

How to complete the VEF1A entry form

This form should be fully completed by the teacher for each candidate to enable the Vocational Graded Examination Manager to allocate an examination to suit individual requirements.

1. LEVEL OF EXAMINATION Please check the relevant box to indicate which examination that particular candidate wishes to take. It is very important to check the correct box.
2. CANDIDATE ID # This is the number allocated to a candidate by the Academy. If a candidate has previously been entered for Vocational Graded Examinations the Candidate ID# they were given at the time should be stated. However, if a candidate does not have a Candidate ID #, please leave this blank. ***By the closing date, candidates should have paid either the member fee or the non-member fee (see current fee schedule).***
3. FIRST NAME and LAST NAME These sections should be completed clearly and exactly how the candidate wishes to have his or her name written on subsequent reports and certificates. Please ensure the spelling is correct.
4. HOME ADDRESS The address should always be completed clearly including contact telephone number, fax, and email.
5. DATE OF BIRTH This is to be completed for all candidates and should comply with the age requirements published in *Examinations and Presentation Classes of the Royal Academy of Dance*.
6. GENDER Please state clearly whether the candidate is male or female as they are examined separately.
7. HEIGHT This information is used when allocating examinations to candidates. Candidates of similar heights are grouped together and where possible in ascending height when standing at the barre. Please ensure heights are stated as accurately as possible.
8. PREVIOUS ENTRIES Please complete these sections if applicable.
9. COACHING Candidates who have been taught by Vocational Graded Examiners either in private lessons, or coaching sessions six months prior to the session being entered, must state the name of the Examiner(s) concerned together with the dates of the lessons or coaching received. Candidates, who are personally known to Examiners, must also indicate the Examiner(s) name on this section of the form. It is the teacher(s) responsibility to provide accurate details for the candidate being entered.
10. CANDIDATES' TEACHERS Teachers should indicate at the bottom of each VEF1A form whether they have taught that candidate.
11. Please number each VEF1A form. Please number them consecutively as well as cumulatively.
12. Feel free to photocopy the entry form, as required.