

How to complete the VEF1 entry form

This form should be accompanied by the *Candidate Personal Details* form, which shows candidate information for each student entered for an examination.

1. **Part A – School Information**
The information required in this section relates to the school entering the candidates for their examinations.
 - 1.1 The name of the Principal is the individual who is the owner of the school or who administers it on behalf of an owner.
 - 1.2 The name of the school should be the school that is entering the pupils for examinations. The School ID is the number which the Academy has assigned the school.
 - 1.3 The school address is the correct mailing address of the school.
2. **Part B – Examination Venue Information**
Please state your preferred Examination Centre. We will try to accommodate your request, but cannot guarantee the exams will be held at that centre.
3. **Part C – Registered or Enrolled Teacher Details**
This section provides information about the registered or enrolled teachers who have taught the candidates.
 - 3.1 List the membership number and print the name of each teacher. This will enable us to ensure that we have the correct details.
 - 3.2 Please fill in the contact details for Teacher 1. Teacher 1 will receive the notifications and will be the main contact person should the Academy need to discuss the arrangements for the examinations at any time. All correspondence will be sent to Teacher 1 at the address that the Academy has on file. Be certain you have written the correct mailing address including the postal code for correspondence.
4. **Part D – Candidate Summary and Fees**
This section is for the teacher to supply a summary of all candidates that are being entered for Vocational Graded Examinations whose full details are shown on VEF1A. All entries must be submitted together. The candidate summary box must be completed giving the following:
 - 4.1 CANDIDATE FULL NAME Please write the candidate's full name.
 - 4.2 EXAM LEVEL Please indicate which level of examination each candidate is being entered for. The following codes should be used: **IF** – Intermediate Foundation, **I** – Intermediate, **AF** – Advanced Foundation, **A1** – Advanced 1, **A2** – Advanced 2, **SS** – Solo Seal.
 - 4.3 EXAM ENTRY FEE Teachers should indicate the amount payable for each candidate. See our current fee schedule or visit our website www.radcandana.org. Examination candidates are encouraged to maintain their links with the Academy through membership, and to take advantage of the member's examination rate for Vocational Graded Examinations.
 - 4.4 ENTERED BY TEACHER: State which candidates were entered by which teacher.
 - 4.5 TOTAL ENTRY FEES AND TOTAL # OF CANDIDATES ENTERED Please fill in the appropriate boxes. A cheque or credit card details should be enclosed for this amount. **Please do not enclose cash.**
5. The form should be signed and dated by Teacher 1. You are expected to have read the rules and regulations of the Royal Academy of Dance pertaining to Vocational Graded Examinations which are contained in the publication *Examinations and Presentation Classes of the Royal Academy of Dance*.