

How to complete the GEF 1 (2009) entry form

1. PREFERRED DATES Please indicate which dates for examinations are preferred.

2. IMPOSSIBLE DATES Please indicate any 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 TIME This is the total time for all Examinations and Presentation Classes, Class Awards and/or Demonstration Classes, excluding breaks. Please complete this section as this information is used when planning the tour.

4. PART A — SCHOOL INFORMATION

The information required in this section relates to the school entering the candidates for their Examinations and Presentation Classes, Class Awards and/or Demonstration Classes.

- The name of the Principal is the individual who is the owner of the school or who administers it on behalf of an owner.
- The name of the School should be the school which is entering the pupils for Examinations, Presentation Classes, Class Awards and/or Demonstration Classes.
- The School ID is the number which the Academy has assigned the school.
- The school address is the usual mailing address of the school.
- Please give a telephone number where the Academy can contact the centre and the teacher during office hours.

5. PART B — EXAMINATION STUDIO ADDRESS (if different from above)

This section lists the address where the Examinations, Presentation Classes, Class Awards and/or Demonstration Classes 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.

- The examination studio ID is the number which the Academy has assigned the school. The examination studio ID will be the same as the school ID where the address is the same. If you do not know where the examinations will be held because you do not satisfy the minimum requirement, please leave this section blank and the RAD/Canada office will complete it for you.
- Please list the full studio name and address.
- You should list a telephone number so that the Examiner can reach you in case of an emergency on the examination day. A cell number would be the most appropriate.

6. PART C — TEACHER DETAILS

This section provides information on the registered or enrolled teachers who have taught the candidates.

- List the membership number and name of each teacher. This will enable us to ensure that we have the correct details. Please ensure each teacher reads and signs the form.
- The address for correspondence (if different from Part A) and the contact numbers for any of the teachers or the principal (if different from Part A). When checking the Principal's box, please ensure that their name is included in the space provided. This nominated person will receive the complete forms, results and certificates and will be the main contact person should the Academy need to discuss the arrangements for the examinations at any time. Please indicate whose address and contact details have been listed.

7. PART D — FEES

Fees for all Examinations, Presentation Classes, Class Awards and/or Demonstration Classes are available from the RAD/Canada office. Please note, the fee for Presentation Classes and Class Awards is for the total number of candidates entered at each grade.

- Insert the number of candidates entered for Examinations at each grade and the current fee.
- Multiply the number of Examination candidates x fees and complete the total column.
- Insert the number of candidates entered for Presentation Classes/Class Awards and Demonstration Classes at each grade and the current fee.
- Multiply the number of Presentation Class/Class Award/Demonstration Class candidates x fees and complete the total in the appropriate total column.
- Include amount for Special Exam Surcharge if applicable.
- Add up the number of entries for Examination, Presentation Class, Class Awards and/or Demonstration Classes and write separate totals in boxes (a) and (c).
- Add the total Examination fees to the total Presentation Class/Class Award / Demonstration Class fees and write separate totals in the appropriate boxes (b) and (d). Add (b) and (d) together and write the combined total in the Grand Total Fees box. A cheque or other form of payment should be enclosed for this amount. Please do not enclose cash.

8. The form should be signed and dated by the Principal and/or Teacher 1 (if different). By signing the form the signatory is agreeing to the conditions of entry as set out in the *Handbook and/or Specifications for Graded Examinations, Presentation Classes, Class Awards and Demonstration Classes*. Failure to sign will be taken as acceptance of the conditions. If your examinations are taking place at a school other than your own it is that studio's responsibility to ensure that they are in accordance with RAD school requirements.