

**How to complete the GEF 2 (2009) 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 in the Examination and Presentation Class / Demonstration Class/Class Award room. Please leave a blank line after each set listed.

**1. STUDIO AND STUDIO ID**

Please insert the name of the school shown on form GEF (1) (2009). This will help to match this form to GEF (1) (2009), should they become separated.

**2. EXAM DATE(S)**

Do not complete this section, as it is for office use only.

**3. GRADE LEVEL COLUMN**

Please indicate which Grade each candidate is taking on GEF1 (2009). The following codes should be used:

Level	Code	LEVEL	Code	Level	Code
Demonstration Class L1	DC1	Primary in Dance	PID	Grade 5	G5
Demonstration Class L2	DC2	Grade 1	G1	Grade 6	G6
Pre-Primary	PP	Grade 2	G2	Grade 7	G7
Primary	P	Grade 3	G3	Grade 8 Award	G8
Pre-Primary in Dance	PPID	Grade 4	G4		

**4. 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.

**5. COLOUR OR NUMBER COLUMN**

For Examinations, candidates are required to wear a coloured ribbon or badge. This should be indicated on the form in the following order PINK (P), BLUE (B), WHITE (W) and YELLOW (Y). Please insert the colour of each candidate on the form as follows P, B, W, or Y. 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.

**6. CANDIDATE ID NUMBER**

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

**7. NAMES**

Please complete as indicated. It is important to note that the certificates are prepared from the names on the entry form. Please ensure spellings are correct and that the names are written in the order in which you would like them to appear on the Certificate. Please remember to leave one line blank between each set/group of children.

**8. DATE OF BIRTH COLUMN**

This is to be completed for all candidates and should comply with the age requirements published in the *Handbook and/or Specifications for Graded Examinations, Presentation Classes, Class Awards and Demonstration Classes* and available on RAD websites.

**9. GENDER COLUMN**

Please indicate whether the candidate is male (M) or female (F).

**10. REASONABLE ADJUSTMENTS**

Please state yes (Y) if the candidate has any needs that require special conditions to be put in place for the Examination and Presentation / Demonstration Classes / Class Awards, otherwise state no (N). If yes, please complete a VEF/GEF 12 form available from the Examinations Department or [www.radcana.org](http://www.radcana.org)

**11. TEACHER COLUMN**

If there is more than one teacher shown on the GEF (1) (2009), please indicate by ticking (✓) the appropriate box in this column which teacher has taught each candidate. This will ensure that all teachers who have contributed to a candidate's training will be credited with their candidate's result(s).

**12. CONTINUATION SHEETS**

Each separate GEF (2) (2009) should be numbered. If you cannot fit all the candidates on one sheet, please use a continuation sheet, numbering the continuation sheets consecutively as well as cumulatively.