

# EXAM TIME LENGTHS, AGE LIMITS AND PROCEDURES



# EXAM TIME LENGTHS

## Grades - Examination Time Allowance

These times are based upon four (4) candidates at the one time for Pre-Primary and two (2) candidates at the one time for all other examinations up to and including Bar to Gold Star.

When there is an odd number of candidates ONE GROUP of three may be entered - allow an extra 5 min per set for Primary to Grade II and an extra 10 min per set for Grades III, IV and V.

When there is an odd number of candidates ONE GROUP of three may be entered - allow an extra 15 minutes for Bronze & Silver Star and 20 minutes for Gold & Bar to Gold Star.

Gold Star and Bar to Gold Star candidates should be prepared to do all exercises 1 x 1, however, the Examiner may decide to see some exercises together.

Expressed in minutes	JAZZ	TAP	CLASSICAL
PRE-PRIMARY	15	15	15
PRIMARY	15	15	20
GRADE I	20	20	35
GRADE II	25	25	35
GRADE III	35	30	45
GRADE IV	40	30	45
GRADE V	40	35	50
BRONZE STAR	30	30	50
SILVER STAR	45	45	45
GOLD STAR	45	35	50
BAR TO GOLD STAR	45	35	45

Times for Pointe exams are based on two (2) candidates at the one time. When there is an odd number of candidates ONE GROUP of three (3) may be entered - allow an extra 5 mins per set.

POINTE LEVEL 1	20
POINTE LEVEL 2	20
POINTE LEVEL 3	30
POINTE LEVEL 4	30

# EXAM TIME LENGTHS

## Class Performance Award - Examination Time Allowances

ADA wants to encourage all students to keep working to reach the highest standard possible for their ability. All studios have some students that teachers feel are not ready, or have not reached the required standard to partake the Examination process for a particular Grade or Stars exam. Here is a chance for all your students to be a part of your ADA session. Teachers will be able to tailor each groups performance to showcase their abilities and potential. There is to be four (4) candidates in a CPA Exam.

Expressed in minutes	JAZZ	TAP	CLASSICAL
PRIMARY	15	15	15
GRADE I	15	15	15
GRADE II	15	15	15
GRADE III	15	15	15
GRADE IV	15	15	15
GRADE V	15	15	15
BRONZE STAR	15	15	15
SILVER STAR	15	15	15
GOLD STAR	15	15	15
BAR TO GOLD STAR	15	15	15

## AcroDance & Contemporary - Examination Time Allowances

For AcroDance Examinations, these times are based upon four (4) candidates at the one time.

For Contemporary Examinations, these times are based upon two (2) candidates at the one time.

When there is an odd number of candidates ONE GROUP of three may be entered - allow an extra 5 minutes per set.

### AcroDance Level 1

BEGINNERS	20
INTERMEDIATE	25
ADVANCED	30

### AcroDance Level 2

INTERMEDIATE	25
ADVANCED	30

### Contemporary

LEVEL 1	25
LEVEL 2	25
LEVEL 3	25

# EXAM TIME LENGTHS

## Majors - Examination Time Allowance

Expressed in minutes	JAZZ	TAP	CLASSICAL
PRE-ELEMENTARY PART 1 (MEL)	1 hour 30 mins	1 hour 30 mins	1 hour 30 mins
PRE-ELEMENTARY PART 2 (MEL)	1 hour	1 hour	1 hour
ELEMENTARY PART 1 (MEL)	1 hour 30 mins	1 hour 30 mins	1 hour 30 mins
ELEMENTARY PART 2 (MEL)	1 hour	1 hour	1 hour
INTERMEDIATE PART 1 (MEL)	2 hours	2 hours	2 hours
INTERMEDIATE PART 2 (MEL)	1 hour	1 hour	1 hour
ADVANCED PART 1 (MEL)	2 hours 30 mins	2 hours	2 hours 30 mins
ADVANCED PART 2 (MEL)	1 hour	1 hour	1 hour
ANATOMY LEVEL 1	1 hour		
ANATOMY LEVEL 2	1 hour		
ANATOMY LEVEL 3	1 hour		

# AGE LIMITS

## Grades - Examination & Class Performance Awards Age Limit

MINIMUM allowable examination ages are as follows:  
Please note this is the age the Candidate turns that calendar year.

	JAZZ	TAP	CLASSICAL
PRE-PRIMARY	5 years	5 years	5 years
PRIMARY	6 years	6 years	6 years
GRADE I	7 years	7 years	7 years
BRONZE STAR	12 years	12 years	12 years
SILVER STAR	13 years	13 years	13 years
GOLD STAR	14 years	14 years	14 years
BAR TO GOLD STAR	15 years	15 years	15 years

These age limits are set to ensure Safe Dance practice is followed.

The ADA Syllabus technique and dance combinations are designed around the physical capabilities and maturity of the students. Each grade is designed to take approximately 1 dance year to reach the technical and physical standard required.

# AGE LIMITS

## Majors - Examination (MEL)

MINIMUM allowable examination ages are as follows:  
Please note this is the age the Candidate turns that calendar year.

	JAZZ	TAP	CLASSICAL
PRE-ELEMENTARY	16 years	16 years	16 years
ELEMENTARY	17 years	17 years	17 years
INTERMEDIATE	18 years	18 years	18 years
ADVANCED	19 years	19 years	19 years

These age limits are set to ensure the candidate training to be a teacher has gained maturity and experience to begin this path.

It is important to note that in order for the study cycle to be complete, applicable to each style separately, success at the Pre-Elementary level is a prerequisite to proceeding to the Elementary level, which is a prerequisite to proceeding to the Intermediate level, which in turn is a prerequisite to proceeding to the Advanced level.

ADA recommends all candidates spend as much time as possible sitting in and assisting with as many classes as possible, under the tutelage of an experienced teacher.

Candidates in regional areas must turn 16 years within 3 months of the session occurring in their area.

# PROCEDURE

## Procedure for the Scheduling of Examinations

Bookings for examination sessions are to be arranged through the ADA website only. Consultation with ADA office may be done before the booking is made if session is out of normal examination times.

**STEP 1** Bookings for examination sessions will be accepted only from applicants currently registered as an ADA Full Member and who comply with the relevant minimum qualification requirements detailed.

**STEP 2** An Examination Session Booking Application can be completed online at [www.adatheatre.com.au](http://www.adatheatre.com.au) and must be received at the ADA Office no later than that advertised for each area.

Teachers organising multiple sessions of exams should book all sessions at the same time so as to ensure the services of the same Examiner for all sessions within the calendar year – please make separate bookings for each session.

The minimum duration required to secure an examination session booking is three hours. The timetable must conform with examination time allowances. Applicants with a lesser duration should contact ADA Office to arrange joining with another session.

Maximum examining time (not including breaks) on any one day, must not exceed six (6) hours unless by prior arrangement with the appointed examiner.

For exam sessions which the Examiner is on tour, timetables must be emailed to the ADA office by the closing date of the tour. Late submissions of your timetable incur a penalty of \$150.

**STEP 3** Once an Examiner has been appointed and dates confirmed, the applicant teacher will receive a confirmation email from the ADA Office. Exam session must be finalised before payment is made – e.g – change of names or grades.

For examination tours outside of NSW, payment is due immediately you have confirmation of your dates. Late payments will incur a penalty of \$150.00

For examinations held in NSW, payment is due three (3) weeks before the first date of your exam session. Late payments will incur a penalty of \$150.00

**STEP 4** Once payment has been finalised the applicant teacher will receive a confirmation email from the ADA Office and the following will be posted out:

- **Report Forms** for each Grade or CPA – with one (1) spare. These must have candidates name, date of exam, Amalgamations written on and placed in examination order before session commences.
- **Receipt of Payment** from ADA office It is the responsibility of the organising teacher to contact the ADA office

It is the responsibility of the organising teacher to contact the ADA office if the reports do not arrive one week before the scheduled date of exams.

**STEP 5** It is the responsibility of the organising teacher to ensure:

- Contact is made with the Examiner one week before the scheduled session to ensure they have received the timetable and clear instructions for the venue.
- Examination Protocol at all times during examination sessions the use of Christian or given names when addressing the Examiner is prohibited. In the interests of maintaining dignity and discipline Examiners are to be addressed by their title and surname.

## Procedure for the Scheduling of Examinations

1. Maximum examining time (not including breaks) on any one day must not exceed six (6) hours unless by prior arrangement with the appointed examiner.

**NOTE:** Sessions which extend more than 30 minutes beyond the programmed duration will incur extra costs at the rate of \$50 (inc GST) per hour or part thereof.

When preparing the timetable it is of the utmost importance that:

1. This be arranged with no loss of time in the entry/exit of candidates during the exams.
2. Candidates be made aware of their scheduled time(s) and the need for punctuality.
3. The timetable and times allocated be strictly adhered to. Ample time has been allowed for the various tests and your co-operation in this regard will ensure the smooth operation of the examination session.

2. The person playing music must not converse with the Examiner unless spoken to by the Examiner.

Use of CDs/iPODs etc. – it will be the responsibility of the organising teacher to provide:

1. A competent and efficient operator positioned behind a screen or out of view of the students, or the examination will not proceed,
2. To ensure that the Official music is used for all examinations including CPA,
3. To ensure the examination music is on one playlist or in running order according to the syllabus on the equipment used (Grades and Majors), and have no announcements identifying exercises, and
4. Issue instructions to the operator not to converse with the Examiner unless spoken to by the Examiner.

3. For the Examiners comfort

1. To provide the Examiner with a large sturdy table, a comfortable chair and a fan or heater if necessary,
2. Make arrangements for all candidates to wear an attached tag showing their Christian name which **must be in block print of not less than 2cm in height**
3. When candidates are examined in sets, the same amalgamation must be used by all candidates in the set irrespective of ability.

4. Transport costs

**Within the greater Sydney Metropolitan area**

In addition to the normal scale of examination fees payable to the Association, examination sessions are subject to a travel surcharge per studio. Traveling cost is to be calculated at the rate of 95 cents per kilometer with a minimum of \$30.00 per day. The ADA office will invoice the organising Teacher for this fee and must be paid before exam results can be released.

**Tour Locations**

In addition to the normal scale of examination fees payable to the Association, examination sessions are subject to a travel and accommodation surcharge of \$200.00 including GST per studio, per examining day. The ADA office will invoice the organising Teacher for this fee and must be paid before exam results can be released.

**NOTE:** It is reasonably assumed that this surcharge will be spread amongst the candidates involved when collecting fees.



# Procedure for the Scheduling of Examinations

## WORKSHOPS ENDORSED BY ADA

*Have you thought of conducting an ADA based workshop in your studio?*

Here are a few simple steps to ensure your Workshops for ADA syllabus are a success and endorsed by ADA.

- 1.If inviting an Examiner to conduct the workshop, all ADA studios in your area should be encouraged to attend
- 2.The term "Seminar" cannot be used
- 3.Event fee of \$50 will cover admin costs and ensure ADA support as follows:
  - Organising of an Examiner that is appropriate to your Workshop
  - Posting on social media before and after the event
  - Emails will be sent out to the schools in your area inviting them
  - ADA logo will be used in all photos and advertising
- 4.The Workshop must be advertised as "Studio Name" Workshop on ADA Syllabus.
- 5.ADA suggests the costs are shared amongst studios attending.

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## Exam Disclaimer:

BE AWARE that the payment of examination fees to the Association by the student/candidate, or upon their behalf, notwithstanding that such remittance is via the teacher/studio (who acts in the role of a trustee), constitutes a contractual arrangement for service between the student/candidate and the ADA Association. As such the report / result / award, remain the property of the ADA until received by the student/candidate, consequently the teacher/studio has no entitlement to the withholding of same.

Results/reports/awards that are the subject of non-issue to student/candidates are to be returned forthwith to the Association accompanied by relative contact details.