

How to complete the AEC1 (2012) entry form

1. PREFERRED DATES

Please indicate which dates for examinations are preferred. Please note these dates **cannot** be guaranteed

2. IMPOSSIBLE DATES

Please indicate dates on which it is not possible to hold the examinations. The number of unavailable or impossible dates should be kept to a minimum as the Academy cannot guarantee that preferences can always be met.

3. TOTAL EXAMINING HOURS

This is the total time for all Examinations, Presentation Classes, Class Awards, Demonstration Classes and/or Solo Performance Awards, excluding breaks.

4. PART A — REGISTERED SCHOOL INFORMATION

The information required in this section relates to the school entering candidates for their Examinations.

- 4.1 State the name of the school.
- 4.2 The School ID is the number which has been assigned by the RAD.
- 4.3 Provide an e-mail address and a telephone number where the Academy can contact the school during office hours.

5. PART B — EXAMINATION LOCATION INFORMATION

This section lists the Approved Examination Centre where the Examinations, Presentation Classes, Class Awards, Demonstration Classes and/or Solo Performance Awards will take place. This may differ from the school address as there is a minimum requirement of hours to hold Examinations, Presentation Classes and Class Awards at a teacher's own studio.

- 5.1 List the Approved Examination Centre's name and address.
- 5.2 State a telephone number where the examiner can contact the teacher or individual responsible in case of emergencies on the examination day. A mobile number may be most appropriate.

6. PART C — REGISTERED TEACHER DETAILS

This section provides information on the Registered Teachers who have taught the candidates. If there are more than 6 Registered Teachers who have taught the candidates, please provide their names on an additional AEC1 form.

- 6.1 Please list the membership ID, given name and family name of each teacher.

7. PART D — APPLICANT DETAILS

The Applicant is the individual responsible for submitting the examination entry, agreeing to the terms and conditions of entry, and with whom all examination related correspondence shall be undertaken, including the examination results and accompanying documentation. **All correspondence will be sent to the address stated within this section.**

- 7.1 State applicant's given name and family name.
- 7.2 State applicant's RAD membership number (if applicable).
- 7.3 Identify the Applicant as one of the options given.
- 7.4 Ensure the full correspondence address, email address and daytime contact numbers are stated.

8. PART E — FEES

Fees for all Examinations, Presentation Classes, Class Awards, Demonstration Classes and/or Solo Performance Awards are published in the *Graded & Vocational Examination Guide* sent twice a year, the October edition of *Focus on Exams* (for the preceding year) and on the Academy's website at www.radcanada.org. Please note: the fee for Presentation Classes and Class Awards is for the total number of candidates entered at each grade.

- 8.1 Insert the number of candidates entered for Examinations at each grade and the current fee.
- 8.2 Multiply the number of Examination candidates by the fee and complete the total box for each level.
- 8.3 Insert the number of candidates entered for Presentation Classes/Class Awards/Demonstration Classes at each grade and the current fee.
- 8.4 Multiply the number of Presentation Class/Class Award/Demonstration Class candidates by the fee and complete the total in the appropriate total box for each level.
- 8.5 Insert the number of candidates entered for Solo Performance Awards at each grade and the current fee.
- 8.6 Multiply the number of Solo Performance Award candidates by the fee and complete the total box for each level.
- 8.7 The Additional Fees row should be used for any other services required (as advised by the RAD Canada office, e.g. additional fees for Special Examinations, surcharges, etc).
- 8.8 Add up the number of candidates for Examination, Presentation Class, Class Awards, Demonstration Classes and/or Solo Performance Awards and write separate totals in boxes (a), (c) and (e).
- 8.9 Add the total Examination fees and the total Presentation Class/Class Award/Demonstration Class fees and the total Solo Performance Award fees and write cumulative totals in the appropriate boxes (b) and (d) and (f). Add (b), (d) and (f) together and write the grand total in the Grand Total Fees box.

9. PART F — METHOD OF PAYMENT

Please ensure you enclose payment or proof of payment with your entry. Fees may be paid by credit card, cheque or money order. **(Do not enclose cash).**

10. PART G — SIGNATURE OF APPLICANT

The form must be signed and dated by the Applicant as stated in Part D. By signing the entry form, the Applicant undertakes to comply with all policies and procedures, and terms and conditions published by the RAD relating to examinations, and in particular those set out in the document *Examination Information, Rules & Regulations*.

How to complete the AEC2 (2012) entry form

This form shows the details of your candidates and the order in which you would like them to be examined, assessed or presented. It is also used by the Examiner when observing the candidates.

1. SCHOOL NAME

Please insert the name of the school shown on form AEC1 (2012).

2. LEVEL COLUMN

Please indicate level for each candidate using the codes given below.

Level	Code	Level	Code	Level	Code
Demonstration Class L1	DC 1	Grade 2	G2	Grade 7	G7
Demonstration Class L2	DC 2	Grade 3	G3	Grade 8	G8
Pre-Primary in Dance	PPID	Grade 4	G4	Intermediate Foundation	IF
Primary in Dance	PID	Grade 5	G5	Intermediate	I
Grade 1	G1	Grade 6	G6		

3. DEMONSTRATION CLASSES

For Demonstration Classes please use the Number or Colour column to indicate the number of students. There is no need to disclose their names or any other information required for other entries on this form.

4. NUMBER OR COLOUR COLUMN

- 4.1 For Presentation Classes/Class Awards, each candidate is required to wear a number. Please specify the number of each candidate in the following order: 1, 2, 3, 4, 5, 6, 7, 8.
- 4.2 For Graded examinations, candidates are required to wear a coloured ribbon or badge. This should be indicated on the form in the following order: PINK/RED (P or R), BLUE (B), WHITE (W) and YELLOW (Y). Please insert the colour worn by each candidate.
- 4.3 For Intermediate Foundation and Intermediate level, candidates should be numbered consecutively (1, 2, 3, 4...12, 13, 14, etc) throughout the day and should be identified by wearing this number on their front and back during the examination.
- 4.4 For Solo Performance Awards each candidate is required to wear a number. Please specify the number of each candidate in the following order: 1, 2, 3, 4.

5. CANDIDATE ID No.

This is the Candidate's ID number that was allocated at the time of first entry. If not known, this number will be assigned.

6. NAMES COLUMN

Please complete as indicated, ensuring that a line is left blank between each Set of candidates. It is important to note that the Certificates are prepared based on the names given at the time of registration, not the name on the entry form. If the name on the entry form differs from that in our database, and the entry form version is correct, it is the responsibility of the School to update the registration information accordingly before the results and Certificates are issued.

7. DATE OF BIRTH COLUMN

This is to be completed for all candidates and must comply with the age requirements as published in *Examination Information, Rules & Regulations* which is available on RAD websites.

8. GENDER COLUMN

Please indicate whether the candidate is using the Male (M) or Female (F) syllabus.

9. REASONABLE ADJUSTMENT COLUMN

Please state Yes (Y) or No (N) if the candidate has any permanent/temporary disability/condition. If yes, please complete a V/GEF 12 form, available from the Examinations Department at headquarters, National and Regional offices and RAD websites. Completed forms must be submitted by the closing date of entry.

10. TEACHER COLUMN

If there is more than one teacher shown on the AEC1 (2012), please indicate which has taught each candidate by ticking the appropriate box (1, 2, 3, 4, 5, 6). In schools where there are more than six teachers who have taught the candidates please use another copy of the AEC2 (2012), aligning the boxes to the candidates on the first AEC2 (2012). This will ensure that all teachers who have contributed to a candidate's tuition will be credited with their candidates' results.

11. OFFICE USE ONLY COLUMN

Please do not complete this section as it is for internal use only.

12. CONTINUATION SHEETS

Each separate AEC2 (2012) should be numbered. If you cannot fit all the candidates on one sheet, please use a continuation sheet for that day, numbering the continuation sheets consecutively as well as cumulatively (i.e. '1 of 3', '2 of 3', etc).