

# **EXAMINATION INFORMATION**

including

## **ENTRIES & TIMETABLES**

Updated 2019

*Please delete previous issues*

The following pages give teachers information to assist with –

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**We ask Teachers to read this information carefully before  
completing their examination entry forms**

# CRITERIA FOR COMPLETING EXAMINATION ENTRIES

## 1 MINIMUM AGES for EXAMINATIONS

Junior Candidates -

**JAZZ & TAP** ( American & Original ) - Grade/Level One candidates to be 8 years by 31<sup>st</sup> December  
**BALLET** - Grade One candidates to be 8 years by 31<sup>st</sup> December  
**HIP HOP** - Level One candidates to be 9 years by 31<sup>st</sup> December  
**CONTEMPORARY** - Introductory Candidates to be 9 years by 31<sup>st</sup> December

Major Candidates in all disciplines -

Date of birth **must be shown on all entry forms for all major candidates.** No nomination can be given for the NZAMD Scholarship Awards where there is no birthdate and all major examinations should be taken in order. To enter for the following Major Examinations a student **must reach 13 years of age by 31<sup>st</sup> December of that year and then also show the appropriate age in the higher examinations -**

**Jazz & Ballet from** - Elementary      **Contemporary & Hip Hop from** - Level Four  
**American Tap from** - Level Seven      **Original Tap from** - Elementary

**NB: JAZZ** - *teachers are reminded that American Jazz Advanced One and Original Jazz Advanced are no longer compulsory examinations nor a qualifying examination for NZAMD Solo Performance Examination or the ANZAMD qualification.*

**No NZAMD qualification, or Solo Performance Diploma, is awarded unless the student has successfully achieved all three NZAMD major examinations (from the Grade / Level noted above) in the same discipline, with American Jazz Advanced Two being the 3<sup>rd</sup> qualifying examination for Jazz.**

2 **To ensure entries can be accepted for the preferred Examination Session all completed Entry Forms AND full payment of the Entry Fees must reach the office on or before the specified closing date for each session.** When Entries do not reach the NZAMD office by the closing date a late entry fee of \$10 per candidate will be invoiced.

## 3 Candidate Entry Forms

- If further **Candidate Entry Forms** are required please photocopy, or contact your Area Organiser
- An empty line must be left between each group or grade, but do not start a new page for each grade.
- Where possible entries should be in alphabetical order for each Grade **OR** in the groups that will be seen on the examination day.
- If completing the forms on a computer please retain the integrity of the layout, that is the width of the columns and the depth and number of the lines on each page and when printing use the specific paper colour for each discipline. We suggest using the reverse of the coloured forms already sent out in your examination pack.

- 4 Before sending in entries - which must reach NZAMD Office by the closing date**
- **Please retain a copy of ALL completed forms** prior to posting to the NZAMD office.
  - Ensure **postage is correct**.
  - It is preferable to use **Courier Post** for quicker delivery, and to track and confirm delivery. Ensure enough time is allowed for delivery on or before closing date.
- 5 One cheque only OR an Internet Banking deposit should be used for all entry fees, and this payment with completed Entry Forms must be received by the closing date.**
- 6 Short Sessions:**  
**A Short Session is where there is less than \$800 worth of examination and/or medal entries, and a teacher wishes to have the session held in their own studio.**
- However a Short Session must still be within a specified examination session AND be in a studio within close proximity to other studios with examinations in the same session.
  - The Fee payable for a Short Session is the difference between the Entry Fees shown on the Cover / Summary Sheet of the Examination and Medal Entry Forms and \$800.
  - If you do not wish to pay the Short Session Fee, but have less than the minimum amount of entries it is the responsibility of the teacher to arrange a suitable venue. Your Area Organiser may, where possible, assist you in joining with other teachers.
  - A teacher may pay to bring their entries up to the \$800 minimum **OR pay a SPECIAL EXAMINATION SESSION FEE** to have the examinations in their own studio. **Please check with the Area Organiser.** ( Refer item 12 for Special Examination Session information)
  - **If this is not organized prior to the closing date for entries, any fee required to be paid may be invoiced by the NZAMD Office after examination entries are received.**
- 7 Shortened Examination Days:**  
A normal examination day is 8 hours, including the examiner's breaks - as per Page 28 in the NZAMD Teachers handbook.
- However, where a Teacher has more than 1 day of examinations within the same session, but request to finish their days earlier - for example around 3pm - this may now be allowed upon the payment of a **\$150 fee per day affected**.
- 8 Late Entries:**
- A special **Late Entry Form** (green) must be used for all late examination and medal entries.
  - This form, together with the examination or medal entry fee **plus the Late Entry Fee of \$10 per candidate, must be given to your examiner** rather than be posted to the Office.
  - Teachers must notify their Organizer of any late entries, and **contact the Office in good time for the extra report cards, banners, medals etc. to be received**
- 9 Transfers:**
- A special Transfer Entry Form (orange) is included with your examination pack.
  - This form must be used for all candidates transferring from an earlier session.

- Candidates may only transfer within a 12 month period and must sit the same examination as originally entered.
- **The rules governing Transfers are clearly stated on the form and teachers are asked to read it carefully.**
- **There is a Transfer Fee per candidate to be paid when the entry is submitted - this fee is shown on the Transfer Form**

**10 Substitutions:** Teachers are reminded that once examination entries have been submitted to the NZAMD office, **no substitutions are allowed**. That is, the name of a student written on the entry form cannot be changed to the name of another student - a new and separate entry must be submitted.

**11 Resitting Examinations:** Where a student wishes to aim for a higher grading in an NZAMD MAJOR examination a resit will now be permitted. Please note that the words 'higher grading' mean that Distinction candidates may not resit.

**12 Refunds** will only be issued upon receipt of a medical certificate and this must be sent to the office **within 14 days of the examination day**. **Any refund will incur a \$15 administration fee.**

**13 Special Examination Sessions:**

**This is any session that is held outside the published dates for examination sessions.**

Teachers requesting a special session must apply to the NZAMD Office for a Special Examination Session Request form, and this completed form must then reach the office three months prior to the date requested. A Fee will apply. The 'special' form gives all the necessary information.

**14 On receipt of entries and fees** the Office will send back to the teacher all required examination supplies e.g. report cards, medal, rosettes, banners.

**Teachers then have a responsibility to check all these items are correct.**

## **NZAMD ASSESSMENT PROGRAMME**

**NB: This programme will replace NZAMD Supported Examinations from 2019.**

NZAMD is aiming to provide an alternative and positive option with this new Assessment Programme.

An Assessment may be a more beneficial option for students having issues with timing or technique, or the degree of difficulty, or who may not want the added pressure of sitting an examination .

In the examination room assessed students will perform the same work as examination candidates, so they may continue to attend class with their friends.

Examination & Assessment candidates may be combined in the same group on exam day. Assessments will be available from Rosette Pre Grade Three through to all Major levels in all five NZAMD Disciplines.

**Entries** - Usual Entry Forms will be used, with Assessment candidates shown as ASS in the column marked. There is no change to the Entry Fee.

**Reports & Certificates** - The usual Report Cards will be used, but with Ticks shown in the boxes rather than Gradings. The result will show as SUCCESSFULLY ASSESSED.

The usual Certificates will be awarded with result shown as SUCCESSFULLY ASSESSED.

# GUIDELINES FOR PREPARING EXAMINATION TIMETABLES

It is important to liaise with your Area Organiser when preparing timetables

## TIMETABLES

1. Please read carefully the time allowances on the following pages
2. Check with the Area Organiser regarding the start and finish times for each exam day
3. All timetables must be confirmed by the Area Organiser **before** being confirmed with students / parents
4. It is suggested that where possible senior levels be scheduled early in the day to avoid hot afternoon venues

### 5. An Exam Day should be 8 hours including breaks

#### i.e. approximately 9am to 5pm -

- a. An examination day would usually start at 9am, but this can vary to suit local conditions, examiner's travel connections, etc. Permission is required to extend a normal day past 5pm.  
Please check with your Area Organiser  
**This timing also applies to full days of Medal Awards.**
- b. Allow the Examiner **15 minutes** for morning and afternoon tea breaks, and **45 minutes** for lunch
- c. **To balance the examination day** it is recommended that the lunch break start about 12.45 to 1pm, with the morning break starting about 10.45 - 11am and the afternoon break starting about 3.30 - 3.45pm  
*see sample timetable*
- d. Sometimes it may be preferable for an examiner to work a little later into the day, rather than return to the studio the next morning for a very short period – again please check with your Area Organiser.
- e. **If a candidate is entered for more than one examination** in the same discipline the lower grade must be examined first, with another group or break in between each examination

### Sample Timetable

#### MY DANCE STUDIO Jennifer Jones Saturday 5<sup>th</sup> May

9am	Elem Jazz	(4)
10am	Elem Jazz	(2)
10.50	Morning Tea	
11.05	Tap 1	(6)
11.45	Jazz G 2	(4)
12.20	Jazz G 1	(5)
1.05pm	LUNCH	
1.50	Tap 2	(4)
2.30	HH 3	(6)
3.05	Rosette 3	(6)
3.45	Afternoon Tea	
4pm	Jazz 4	(6)
4.45	Tap 3	(3)
5.15	FINISH	

## CONFIRMED TIMETABLES

Please liaise with your Area Organiser regarding the timetable BEFORE confirming with your students / parents. The confirmed timetable must then be sent to the Area Organiser **at least 2 weeks** before the start date of the examination session. Timetables should also include group sizes as shown in example above.

Please refer to the **Time Allowance charts** for the times applicable to each group and discipline.

# TIME ALLOWANCES FOR EXAMINATIONS

All times include writing time for Examiners

*Please note – Where there is no time allowance, (N/A) under ‘5 – 6 candidates’ means that no more than 4 candidates are allowed in a group at this level.*

<b>ROSETTE PRE GRADE AWARDS</b>		<b>Jazz &amp; Ballet</b>	<b>Tap &amp; Hip Hop</b>
Pre Grade 1 <b>Presentation Class</b>	1 to 4 candidates 5 to 8 Candidates	35 Minutes 40 Minutes	30 Minutes 40 Minutes
Pre Grade 2 <b>Presentation Class</b>	1 to 4 candidates 5 to 8 Candidates	35 Minutes 40 Minutes	30 Minutes 40 Minutes
Pre Grade 3 <b>Graded Examination</b>	1 to 3 candidates 4 to 6 Candidates	35 Minutes 40 Minutes	30 Minutes 40 Minutes

**Where possible the lower grades should always be in groups of up to 6 candidates**

<b>JAZZ AMERICAN</b>	1-2 Candidates	3-4 Candidates	5-6 Candidates
<b>Grade 1</b>	25 Minutes	35 Minutes	45 Minutes
<b>Grade 2</b>	30 Minutes	35 Minutes	45 Minutes
<b>Grades 3,4,5,</b>	35 Minutes	40 Minutes	45 Minutes
<b>Pre Elementary</b>	40 minutes	45 minutes	N/A
<b>Elementary</b>	50 Minutes	60 Minutes	N/A
<b>Intermediate</b>	60 Minutes	70 Minutes	N/A
<b>Advanced One</b>	60 Minutes	70 Minutes	N/A
<b>Advanced Two</b>	65 Minutes	70 Minutes	N/A

<b>JAZZ ORIGINAL</b>	1-2 Candidates	3-4 Candidates	5-6 Candidates
<b>Grade 1</b>	25 Minutes	35 Minutes	40 Minutes
<b>Grade 2</b>	25 Minutes	35 Minutes	40 Minutes
<b>Grades 3,4,5</b>	35 Minutes	40 Minutes	45 Minutes
<b>Pre-Elementary</b>	35 Minutes	40 Minutes	45 Minutes
<b>Elementary</b>	40 Minutes	45 Minutes	N/A
<b>Intermediate</b>	40 Minutes	45 Minutes	N/A
<b>Advanced</b>	50 Minutes	55 Minutes	N/A

<b>SOLO DIPLOMA</b> - in all disciplines	Allow up to 20 minutes per candidate
<b>MEDAL AWARDS</b> - For timetabling purposes allow 3 minutes per student PLUS approx 10 minutes for the presentation of Medals. However extra time must be allowed for the 2 <sup>nd</sup> dance in Intermediate & Senior medals. Allow also sufficient time for any <u>group</u> entries.	
<b>STRETCH LEAP &amp; SPIN</b> -	
<b>JUNIOR</b> -	40 minutes per group of 1 to 4 candidates      45 minutes per group of 5 or 6
<b>INTERMEDIATE</b> -	45 minutes per group of 1 to 4 candidates      50 minutes per group of 5 or 6
<b>SENIOR</b> -	50 minutes per group of 1 to 4 candidates      55 minutes per group of 5 or 6

<b>BALLET</b>	1-2 Candidates	3-4 Candidates	5-6 Candidates
<b>Grades 1 &amp; 2</b>	35 Minutes	40 Minutes	45 Minutes
<b>Grades 3 &amp; 4</b>	35 Minutes	40 Minutes	45 Minutes
<b>Grade 5</b>	40 Minutes	45 Minutes	50 Minutes
<b>Pre-Elementary/Grade 6</b>	50 Minutes	55 Minutes	N/A
<b>Elementary</b>	55 Minutes	60 Minutes	N/A
<b>Intermediate</b>	60 Minutes	65 Minutes	N/A
<b>Advanced</b>	70 Minutes	75 Minutes	N/A

<b>CONTEMPORARY</b>	1-2 Candidates	3-4 Candidates	5-6 Candidates
<b>Intro &amp; Preparatory</b>	30 Minutes	35 Minutes	40 Minutes
<b>Levels 1 &amp; 2</b>	40 Minutes	50 Minutes	55 Minutes
<b>Levels 3 &amp; 4</b>	50 Minutes	55 Minutes	N/A
<b>Level 5</b>	60 Minutes	70 Minutes	N/A
<b>Level 6</b>	65 Minutes	75 Minutes	N/A

<b>HIP HOP</b>	1-2 Candidates	3-4 Candidates	5-6 Candidates
<b>Hip Hop 1, 2 &amp; 3</b>	25 Minutes	30 Minutes	35 Minutes
<b>Hip Hop 4</b>	25 Minutes	30 Minutes	35 Minutes
<b>Hip Hop 5</b>	25 Minutes	30 Minutes	35 Minutes
<b>Hip Hop 6</b>	20 Minutes	25 Minutes	N/A

<b>TAP AMERICAN</b>	1 - 3 Candidates	4 - 6 Candidates	
<b>Levels 1,2,3</b>	30 Minutes	40 Minutes	
<b>Levels 4,5,6</b>	40 Minutes	50 Minutes	
<b>Modules – Levels 4, 5 &amp; 6</b>	25 Minutes	30 Minutes	
	1 - 2 Candidates	3 - 4 Candidates	
<b>Levels 7,8</b>	40 Minutes	50 Minutes	
<b>Modules – Levels 7 &amp; 8</b>	25 Minutes	30 Minutes	
<b>Level 9</b>	35 Minutes	45 Minutes	

<b>TAP ORIGINAL</b>	1-2 Candidates	3-4 Candidates	5-6 Candidates
<b>Grades 1, 2</b>	20 Minutes	25 Minutes	35 Minutes
<b>Grades 3, 4 and 5</b>	35 Minutes	45 Minutes	55 Minutes
<b>Grade 6</b>	35 minutes	45 minutes	55 Minutes
<b>Elementary</b>	35 Minutes	45 Minutes	N / A
<b>Intermediate &amp; Advanced</b>	35 Minutes	45 Minutes	N / A

# EXAMINATION DAY PROTOCOL for the STUDIO

## THE EXAMINATION ROOM

- It is strongly recommended that from Grade Three upwards, if a studio is less than 10 x 10 metres, a hall be hired to allow 2 or 3 students at a time to perform their syllabus to the best of their ability
- All mirrors are to be covered
- Teachers are asked to provide for the examiner a large table, comfortable chair with cushion, a rug, a bell, and water. It is preferable for the table cloth to reach to the floor in front
- Adequate heating should be provided close to the examiner, and able to be directed at the examiner's feet.

## TEACHERS

- Please phone the examiner the evening prior to examinations to arrange a pick up time, and to confirm any Late Entries, Transfers, or change of timetable
- Pick up time should allow the examiner to arrive at least 10 - 15 minutes prior to the examination start time
- The teacher is to provide morning and afternoon teas and lunch. Please be guided by the local organiser if any special dietary needs have to be met
- Examiners ask to be left alone during the morning / afternoon tea and lunch breaks
- **To balance the examination day** it is recommended that the lunch break start about 12.45 to 1pm, with the morning break about 10.45am and the afternoon break about 3.30pm

## CANDIDATES

- Candidates are to be ready and warmed up 30 minutes prior to their allocated exam time
- Candidates are expected to know where to stand at barre, and in the centre of the room where they must always be numbered from left to right from the examiner's view. **This also applies to a group of 3 candidates**
- Numbers to be clearly visible and pinned on to the front and back of each candidate
- Candidates are expected to be able to move from one exercise to another quickly, and to have a good working knowledge of the syllabus
- When performing in a circle the movement will always be anticlockwise, unless stated otherwise

## REPORT CARDS

- All cards should be checked as soon as they arrive from the office to make sure they are correct both in name and quantity
- All cards should be filled out correctly in clear block letters, with the number at top right hand corner
- All cards must be given to the examiner at the commencement of each day

## MUSIC

- The music operator must be in view of, but well away from, the examiner and seated in such a way that the examination in progress cannot be seen
- The music operator is not to speak or instruct during examination sessions or may be asked to move
- There should be enough music for all exercises to be completed by the whole class without restarting music
- Introductions should not exceed 16 counts

## IMPROMPTU COMBINATIONS (where included in a syllabus, all Impromptu Combinations are compulsory)

To avoid unnecessary delays and to ensure that other candidates are not able to hear the impromptu music one of the following is suggested:

- A) provide a room for both teacher and students, where they cannot hear the impromptu music
- B) play other music in the Dressing Room, or have the students use their personal music systems, so that impromptu music cannot be heard

**Format** - The impromptu music is played once for No 1 candidate to listen to whilst others are out of hearing range. While 1<sup>st</sup> candidate dances the 2<sup>nd</sup> candidate will listen to this impromptu music, and the same sequence continues with the 3<sup>rd</sup> and 4<sup>th</sup> candidates

## CANDIDATE AT RISK

Where a candidate is seen to be at risk with a possibility of an event during an examination (e.g. the student may be epileptic), teachers are asked to make the examiner aware of this before the candidates enter the room.