arrange the groups following the guidelines in [Section 2](#).

For sets of three candidates in graded exams, for paired work, two candidates dance as a pair and one dances solo. One candidate can dance twice to create two pairs, but the candidate chosen to do this should be varied during the exam.

**For vocational graded examinations at both AEC and RAV centres, the examiner will arrange the candidate groups at all levels.**

In some cases, the order of the exercises will be dependent on whether candidates in the same set are performing the male or female syllabus.

For the performance of **Graded** exams, **Class Awards** and **Solo Performance Awards**, teachers/students may select any exercise or dance from the traditionally labelled classical male or female settings. Therefore removing the previous requirement to show either the full traditionally 'male' or 'female' settings in an exam.

For **Vocational Graded** and **Discovering Repertoire** exams and Class Awards, the content specifications have remained the same and should be presented as either the traditionally classical 'male' or 'female' syllabus. Candidates may choose which syllabus they perform, which may be different from the sex assigned at birth, or the gender with which the candidate identifies.

Candidates may offer a verbal 'thank you' to the examiner after the set révérence.

## **Additional guidelines for Grade 8**

A short skirt may be worn for the barre work in grade 8. At the end of the barre, all candidates leave the studio and candidates choosing to wear calf-length skirts for the dances would change into them now.

The examiner will ring the bell to indicate when the candidate(s) should re-enter the studio.

All candidates then return, perform the Entrée Polonaise together, and then leave the studio.

Candidate number 1 then returns to the studio and performs the classical solo, after which he/she leaves; followed individually in turn by candidate numbers 2, 3 and 4.

This continues for each of the chosen classical, free movement and character solos. Finally, all candidates return for the Finale Polonaise and Révérence, which are performed together. If there are only one or two candidates in a set, the pauses between solos will be a little longer.

Where there is only one candidate they will remain in the studio after the Entrée Polonaise before performing Etude Lyrique and will remain in the studio after the character solo before performing the Finale Polonaise and Révérence.

This exam should be presented as a stage performance. Candidates make their entrances and exits as if entering and exiting from a stage. The examiner will **not** cue the pianist or candidate(s) at the start of each piece.

Having entered, the candidates will place themselves in the correct starting position and the pianist will take their cue from them. At the end of each solo there is no need for a bow or curtsey to the examiner or pianist as the Finale Polonaise and Révérence serves this purpose. Candidates may offer a simple verbal 'thank you' to the examiner after the reverence.

## Class awards

Class awards from Pre-Primary in Dance to Grade 7 are conducted by the teacher or an assistant, with the examiner assessing the class. For Grade 8, the examiner conducts the class and this follows the same format as the examination. For *Discovering Repertoire*, the examiner or the teacher conducts the class (teacher's choice).

Audiences are not permitted for class awards.

All candidates perform the syllabus content as detailed in the *Exercises and Dances* book. The formats for class awards are set out in [Section 2](#).

Teachers should follow the grouping guidelines in [Section 2](#) for Pre-Primary in Dance and Primary in Dance class awards. For all other levels, teachers should arrange candidates in groupings that are appropriate for the studio space, allow the examiner to clearly see all the candidates and fit the allocated time.

For *Discovering Repertoire* class awards with 5-8 candidates, additional barres may be used to ensure candidates have enough performance space.

If the teacher is conducting the class they may move around the room as felt necessary, interacting with the candidates as appropriate, but the examiner's view should not be obscured. Teachers may bring a list of exercises into the studio as an aide-memoire.

In general, during a Class Award, the candidates should be able to perform the majority of the work independently. If more assistance is required then teachers may use their judgement.

Candidates may offer a simple verbal 'thank you' to the examiner after the révérence.

On conclusion of the class award the teacher should escort the candidates out of the studio.

For class awards, all work specified in [Section 2](#) should be prepared. **If a candidate do not show a full section** (ie. The Imaginative Movement sequence in Pre-Primary in Dance), **they do not obtain the award**.

For information on props see the Props section above.

## Solo performance awards

These are assessed by the examiner.

Candidates present three dances, each shown as a solo. These can be in any order. Two of these must be taken from the syllabus for the relevant grade. The third dance may be **either**:

- (a) also taken from the syllabus for the relevant grade; or
- (b) free choice, in any dance genre or style.

Once the students have greeted the examiner, they all leave the exam studio.

The examiner will ring the bell again, at which point candidate 1 re-enters, performs Dance 1 and then leaves the studio in order to prepare for Dance 2.

The examiner will ring the bell for candidate 2 to enter the studio. Candidate 2 performs Dance 1 and then leaves, and the process is repeated with candidates 3 & 4.

The examiner will ring the bell for candidate 1 to come back in to the studio and perform Dance 2.

The proceedings continue in the same order until the final candidate has performed Dance 3.

The examiner will ring the bell for all the candidates to return to the studio and perform the révérence together.

If a candidate is in a set on their own, they do not need to leave the exam studio between their greeting and Dance 1, or between Dance 3 and the révérence.

The choreography for the révérence is free choice, and may be classical or character in style, using the révérence music from the corresponding examination.

RAD examiners are specialists in the genre of ballet, although they receive comprehensive training and monitoring in dance assessment. Where a genre other than ballet is selected, examiners will assess this according to their professional judgement. There is no obligation to select a genre other than ballet for the third dance.

## **Additional guidelines on free choice dances for solo performance awards**

Free choice dances should be original, may not belong to any publicly recognised third party (e.g. another dance organisation), and may not have been previously published in any form. Typically the dance will have been choreographed by the teacher/candidate, although it is also possible to use dances from other sources (e.g. choreographed by a friend or colleague) provided this is done within the constraints set out above, and with the permission of the choreographer.

The degree of challenge in the movement skills demanded by the choreography must be broadly comparable to that of the set dances.

The teacher is responsible for the use of a free choice dance and undertakes to indemnify the RAD against any action taken by an individual or organisation in respect of its use.

There is no restriction on a free choice dance having been performed before.

Free choice dances should be between 50 and 70 seconds in length.

Dances from RAD syllabi other than the syllabus for the relevant grade, including previous syllabi (whether for the same or a different grade), are not admissible as a free choice dance. (However, this does not apply to music used in other syllabi, which can be used, so long as the choreography itself is original.)

There is no requirement for candidates in the same set to present identical dances.

Candidates may perform the free choice dance in bare feet.

Pointe work may not be used.

# **Results and certificates**

## **Assessment**

Details of mark schemes and assessment methodologies can be found in [Section 2](#).

All results are subject to analysis and moderation. More information is available [online](#).

Examiners may only disclose the provisional results of an exam to the RAD.

Sections of exams which are not shown by candidates are given a mark of '0'. Where this is due to teacher error, teachers may contact the Examinations Department to explain the situation, and in the interests of candidates, it may in certain circumstances be possible to take appropriate action.

## **Dispatch of results and certificates**

We aim to issue results<sup>1</sup> no later than four weeks, and final results, certificates, medals and bars are dispatched from the printing centre no later than six weeks, following the end of an examination session (allowing for public holidays in the relevant results processing centre).

Results will be issued via the applicant's RAD Online Exam Entries account.

On receipt of results, applicants should check the candidate information to ensure that it is correct - there is a specified time frame given for checking/updating candidate information and informing the RAD of any errors. If changes to certificates are requested **after** printing, this will usually incur a charge, and another wait for the replacement certificate.

The **target date** is the date by which we aim to have certificates printed and dispatched from the RAD results processing centre. After this point certificates dispatched from RAD HQ are sent to our distribution agency to be collated, packaged and sent to teachers via courier. Please note that in these circumstances there may be an additional time period of 1-2 weeks between the RAD printing and dispatching certificates, and packages being received by applicants, due to the distribution, collation and courier services used.

Exam result forms, assessment reports, certificates, medals and/or bars are issued to the applicant by post. Where possible secure postal services are used. Applicants should be aware that they may have to receive these materials in person and sign for them.

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<sup>1</sup>No qualification can be officially confirmed until the certificate is issued. However, any results (where issued) will have been through all RAD quality assurance systems, and will only change in exceptional circumstances.

**Result forms, certificates, medals and bars are the property of the candidate.** It is the responsibility of the applicant to ensure that candidates receive such materials as they are entitled to within a reasonable timescale following receipt. Failure to deliver them to the candidate in a timely manner will be regarded as malpractice.

The passing on of false or incomplete information to candidates regarding results of exams, either verbally or in writing, will be regarded as malpractice.

Distributing results information to third parties in advance of receipt by the candidate and/or without the candidate's consent is regarded as malpractice.

The above points apply even in the event of a dispute arising between the applicant and another teacher, parent, or any other interested party.

All communication regarding results and certificates will be made to the applicant, via the contact details given on the entry form. Under no circumstances, other than those outlined below, will the RAD communicate results to any third party, including individuals named on the entry form who are not the applicant.

In the event that the applicant and the RAD are involved in a dispute after an entry has been submitted, or where the applicant is unable to forward results and certificates to the candidates, the RAD reserves the right in exceptional circumstances and in the interests of candidates who have taken examinations and achieved qualifications to release the results and certificates to another appropriate person, or direct to candidates/parents where appropriate ID checks are undertaken.

All examination, class award and solo performance award certificates and result forms are issued on secure, fraud-proof parchment paper. Security features include:

- micro-numismatics
- advanced holograms
- specialist reactive inks
- watermarks visible only under ultra-violet light
- advanced security numbering
- website document validation
- controlled secure papers & toners.

Certificates include the date of the exam and the date that the award is confirmed and result forms include the award date and the examiner's name.

Where a candidate enters for and takes an exam despite a required pre-requisite not being passed, no result or certificate will be issued.

Where a candidate withdraws from or fails to complete an examination and compensation is sought, no result or certificate will be issued. See [Illness and injury before or during the exam.](#)

## **Complaints, enquiries about results and appeals**

Teachers, candidates, or parents/guardians can request a result enquiry report for RAD exams. This includes a clerical check and a written report with the examiner's encouraging and constructive comments on the results awarded.

Any complaint, enquiry about results and appeals should be submitted in writing to the Examinations Customer Service Manager at RAD headquarters.

The full policy is available [online](#).

## **Replacement result forms, assessment reports, certificates and medals**

For exams taken in **Australia**, **New Zealand** and **Canada**, please contact your [national RAD Office](#). For all other replacements, please complete the [form on the RAD website](#).

A charge will normally be made for replacement result forms, assessment reports, certificates or medals. The exception is where the RAD has misspelt the name of a candidate, despite the correct version of the name having been submitted according to proper procedures and timescales (see the [Registration](#) section above). Charges are published in the fees tables, available [online](#).

Please note that printing of full exam sessions will always take priority over replacement certificates, particularly during busy times, and where the replacement is not the fault of the RAD. Due to volumes of printing, we cannot guarantee a specific timeframe for replacement certificates to be sent out, but will prioritise these as soon as the main exam session printing is complete.

RAD will re-issue a certificate or result form under a new name for a candidate who changes their gender identity, although the result form will continue to indicate which syllabus was performed.

In accordance with regulatory requirements, replacement certificates and result forms are labelled as such. The full policy is available [online](#).

# **Resources**

## **Syllabus apps, books, downloads**

For more details, or to purchase, visit our online shop:

UK (and all countries except those below)	<a href="http://www.radenterprises.co.uk/collections/rad-syllabus">www.radenterprises.co.uk/collections/rad-syllabus</a>
Australia	<a href="http://www.rad.org.uk/more/shopping">www.rad.org.uk/more/shopping</a>
Canada	<a href="http://shop.radcanada.org">shop.radcanada.org</a>
New Zealand	<a href="http://www.rad.org.nz/shopping">www.rad.org.nz/shopping</a>
South Africa	<a href="http://www.radshop.co.za">www.radshop.co.za</a>
USA	<a href="http://www.radusa.org/shop">www.radusa.org/shop</a>
China and Hong Kong	Contact local office

## **Digital syllabus resources**

Video app (same content as DVD)	<a href="http://www.radenterprises.co.uk/rad-video-applications">www.radenterprises.co.uk/rad-video-applications</a>
iBooks for Apple	<a href="http://www.radenterprises.co.uk/rad-syllabus/ebooks-apple-ios">www.radenterprises.co.uk/rad-syllabus/ebooks-apple-ios</a>
eBooks for Android	<a href="http://www.radenterprises.co.uk/syllabus/ebooks">www.radenterprises.co.uk/syllabus/ebooks</a>

## **Uniform, props etc.**

Uniform	<a href="http://www.radenterprises.co.uk/rad-examination-wear">www.radenterprises.co.uk/rad-examination-wear</a>
Props	<a href="http://www.radenterprises.co.uk/rad-examination-wear/props-accessories">www.radenterprises.co.uk/rad-examination-wear/props-accessories</a>
Exam numbers	<a href="http://www.radenterprises.co.uk/rad-examination-wear/exam-badges">www.radenterprises.co.uk/rad-examination-wear/exam-badges</a>

Stock is also available at the RAD shop – 188 York Road, Battersea, London, SW11 3JZ; tel: +44 (0)207 326 8080 – or contact your local office for information on your nearest stockist.

For teachers who sell uniform to students through their schools, RAD recommended uniform is available to Registered Teachers at a 30% discount through the RADE Uniform Direct promotion from Freed of London – <https://www.radefreed.com/>

The RAD works in collaboration with the following licenced suppliers who are authorised to manufacture and sell RAD approved exam wear bearing the RAD logo through various stockists:

Bloch®	
Freed of London	
International Dance Supplies®	
Mondor	
Little Ballerina	

Bloch approved uniform is only available outside the UK and Europe. Mondor mainly distributes in the US and North America with limited distribution elsewhere. All other licensees distribute worldwide.

**RAD style uniform without our logo has not been approved by RAD.**

# **Additional information**

## **Data protection**

The RAD complies with the requirements of the UK Data Protection Act 2018 incorporating the General Data Protection Regulation (GDPR). The full RAD data protection and privacy statements and policy are available [online](#).

In accordance with its obligations as a recognised awarding organisation, the RAD maintains a database of all candidates who take its exams, including a record of results. For more information, see our [full policy online](#).

Applicants, teachers, and other individuals registering or entering candidates for exams have certain obligations related to data protection. Personal information provided will be used exclusively for the purposes outlined on any associated privacy notice. It is the responsibility of the applicant to make individuals whose data they provide us with (or their parents/guardians if under 18) aware of the purposes for which it will be used.

## **Quality assurance and moderation**

As an awarding organisation regulated by the UK qualifications regulators, the RAD has comprehensive quality assurance and moderation procedures in place to ensure that its exam service is of the highest quality.

## **Equality, diversity and inclusion**

The RAD Exams Board prides itself on its commitment to diversity, and takes steps at all times and with respect to all its functions, policies and procedures to ensure that no candidate is discriminated against on grounds of race, disability, gender, gender identity, religion, sexual orientation or for any other reason.

This includes ensuring that no unnecessary barriers are present which deny access to candidates who could otherwise enter for exams and achieve qualifications. The policy is available [online](#).

It is our policy to ensure that equal opportunities are accorded candidates of all genders, in the context of the heritage of ballet. Candidates may enter for their preferred syllabus according to the gender with which they choose to identify in relation to dance.

For information about reasonable adjustments see [Entering candidates for exams](#).

In accordance with good practice in monitoring diversity and equality, the RAD requests certain information about candidates, e.g. ethnic origin, as well as names,

gender and dates of birth. **Providing ethnicity data is optional.** The stored data is anonymised and reviewed to check that the RAD is not creating barriers to entry for exams, and if any such barrier is identified, that steps are taken to remedy this.

Candidates are not assessed on the basis of body shape, size, or weight.

## **Safeguarding**

The RAD recognises that it is a privilege to work with children, young people and vulnerable adults, and is committed to creating an environment that enables them to learn and develop in a safe, understanding and encouraging environment.

The RAD will take appropriate steps to ensure that children, young people and vulnerable adults are not exposed to risk of physical injury, or impact on mental health or wellbeing.

The policy is available [online](#).

The RAD's safeguarding policy states that all activities involving children and/or vulnerable adults should maintain a ratio of at least one responsible adult to ten children/vulnerable adults. It also states that where an activity involves children under age nine and is not within sight or hearing of other adults, or where more than ten children/vulnerable adults are present, a second responsible person must be present.

The examiner will always act as a responsible adult in exams.

In an AEC the provision of a second responsible person, where necessary, is the responsibility of the applicant and will be either the teacher (for demonstration classes, class awards, etc.) or the pianist/music operator. Where the music operator is not old enough to act as a responsible adult, it is the applicants' responsibility to ensure that a second responsible adult is present.

In an RAV the presence of a second responsible adult is the responsibility of the RAD and will be the pianist/music operator. Pianists/music operators are contractually required to observe the RAD's Safeguarding Policy and to be prepared to assist in a situation involving the safeguarding of children/ vulnerable adults in the RAD's care.

At RAVs, the examination attendant is the 'trusted adult' for safeguarding purposes (although not present in examinations) and is the 'go to person' for any candidate who wishes to raise a safeguarding concern.

## **Malpractice**

In accordance with its status as a recognised awarding organisation and in order to safeguard the integrity of its qualifications in the interests of all candidates, the RAD will investigate any allegation or instance of examinations malpractice and will take action where necessary. The policy is available [online](#).

## **Conflicts of interest**

In accordance with regulatory requirements, the RAD identifies and monitors conflicts of interest likely to have an adverse effect on the awarding of qualifications. The policy is available [online](#).

## **Disputes and obligations**

The contract to provide an exam service is between the RAD and the applicant.

The applicant has certain contractual obligations in the way he/she behaves towards candidates and their parents in respect of exams, and the RAD will investigate where there is evidence that these obligations have not been fulfilled. Otherwise, the RAD will normally not become involved in disputes between applicants, teachers, candidates and their parents/guardians.

Applicants who are Members of the Royal Academy of Dance are subject to the RAD Code of Conduct. All teachers registered with the RAD who are associated with an exam entry, including as the applicant and/or as a teacher named on an entry form, are subject to the Code of Conduct and Professional Practice for Teachers Registered with the Royal Academy of Dance, which includes requirements specific to examinations. Both documents are available [online](#).

## **Customer service statement**

This is available [online](#).