

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 Syllabus Teacher (RST) and who comply with the relevant minimum qualification requirements detailed.

STEP 2 An **Examination Session Booking Application** can be completed online at www.adatatheatre.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.

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 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.

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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 \$33 (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.

Attention is drawn to notes concerning time allowances.

2. Music when a pianist is used the organising teacher must issue instructions not to 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 such arrangement does **not** adversely effect the programmed time schedule,
3. To ensure that the Official music is used for all **examinations** including CPA,
4. To ensure the examination music is on one CD or in running order according to the syllabus on the equipment used (Grades and Majors), and have no announcements identifying exercises, and
5. 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 (including Campbelltown and Wollongong)

The onus rests with the Teacher concerned to finalise transport costs with the Examiner **on the day of the test session**. Unless determined by mutual agreement with the appointed examiner the Travelling Cost is to be calculated at the rate of 35 cents per kilometre with a maximum of \$50.00 or the sum of \$30.00 whichever is greater.

Alternatively, where circumstances dictate the use of public transport, the Examiner will advise in advance, and the cost incurred will be the responsibility of the teacher concerned **and these must be finalised on the day of the test session**.

Country area locations (Bathurst, Orange, Junee, Leeton, Armidale, Nowra, Belmont)

In addition to the normal scale of examination fees payable to the Association as listed country based studio/teacher, examination sessions are subject to a travel and accommodation surcharge of \$200.00 including GST per studio.

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

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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.