

## **EXAMINATION PROCEDURE**

Teachers are not allowed in the examination room while students are taking their exams.

### **Exam Scheduling**

1. The Examinations session should be approx. eight (8) hours per day. (ie. 9 am-5pm) This includes coffee breaks (10 min) and lunch break (30 min).
2. Please pay close attention to **EXAM TIME ALLOTMENTS** (separate sheet) when scheduling your CDTA exams.
3. Please place exams in a logical grade order, either ascending or descending.

THE SCHEDULE WILL BE FINALIZED BY THE EXAM REGISTRAR.

### **Numbering**

All students taking an examination must wear a pinned number on the front of them. Numbers must run in consecutive order. Please place pins at each end of the number to keep it in place.

The name of the student should correspond with the number on the examination schedule. Please notify the examiner if any changes have been made prior to the examination.

Line up the kids left to right (1 2 3)

### **Medal Tests**

1. It is highly recommended to have 3-4 students complete the medal test as one block for that grade and if any other medals are to be completed at the same level, to then create another grouping.
2. The first dancer should go in and do their first dance, come out to change (where costumes are being used) while the other students are doing their first number and keep rotating in this fashion up until the improv section.

### **Music**

1. Teacher entering students must supply their own music and arrangements should be made for someone to play the tapes/CD's. This person should be concealed from all candidates view.

2. The person conducting the class plays the music during the Ballet Division exams.
3. Please record music on separate tapes or CD's for each grade. Combinations where music is used must be recorded to correspond to the correct number of candidates. Ie. 3 candidates, please record music 3 times.

### **Examiner's Table/Protocol**

1. Provide the Examiner with this list of amenities:
  - Large table that is skirted or has a tablecloth to the floor in the front
  - Comfortable, upholstered office chair with a back on it
  - Bell
  - Pitcher of water and a drinking glass
  - Facial Tissue
  - Waste Basket
2. All mirrors must be covered.
3. All out of town transportation and accommodation costs for the Examiner will be paid by the Branch when the minimum amount of entry fees has been met. (Please see point 9 under entry fees) It is up to the member that has requested exams to pay for the examiners meals.  
**PLEASE NOTE THAT THE STUDIO WILL PAY FOR THE ACCOMMODATIONS AND THEN FORWARD THE RECEIPTS TO THE CDTA ADMINISTRATOR FOR A REFUND.**  
**IT IS ALSO THE STUDIO'S RESPONSIBILITY TO PICK UP THE EXAMINER FROM THE AIRPORT OR BUS DEPOT IF REQUIRED AND TO ARRANGE TRANSPORTATION TO AND FROM THE STUDIO.**
4. When the examiner has her break or lunch, please serve her refreshments on a tray, with a napkin and proper utensils for her to use.  
The exam registrar will provide you with the examiners preferences for meals and snacks.