

EXAMINATION RULE BOOK

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INTRODUCTION

Our Systems of Training are unique, extensive and have been developed by Australian dance professionals.

This progressive way of teaching is based on a solid foundation of scaffolding with each level building upon the previous level to cater to every student. This carefully structured learning process is supported by an online learning platform which includes all of the exercises taught, full teaching notes and music files.

Our examiners are caring and kind in their approach in the exam room. Students, regardless of their level of ability or age, are confident when entering exams. They know they will be greeted by a friendly, engaging examiner, leading to a positive exam experience.

IMPORTANT DATES

- ATOD Membership Due: **28th February**
- Examination Requests Due: **1st March**
- Avril Binzer Performance Award Entries Due: **1st March**
- Jazz Moves Performance Award Entries Due: **1st March**
- Exam Paperwork due: **4 weeks prior to allocated exam date**
- Championship Qualifying: **11th April**
- Championship Entries Due: **1st May**
- State Championships: **Held by the 30th June, dates TBC**
- National Championships: **Held on the last weekend of July each year or as close to that weekend as possible, date TBC**

QUICK REFERENCES

- [QMS Quality Manual](#)
- [Code of Ethics](#)
- [Company By-Laws](#)
- [Members Website](#)
- [ATOD@Work](#)
- [ATOD@Home App Resources](#)
- [Systems of Training Online Store](#)
- [Systems of Training Updates](#)
- [Exam Planner Program](#)

MEMBERSHIP

In order to enter students for examinations, a teacher must be a financial member. A Junior Teacher is ineligible to enter students for examinations. They must become an Affiliate member (if eligible) of the Company and pay full affiliate membership.

Membership is due on the **31st December** of each year and payable by no later than **28th February** the following year.

POLICIES

- [Complaints and Appeals Policy](#)
- [Equitable Amendment and Specific Consideration Policy](#)
- [Safeguarding Children Policy](#)
- [ATOD Review of Results Application Form](#)

FORMS

- **Exam Plan Submission** - This online form is for the studio to submit their Exam Plan and any necessary paperwork 4 weeks prior to the allocated exam date. Studios access this form by clicking 'Submit & Lock Exam' once they have finalised their exam plan in Exam Planner.
- **Injury Release 1** - There is a section on the above Exam Plan Submission Form to complete 4 weeks prior to the allocated exam date. This is to declare the studio has made all proper enquiries at the time of completing their exam paperwork and advise that the students who are listed in the exam plan are physically capable of undertaking the examinations.
- **Injury Release 2** – This online form is to be submitted by the studio within 48 hours of the exams starting and no later than 2 hours of the exams starting. We will send the studio an email 48 hours before the exams with the link to the form. This is to declare the studio has made all proper enquiries and advise that the students who are listed in the exam plan are physically capable of undertaking the examinations. Your Examiner cannot start the examinations until this form has been submitted along with any relevant certificates/letters from the student's medical practitioner.
- **Equity Amendment Application** - This online form is to be completed by the studio 4 weeks prior to the allocated exam date if they are entering a student that requires consideration for an equitable amendment. Studios access this form on the members section of the website.
- **Refund Request** – If any students are unable to take the examination on the set day due to illness or injury, the studio can apply for a 75% refund. Studios access this form on the members section of the website. Refund requests are processed once we have received the exam results from the Examiner and any refunds go to the studio.

MARKING SYSTEMS FOR EXAMINATIONS

MARKING CRITERIA

Pass or Unsuccessful Result applies to the following exams:

- Test 1-2-3 in Classical Ballet, Jazz & Tap
- Level 1, 2 & 3 Hip Hop
- Primary Cross National Character
- Entr'acte, Level 1 & 2 Musical Theatre
- All Member & Licentiate Practical Teaching examination

All Contemporary exams are graded results.

Associate Practical Teaching candidates will receive competent or not yet competent results. Prior to course completion and as each unit is submitted, students will receive a notice of Competency or resubmission required until such time as all units are completed.

In all other levels, the following result will be awarded dependent on the individual percentage gained. Teachers will have the option to choose whether or not they would like these percentages listed on the students exam report. Before completing your Exam Plan ensure you select whether or not you wish to have the % result included on the Students Exam Report.

Note: It will default to 'YES you would like % included', you will need to manually change this if you do not.

The percentages are set out below:

UNSUCCESSFUL	40% or less
PASS	41% - 50%
PASS PLUS	51% - 55%
CREDIT	56% - 60%
CREDIT PLUS	61% - 65%
COMMENDED	66% - 70%
COMMENDED PLUS	71% - 75%
HIGHLY COMMENDED	76% - 80%
HIGHLY COMMENDED PLUS	81% - 85%
HONOURS	86% - 90%
HONOURS PLUS	91% - 95%
HONOURS WITH DISTINCTION	96% - 100%

A student who cannot perform pointe work in the Classical Ballet examinations (Gold Star and above) may do the pointe exercises in flat ballet shoes. However, if the student performs in flat ballet shoes, the highest marks will be as below:

- Major Ballet Exams - pointe work not performed
- Gold Star - Highest mark in flat ballet shoes would be Highly Commended
- Elementary, Intermediate, Advanced - Highest mark in flat ballet shoes would be Commended

The teacher must advise the Examiner prior to the commencement of the examination day that the student will perform pointe exercises in Ballet shoes.

Three months must elapse before a student may re-sit the same examination.

A student may not pass an examination unless they have completed all exercises. Please note the Exam Exemption Policy where an Examiner has the ability with approval to pass a student if the examination has had to be stopped for a student due to injury, the remainder marking for the injured student will be required to be **NI**, with the comment “unable to complete due to injury” or such like. The student can still be marked as successful if they have completed “**most**” of the examination before the injury or illness occurs. In this scenario, the students may be given a grading dependent on the exercise marks given up to that point. The NI’s given will reflect that mark.

The method of assessment for all components of examinations are as follows:

- Highly Skilled
- Competent
- Satisfactory
- Needs Improvement

OVERALL STUDIO APPRAISAL

Included in the comment sheet provided by the Examiner that is sent out with your results. Please note that if an issue is identified we request it to be attended to prior to your next exam sessions. It is recommended that teachers refer to the ATOD Teaching Resources available such as ATOD@Work or DVD/Syllabus Books and all Systems of Training updates available on our website.

Category	Exam Organisation	Exam Etiquette	Syllabus Knowledge	Uniform / Grooming
Excellent/ Exceeds expectations	High standard following protocols set out	High standard from both	In depth knowledge and	High level

	in the teacher's manual	candidates and teachers	understanding of syllabus	
Good / Meets expectations	Good standard following protocols set out in the teacher's manual.	Good standard from both candidates and teachers. Protocols were followed from the teacher's manual	Good knowledge and understanding of systems of training. Genre and grades were demonstrated by the student with correct syllabus details.	Overall a good level of grooming and attention to detail in appropriate hair, quality of clothing etc.
Satisfactory/ Mostly meets expectations	Most protocols were followed from the teacher's manual however, some areas of concern are outlined in the comments below	Most protocols were followed from the teacher's manual however, some areas to be noted are outlined in the comments below	Most genre and grades were demonstrated by the student with correct syllabus details, however exercises which need review are noted in the table above	Overall candidates were well groomed however, more attention to detail in appropriate hair, quality of clothing (e.g. holes in tights) etc, is needed
Needs Improvement	Formal procedures were inconsistent and did not necessarily follow exam procedures and protocol as indicated in the teacher's manual	Formal procedures were inconsistent and did not necessarily follow exam procedures and protocol as indicated in the teacher's manual	Areas of concern in knowledge and understanding of syllabus requirements	Inconsistent uniform standards across candidates

RESULTS

All examination cards are printed by ATOD Head Office and will be forwarded to teachers generally within 6 weeks of completion of the examinations or as soon as possible thereafter. Should a delay be inevitable the Head of Exams will contact the teacher concerned.

Examiners will give an unsuccessful result for any student they feel has not reached the required standard or does not have a satisfactory knowledge of the work. The Examiner may advise the teacher where the required standard has not been reached and the teacher may choose to accept a Participation result rather than an Unsuccessful result.

ATOD Syllabi work may only be presented in ATOD examinations/assessments and may not be presented for assessment by other organisations nor for in-house assessments.

Should a replacement examination card be required, where it is a teacher/studio error, a charge of \$20 per card will apply. Payment can be made by internet transfer. Receipt to be sent to the head of Exams, together with the card to be corrected and with the corrections clearly noted.

For complaints, enquiries about examination results, and about examination appeals please refer to the [Complaints and Appeals Policy](#).

EXAMINATION FEES

EXAM PRICE LIST

You can view the Price List for exams by logging in to the [Exam Planner Program](#) and clicking the 'Price List' tab along the top.

QUICK GUIDE

Fee Type	Description - please refer to the detailed Terms & Conditions below for more information.
Entry fees for an examination day	Minimum of \$1000.00
Exam Request Booking Fee	\$100.00
Late Examination Requests	\$150.00 T & C's apply
Requests for change of Examination dates	\$150.00 T & C's apply
Exam Minimum Fee	Teachers must pay for a minimum of Two Students per exam excluding level 10, 11, 12, Elementary, Intermediate and Advanced candidates
Full members	Eligible for a 5% rebate, T & C's apply.
Late admin fee	The <u>5% rebate will be forfeited by eligible members</u> and an <u>admin fee of 5% on the total examination fees payable</u> will be incurred.
Paperwork received 1 week late	Penalty of 5% of the total exam entry fee payable.
Paperwork received 2 weeks late	Penalty of 10% of the total exam entry fee payable.
Incorrect paperwork requiring resubmission	Administration penalty of \$50.00. Should the paperwork not be corrected and Exam Coordinator advised within 5 working days, the penalty may increase to \$100.00.
Paperwork that is not received and/or finalised two weeks prior to the examination date	Original booking fee of \$100.00 will be forfeited. A fee of \$100.00 will be incurred to reschedule another examination date.
Cancelled Exam Dates	Booking fee of \$100.00 will be forfeited.

Replacement examination card	\$20 per card. T & C's apply.
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FULL FEE TERMS AND CONDITIONS

Teachers must pay for a **minimum of TWO students (up to and including Gold Star)** regardless of the number of students participating i.e. if only one student is entering the examination, the teacher must still pay for two. This applies to all teachers. (N.B. Variation to the above – please see guidelines for Private Examinations in this section)

Level 10, 11, 12, Elementary, Intermediate and Advanced candidates entering in examinations will only be charged one fee for the examination regardless of the number of candidates in the room. **Teachers must make a diligent effort to work with other studios where possible, to ensure candidates combine for their examination and not enter students individually in these upper level grades.**

Entry fees for an examination day is a **minimum of \$1000** in all areas (Metropolitan and Country). Teachers are to subsidise these entry fees if the number of exam entries does not cover this amount. Please note you may combine with another school to make up the required minimum fee.

Late Examination Requests received after 8th of March will incur an administration fee of \$150.00 in addition to the \$100 Booking Fee.

Full members are eligible for a 5% rebate if all paperwork and payment is received by the due date.

Should all paperwork and payment not be received by the Exam Coordinator four weeks prior to the commencement date of the examinations an **admin late fee will be incurred**. i.e. the 5% rebate will be forfeited by eligible members and an admin fee of 5% on the total examination fees payable will be incurred. This applies to all members.

Paperwork received **1 week late** will receive a penalty of 5% of the total exam entry fee payable.

Paperwork received **2 weeks late** will receive a penalty of 10% of the total exam entry fee payable.

Incorrect paperwork requiring resubmission will incur an administration penalty of **\$50.00**. Should the paperwork not be corrected and the Head of Exams advised within 5 working days, the penalty may increase to **\$100.00**.

Paperwork that is not received and/or finalised two weeks prior to the examination date may result in examinations being cancelled and original booking fee of **\$100.00** will be forfeited. A fee of **\$100.00** will be incurred to reschedule another examination date.

Confirmed and scheduled examination dates that are cancelled will result in forfeiting of the booking fee of **\$100.00** regardless of whether another day is booked or not.

Collective examination days (previously called clean up / odd bods days), held late Term 3 or early Term 4, are for students who have missed their examination in that year due to injury/illness or genuine unforeseen circumstance only. Candidates entered on these days only pay one examination fee (rather than the minimum of two). A sundry fee is applicable per student, per exam and will be set by the Board and advised to teachers as required. Sundry fees must be included with examination fee payments.

Championship qualification examinations, usually held during Term 1, will incur the minimum payment of two candidates (normal examination fees) should the minimum requirement of 2 candidates not be met by entries. A sundry fee is applicable per student, per exam and will be set

by the Board and advised to teachers as required. Sundry fees must be included with examination fee payments. Note: Championship qualification exams must be completed prior to the **11th of April** each year.

Should a replacement examination card be required, where it is a teacher/studio error, a charge of \$20 per card will apply. Payment can be made by internet transfer. Receipt to be sent to the Head of Exams, together with the card to be corrected, and with corrections required clearly noted.

EXAMINATION REFUND

If any students are unable to take the examination on the set day due to illness or injury, the teacher can request a refund by completing the [Examination Refund Request Form](#). The following information must be supplied: reason for absence / medical certificate if required for grade.

The refund request must be made within 6 weeks after the examination date. In this case a 75% refund of the set ATOD examination fee may be issued to the studio owner. The studio owner is responsible for returning 75% of the ATOD cost to the parent / student.

If a student would like to take the examination at a later date or at another studio, the normal guidelines will apply. This is to be organised with the Head of Exams, i.e. paperwork must be re-submitted via Exam planner and full fee paid on submission.

A student who is incapacitated just prior to or during the examination is permitted to transfer their examination fee to another day within the same exam session. The officiating Examiner must be the Examiner at both the original and subsequent examination sessions. In the case of injury a medical certificate must be produced stating that they are medically fit to undertake the examination. If this is not possible then normal reimbursement procedures listed above will apply.

Click [here](#) to submit the Refund Request Form.

GUIDELINES FOR THE PARTICIPATION CERTIFICATE

The Participation Certificate is a service provided by ATOD to ensure all students are able to gain a sense of self confidence and achievement. Regardless of the student's time spent in learning or technical ability, the Participation Certificate will also give them an opportunity to move forward in a positive way.

There are a number of reasons why a Teacher may consider entering a student/s as a participant. The student may have only been learning for a short period of time, or may not have the motor skills or the confidence to enter as an examination candidate but still wishes to enter with his/her friends. At the time of submission of entries the Teacher may be unsure if the student will be ready to enter as an examination candidate.

The decision to enter the student as a Participant is to be that of the Teacher and/or Parent and/or Student.

The Participation Certificate is open to students of all ages and examination levels.

Participation Certificate students **will not be eligible** to enter Championships or Teaching Diploma Examinations.

Students who enter as a Participant may enter for the Examination as a Candidate at a later date. Three months must elapse before a student may re-sit the same examination.

The entry fee will be the same as the equivalent Examination entry fee.

All Participation Entries are to be notated on the entry form.

The Teacher may change a student from a Participant to a Candidate on the day of the examinations and vice versa.

The Teacher must ensure that the student and/or parent are aware that they have been entered as a participant. The onus is on the teacher to explain all criteria to students and/or parents if entered as a Participant.

The Participation procedure is the same as for a Candidate, with variations possible if requested by the Examiner, e.g. two or more at a time for tap.

All steps and dances pertaining to the grade are to be attempted.

Technique should be shown to the best of the student's ability. Technique need not always be correctly demonstrated.

Theory is not required but may be attempted. Should a Teacher change a Participation candidate to an Examination candidate on the day of the exams the candidate must participate in the Theory section.

The Participation Certificate will be awarded provided the student participates. The certificate is not graded and will not imply that the student has "passed" or been "unsuccessful" in the examination.

Students will receive a medal for the grade and genre. The Examiner will issue a Participation Certificate Report, which will include a section for comments.

PREPARATION FOR EXAMS

EXAMINATION REQUESTS

Teachers are to complete the Examination Request form online by logging in to the Members section of our website.

Examination Requests are due by the **1st March**. Please note that new members are exempt from these requirements in their first year of membership and/or first year of examinations.

All Teacher practical examinations and Performance Awards (Jazz Moves & Avril Binzer) requests are also due at this time.

It is a requirement that the Teacher submit a copy of their Public Liability Insurance Certificate of Currency and Music Licence with the Examinations Request Form. If this expires before the exam date we will request a current one when processing the exam paperwork.

Exam days are not to exceed **8 hours a day** including scheduled breaks. Examiners are to work between the hours of **9.00am–5.00pm** with suitable breaks scheduled. Should examination times outside these hours be required, permission must be sought from the head of Exams. **Please see time allowance for exams in the reports section of Exam Planner to calculate the amount of days required in your exam request.**

FEES AND COSTS PAYABLE IN RELATION TO YOUR EXAMINATION REQUEST

A **Booking Fee** of \$100.00 is payable with the Examination Request. This fee will then be deducted from the total examination fees if all correct paperwork is received 4 weeks prior to your examination date.

Late Examination Requests received after 8th March will incur an administration fee of \$150.00 in addition to the \$100 Booking Fee.

Requests for change of Examination dates will incur an Administration fee of \$150.00. Unforeseen circumstances will be taken into consideration by the head of Exams. The new examination dates and name of the attending Examiner will be advised in due course.

PREPARING YOUR PAPERWORK

Exam Paperwork is due to be submitted **4 weeks prior to the allocated exam date.**

Login to the Exam Planner program <http://cloud.atod.net.au> to create your exam plan. If you do not have login user details please contact ATOD Head office by email admin@atod.net.au

Please note the Help guide at the bottom of the initial login screen.

Before completing your Exam Plan ensure you select whether or not you wish to have the % result included on the Students Exam Report. *Note: It will default to 'YES you would like % included', you will need to manually change this if you do not.*

When your exam plan is finalised you must click '**Submit & Lock Exam**' in the Reports Tab. This will direct you to the Exam Plan submission form. Once completed (with any relevant paperwork attached) click Submit and the exams team will be notified. **NOTE: Once your exam plan is locked no further changes can be made. If you require assistance or to make changes please email exams@atod.net.au or admin@atod.net.au**

Paperwork to attach to your Exam Plan Submission form:

- **Copy/screenshot of your Payment receipt** to cover the exam fees
- **Copy/screenshot of your current Music Licence** (please note this is a requirement to ensure that ATOD studios are complying with current copyright licence regulations)
- **Copy/screenshot of your current Public Liability Insurance Certificate of Currency**
- **Equity Amendment application with supporting documents** if applicable

Studios are no longer required to submit a copy of their Covid Safe Plan however all studios must have one in place and this can be requested at any time by ATOD Head Office and your Examiner.

The Injury Release 1 is now included in the Exam Plan submission form.

It is imperative that all names are spelt correctly when entering students to your Exam Planner Database. Teachers will be required to bear the costs for replacement exam cards should the names be incorrectly spelt in Exam Planner.

Students entering an examination as a **mature age student** must have 'mature age' indicated on the Entry Form otherwise students will be graded in the usual way. Please clearly note on your Exam Plan submission form which candidate/s are entering as Mature Age. The Exam Team will then ensure that the Examiner is aware prior to the examinations.

Where a studio is allocated more than one Examiner, an exam plan is to be created for each Examiner pertaining to their individual examination day/studio.

Where a studio has student/s participating in **teaching examinations**, the studio must complete separate paperwork for each student. Separate Entry forms must be completed for written and practical examinations. **Therefore there will only be one student per entry form and there will be two entry forms per student – one for written and one for practical examinations.** Where the

candidate has completed either Cert IV or Diploma Dance Teaching and Management a copy of their certificate must be included with their entry form.

All corresponding paperwork & payments for a split examination session (i.e. days no more than two weeks apart) must be received by the Exam Coordinator at the same time.

Studios combining on an examination day must each submit their own exam request, exam plan, examination and payment for their own students.

Any incorrect paperwork will be discussed with the teacher by the Exam Team.

Once an exam plan has been submitted your exam plan will be locked and no changes can be made without approval from the Exam Team.

LATE ENTRIES

If students have been missed off the submitted Exam Plan this is then considered a late entry. Studios are required to create a separate exam plan for these specific students only, **no changes can be made to your original exam plan.**

Your late entry student/s can still participate with the appropriate groups in your original exam plan if you have other groups entered. You will not be able to adjust student numbers or order for the exam, the late entry student/s join the end of the group in numerical order.

If your late entry student is joining an existing group you are not required to pay the minimum fee.

Late entries must be submitted via Exam planner **NO LATER** than 2 business days prior to the allocated exam day.

GENERAL GUIDELINES

NUMBER OF CANDIDATES IN EXAMINATION

The teacher must not divide an exam group into two unless there are extenuating circumstances such as inclusion of mature age candidates. The Teacher should discuss this extenuating circumstance with the Exam Team before submitting their Exam Plan. If there is no reason for dividing the exam group, the Exam Team will advise studios of the corrections required.

	MAX NUMBER OF STUDENTS PER EXAM					
	TEN	EIGHT	SIX	FIVE	FOUR	ONE
PRE LEVELS	1, 2 & 3					
BALLET		Test 1, 2 & 3 Bronze Medal & Star	Silver Medal & Star Gold Medal & Star	Elementary & Seal	Intermediate & Advanced	
JAZZ		Jazz Magic, Test 1, 2 &	Silver Medal & Star	Elementary & Seal	Intermediate & Advanced	

	MAX NUMBER OF STUDENTS PER EXAM					
	TEN	EIGHT	SIX	FIVE	FOUR	ONE
		3 Bronze Medal & Star	Gold Medal & Star			
TAP		Test 1, 2 & 3 Bronze Medal & Star	Silver Medal & Star Gold Medal & Star	Elementary & Seal	Intermediate & Advanced	
NATIONAL CHARACTER		Primary & Bronze Cross	Silver & Gold Cross			
HIP HOP		Level 1, 2, 3, 4 & 5	Level 6, 7, 8 & 9	Level 10	Level 11 & 12	
CONTEMPORARY			Level 1, 2, 3, 4, 5 & 6		Level 7 & 8	
MUSICAL THEATRE		Level EA & 1	Level 2, 3, 4, 5		Level 6 & 7	
TEACHER EXAMS						Teaching Examinations

DURATION OF EXAMINATIONS

Examiners are to work between the hours of **9.00am–5.00pm** with suitable breaks scheduled. Should examination times outside these hours be required, permission must be sought from the Exam Team. The length of the Examination Day should not exceed 8 hrs.

Exam Planner will automatically include a 5 minute write up time for the Examiner between each exam group.

The Exam Team will check all timetables submitted and make adjustments where it is deemed necessary. Please note that timetables are calculated on an average for the number of students in a particular exam.

CLASSICAL BALLET / POINTE WORK

If entering a **mature age candidate**, girls do not have to perform pointe work in the grades of Elementary, Intermediate and Advanced levels.

All students undertaking pointe work in Gold Star must be **a minimum of 12 years of age** before sitting the Gold Star examination. If the candidate is younger, they must produce a physiotherapist report stating they are strong enough to commence pointe work and undertake the examination.

The studio must advise the Examiner prior to the commencement of the examination day if a student will perform pointe exercises in flat Ballet shoes.

In the dances performed en pointe, if the student performs in flat ballet shoes the highest marks will be as below:

- Major Ballet Exams - pointe work not performed
- Gold Star - Highest mark in flat ballet shoes would be Highly Commended
- Elementary, Intermediate, Advanced - Highest mark in flat ballet shoes would be Commended

MATURE AGE STUDENT

In the case of a **mature age student** the dances set in the syllabus are to be performed. In Classical Ballet dances need not be performed en pointe.

In the case of a **mature age student** being unable to demonstrate a significant number of steps then it would be required that the student undertake a private examination where full explanations of the steps/exercises are given. The candidate may have their student perform the exam dance they (the Candidate) have choreographed giving explanation/interpretation of the choreographed dance as requested by the Examiner.

EXAMINERS

At no time may a studio contact an Examiner to examine their students. All examination sessions are organised by the Head of Exams.

Examiners are appointed to an examination session on a rotation basis by the Head of Exams.

Local examiners will generally make their own way to a studio for examining.

When the appointed examiner is from interstate it is the studio's responsibility for the Examiner's travel to and from her accommodation each day. The studio will be required to contact the Examiner the afternoon/evening prior to exams to organise a pick up time. The studio may arrange for a Cab or Uber to collect Examiner but the charge is at the studios expense.

ATOD are responsible for all other travel arrangements and costs.

Any flights and accommodation will be arranged by the Exam Team and teachers will be emailed the travel itinerary with all details.

TRAINEE / MODERATION EXAMINERS

A Trainee Examiner or Moderation Examiner may attend an exam session. This is for training purposes and continued development of our Systems of Training and Examiners.

If a Trainee or Moderation Examiner is required to attend your exam day the Exam Coordinator will make contact with the teacher prior asking for permission. Studios have the right to say no and are given the opportunity to decline when contacted.

If a Trainee or Moderation Examiner attends an exam day the studio is required to provide them with a desk and comfortable chair on the day, along with access to a powerpoint for their laptop. The Moderation Examiner would appreciate morning tea/lunch/afternoon tea being provided, where relevant to their Moderation timetable.

Should you decide not to offer this to the Moderation Examiner, please contact admin@atod.net.au 1 week prior to your exam date to inform us. This will allow us to be able to inform the Moderation Examiner they need to bring their own food. Water is to always be provided.

PRIVATE EXAMINATIONS

Normal Examination Session

A request for a private examination, to be held on a normal examination day, will be accepted with fees being four times the cost of that examination.

Private Examination Session

Private examination sessions are to be arranged through the Exam Coordinator. The cost will be a minimum of \$1000 for the first four hours (half day). All travel, meal, accommodation, overnight allowance and costs for Examiners will also be payable. The Head of Exams will assign an Examiner. Requests for a specific Examiner are not permitted.

EXAMINATION DAY PROCEDURES

Teachers must have an appropriate venue for examinations (floors non-slip and according to current safe dance requirements).

Teachers are required to have Public Liability Insurance for their studio that covers examination days. (As set out in the Code of Ethics)

The Injury Release 2 is to be submitted by the studio within 48 hours of the exams starting and no later than 2 hours of the exams starting, via the online form. We will send the studio an email 48 hours before the exams with the link to the form. This is to declare the studio has made all proper enquiries and advise that the students who are listed in the exam plan are physically capable of undertaking the examinations. Your Examiner cannot start the examinations until this form has been submitted along with any relevant certificates/letters from the student's medical practitioner. It is recommended that medical reports are no longer than 2 pages.

It is the responsibility of the studio to ensure all tables, paperwork, barres etc. are in place before the arrival of the Examiner/s. An extension lead should be available for Examiners using laptops.

On the day please provide on the Examiners Desk:

- A list of known absentees
- A list of omitted exercises

Teachers MUST provide the Examiner/s with a suitable chair (supporting back is recommended). It is important to ensure the Examiner is comfortable in all climates, this may require additional heating or fans.

Please supply **bottled water and a glass on the table.**

Students are able to take water bottles and hand towels (senior students) into the examination room.

Students must wait until invited by the Examiner to access water bottles.

At the Examiners discretion students may be asked to wait just outside the examination room in order to keep warm while dances are being performed by fellow students in the Examination room. This is in accordance with safe dance practice.

EXAMINER PREFERENCES / CATERING ON EXAM DAY

Stringent Hygiene to be procedures followed with all preparation of meals and refreshments.

Cutlery to be supplied with all meals, including serviettes.

Morning/afternoon tea and lunch breaks must be catered for. Refer to your Examiners Preference Link for catering requirements. Studios can access this via the members section of the website.

EXAM DAY ETIQUETTE

Be courteous to the Examiner.

Teachers are expected to explain examination etiquette to the students.

Examiners must be addressed by their surname, or as Madam Examiner.
Students should show a sense of knowledge, enjoyment and a positive approach.

Students must stand still after changing shoes and skirts (where required) whilst their fellow students are performing their dances.

During the lunch break the teacher may join the Examiner if invited to do so.

Parents may not approach Examiners at any time. No viewing of the examinations is permitted by teachers and/or parents.

Please note no gifts to be given to Examiners.

EXAM ROOM REQUIREMENTS

MUSIC

It is a requirement that the Teacher or Junior / Assistant Teacher operate recorded music in the examination room. Under no circumstances will a parent be permitted to play music in the examination room.

The musical accompanist must not face the students or assist in any way.

The musical accompanist must sit behind a screen, unable to be seen by the students, but in full view of the Examiner at all times. The musical accompanist should not face the Examiner.

EXAMINATION PROTOCOL

Please read the [Introductory Pages](#) in all syllabi books / on the [ATOD@Work Teachers Platform](#), so that you are fully aware of Examination Procedure and Protocol for all exams in all genres.

Pre Levels: This is an interactive class where the teacher takes the students for the class. The teacher should not stand to the side of the Examiner as in Test examinations. The children may be in a circle with the teacher holding hands and can explore the space within the studio for any and all activities as the teacher wishes. The students may stand on various shapes or mats provided they are non-slip. The students should have a number front and back for identification when travelling through the space.

Tests One & Two: The Teacher may enter the examination room with the students and assist with the exercises, though they may not assist with the dance.

- Test One – demonstrate full exercise

- Test Two – may only start students off for each exercise then stop whilst students continue for duration.
- **The teacher must not coach or talk to the students.**
- Music recorded with vocals may be used for the Classical Ballet Nursery Rhyme.

Test Three & Above: The Teacher may not enter examination room with students except as the musical accompanist (must sit behind screen)

GENERAL

All mirrors & viewing opportunities must be covered i.e., windows, glass doors, etc.
 NO MOBILE PHONES are to be taken into the Examination Room, unless in exceptional circumstances which should be discussed with the Examiner.

Handheld props may be used for National, Classical and Tap Demi-Character dances if utilised; skirts that can be easily changed into are acceptable for the Demi-Character or lyrical dances if necessary.

Jazz slow tempo dances may use handheld fabric or scarves or another prop if utilised. Jazz fast tempo may use a hat, cane, chair, or another prop if required.

Examinations must not be video recorded by the teacher. If CCTV cameras are installed in the studio for security purposes, they must be turned off for the duration of examinations.

ATOD may seek permission to record exams for training and professional development purposes, as per the moderation and validation policy.

STUDENTS IN THE EXAMINATION ROOM

Students are to wear numbers for Examinations.

Please ensure that numbers start from one and run through to the final candidate in EACH level, e.g. if two or more groups are doing the same grade, continue numbers through the groups e.g., 1- 6, 7 - 12, 13 - numbers to correspond with those on Entry Forms.

Students must line up from left to right:



Candidates for **Pre levels** are to wear numbers on the **front and back**.

Students are to enter the room together and form a line in numerical order in front of the Examiner.

Students must curtsey/bow as a group so names and paperwork can be checked. Students must address the Examiner by their surname or Madam Examiner.

Examiners will view candidates in numerical order from left to right and as demonstrated by the numbering above.

THEORY

CLASSICAL BALLET, TAP & MUSICAL THEATRE

Teachers are required to purchase theory books on behalf of their students via the online store. All students must have a copy of their own copy, Copyright laws prevent Teachers from photocopying resources.

All students must bring their Theory Book to the examination day for viewing and signing off by the Examiner. The Teacher submits all Theory books to the Examiner prior to the examination, who will initial and date the inside cover.

Examiners will ask 2 – 3 (Bronze Medal & Bronze Star), 3 – 4 (Silver Medal – Gold Star) questions of students as set out in the Theory Book.

The set theory must be known.

Theory results are listed on the report card.

Please remember if changing a Participation candidate to an Examination candidate theory section must be completed by the candidate.

Students cannot share theory books.

DRESS FOR EXAMINATIONS

SUGGESTED UNIFORMS

Classical Ballet Girls:

- Plain coloured leotard of any style. Matching chiffon skirt (optional)
- Pink tights.
- Ribbons on pink ballet shoes are recommended, however are optional for all grades (elastic may be used in lieu).
- Pink Pointe shoes from Gold Star to be worn with ribbons.
- Classical style for Hair.
- National character skirts and shoes must be used if necessary for the chosen Nationality. NB suggestions of authentic dances that do not require character shoes (ballet shoes will suffice in place of soft shoes or bare feet) are Italian Tarantella, Japanese, Indian, Indonesian, Chinese, Spanish Jota, Scottish, Irish etc.
- Tutus **must not be worn** as part of the school uniform during barre or centre of any classical ballet examination. Half Tutus may be worn for the classical ballet dance from Bronze Medal. The half tutu should only be worn if the students have previously practised in them on a regular basis. The students should be proficient at changing into the half tutu.

Classical Ballet Boys:

- White lycra singlet top/T-shirt/Boys Leotard (or leotard in studio colours)
- Black tights (or studio uniform colour) - white socks.
- Black or White ballet shoes.
- Support should be worn.

Jazz Moves Girls and Boys:

- Girls – Leotard of any colour or style. Gloss or matt tights.
- Boys – Lycra Singlet top/T Shirt (studio uniform colour or style).
- Bike shorts and/or $\frac{3}{4}$ leggings and/or full-length tights must be worn. No long loose leg pants (e.g., Jazz Dance Pants).
- Jazz shoes are compulsory.

- Girls – Camel Jazz shoes are worn for State & National Championship classes.
- Boys – Black Jazz shoes are used for State & National Championship classes.
- **Sneaker style jazz boots are not permitted for Jazz examinations.**

Tap Girls and Boys:

- Girls – Leotard of any colour or style. Gloss or matt tights. (Tap skirt optional).
- Boys – Lycra Singlet top/T Shirt (studio colour).
- Trousers and dress shirts are acceptable. Trousers must be hemmed to the correct dress length i.e. base of the instep at the front and approximately 5cms from the floor.
- Bike shorts and/or full length tights are an alternative for either girls or boys if this is part of the studio uniform.
- Skirts that can easily be changed are acceptable for the Demi-Character dances.
- Girls - Camel Tap shoes are used for State & National Championship classes.
- Boys – Black Tap shoes are used for State & National Championship classes.

Hip Hop Girls and Boys:

- T Shirt/fitted tops of any colour or style.
- Loose fitting pants with a safe finished length so students will not slip or trip.
- Knee pads must be worn in the examination for the floor work where indicated in the syllabus.
- Any Hip Hop shoes are acceptable, NO JAZZ SNEAKERS.

Contemporary Girls and Boys (as per syllabus):

- **Footwear** - In both the classroom and examination the preference is for bare feet in order for students to feel and develop their connection to the floor. However, for rehabilitation purposes such as an injury to the sole of the foot or other, foot thongs or socks as deemed necessary by the teacher, is acceptable. The condition of individual dance floors may also dictate the necessity or otherwise for footwear. If the teacher deems it necessary, the students may wear foot thongs or socks in their examinations. Please ensure the students practise in the proposed footwear to eliminate danger such as slipping. Students are permitted to commence in bare feet and put socks on for individual exercises such as triplets in Levels 1 & 2. If this is necessary, students should be proficient and have good time management skills in changing footwear.
- **Knee Pads** - Knee pads are permitted for Level 1 & Level 2 floor work and compulsory from Level 3. They are recommended for the classroom particularly when teaching in and out of the floor in all levels.
- **Hair** - Students with long hair should have their hair off their face and preferably in a bun/style that will not impact on floor work. Otherwise long hair must be tied back in a ponytail. Students may remove the hair tie for the floor work and place their hair tie on the wrist. Hair should be retired to the ponytail efficiently after the floorwork component has been seen and preferably pinned with a clip or contained for turns.

Musical Theatre Girls and Boys:

Studio uniform is to be worn, for example a leotard and jazz shorts/leggings. The footwear should suit the genre. Hair should be off the face and neck and tied securely. No make- up, jewellery or accessories are acceptable.

Pre Assessment Girls and Boys:

Dress for all genres as listed above.

- Either Ballet shoes or Jazz Shoes will be acceptable for both Ballet & Jazz Assessments.
- Tap shoes to be worn for Tap Assessments. Alternatively tap plates may be fitted to general hard soled shoes (party shoes).

Teacher Diploma and Mature Age Candidates:

Girls:

- Leotard, Teaching Skirt or Bike shorts or Capri or full length tights or Contemporary pants (knees must be visible).
- Minimal make-up may be worn and with the exception of wedding bands, there is to be no jewellery.
- No midriff tops or clothing that restricts the observation of the body.
- No loose leg full length dance pants.
- Suitable footwear for the genre. Jazz Sneakers are not permitted for examinations.

Boys:

- Tight fitting T Shirt or Leotard.
- Bike shorts, full length tights or Contemporary pants (knees must be visible).

Please note: Where there are extenuating circumstances, such as a pregnant candidate, appropriate attire may be approved by the Exam Coordinator.

General Dress (all examinations):

- NO nail polish.
- NO make-up.
- NO jewellery is to be worn. Medical alerts excepted.
- NO underwear is to be shown.
- Girls - Hair is to be in a bun or braid and is to be off the neck and face.
- Boys - Long hair tied back, otherwise neat and tidy.

TEACHER EXAMS

Teacher Exam Requests - All Teacher practical examinations and Performance Awards (Jazz Moves & Avril Binzer) requests are due 1st March, by submitting the exam request form on the members section of the website. Teacher Exams are then to be entered and submitted with your exam paperwork 4 weeks prior to the allocated exam date.

ATOD offers 4 levels of Teacher Examinations. They are Junior, Associate, Member and Licentiate. Details of the course and/or examination criteria are outlined below:

Junior to Associate Level

ATOD is a Registered Training Organisation and as such offers the Certificate IV Dance Teaching and Management and Diploma of Dance Teaching and Management. **The Cert IV DTM is the prerequisite in order to undertake the Associate Practical examination.**

The Course is designed to meet the current and future competency development and qualification needs of new and existing personnel working in recreational and vocational dance teaching. It provides a clear set of benchmarks to support both initial competency achievement and ongoing personal and professional development.

For further information on ATOD registered courses please email rto@atod.net.au

Entry Requirements

It is important that candidates possess vocational competence in dance speciality before commencing this course. The level of vocational competence is ATOD Elementary / L10 standard with open age entry.

Attainment of ATOD Membership

Minimum age requirement for completion of Junior Teacher membership is 16 years in the current calendar year and for Associate Teacher membership is 18 years in the current calendar year.

Members Teaching Examination

Candidates are required to have passed Intermediate or the equivalent with another mainstream reputable organisation in that genre. ATOD Junior and Associate Teachers course (Cert III in Community Activity Programs or Cert IV DTM) is to be successfully completed along with the Diploma of Dance Teaching and Management to be eligible to sit for the practical examination.

The candidate must be no younger than 21 years of age in the year of the examination.

Format for Members Practical Examination

To be forwarded upon receipt of the Teachers Exam Request form.

Licentiate Teaching Examination

Candidates are required to have passed Advanced in that genre. Associate & Members Examination is to be successfully completed along with Diploma of Dance Teaching & Management. The candidate must be no younger than 21 years of age in the year of the examination.

Candidates are required to be aware of the following for the written paper:

Format for Licentiate Practical Examination:

To be forwarded upon receipt of the Teachers Exam Request form.

General Guidelines (all Teaching Examinations):

- The syllabus will be available in the examination room for all candidates to view if required.
- LICENTIATE TEACHERS may take any notes they require into the examination room. (This includes Syllabi and notes).
- Candidates will be examined on knowledge of the work taught, approach to the students, projection of teaching voice, interaction with pianist / music assistant, manner shown towards pianist / music assistant, dance construction, theory and ethics.
- All candidates are to have separate CDs or devices for dances for each grade.
- Dress requirements must be suitable to the genre of the examination.

AVRIL BINZER PERFORMANCE AWARD

This Award was created in 1995 by Avril Binzer (1926 – 2005) and named in her honour. Mrs. Binzer was an esteemed past Life Member, Director, Examiner & Patron of A.T.O.D.

This prestigious Award will be held at either State or National Championship events.

The Avril Binzer Performance Award is a performance examination, performed on stage in front of an audience and an examination panel. The panel will include two ATOD examiners and one external assessor. The external assessor will be invited by the Head of Exams and will be an esteemed member of the dance industry who specialises in classical ballet. The audience is open to all, including teachers, students, relatives and friends.

Entry requests for the Avril Binzer Performance Award are due by the 1st March, by submitting the exam request form on the members section of the website.

Eligibility

Candidates will have passed the Advanced Classical Ballet Examination with a mark of not less than Commended in order to enter the Avril Binzer Performance Award.

Evaluation

- Two Examiners of A.T.O.D. Ltd. will examine the candidate/s with a professional or retired dancer also in attendance. The final decision as to a pass or unsuccessful result will rest with the A.T.O.D. Ltd. Examiners.

- Candidates will receive a report and if successful, a certificate.
- Within each state, this award will be held at the discretion of the Exam Coordinator in liaison with the State Organiser.

JAZZ MOVES PERFORMANCE AWARD

This award was created in 2008 by Paul Malek. This prestigious Award will be held at either State or National Championships or State Competition events.

The Jazz Moves Performance Award is a performance examination, with the routines performed on stage in front of an audience and an examination panel. The panel will include two major ATOD examiners and one external assessor. The external assessor will be invited by the Head of Exams and will be an esteemed member of the dance industry. The audience is open to all, including teachers, students, relatives and friends.

Entry requests for the Jazz Moves Performance Award are due by the 1st March, by submitting the exam request form on the members section of the website.

To be eligible:

Candidates will have passed Elementary, Intermediate and Advanced (Commended or higher for Advanced) Jazz Moves examinations before undertaking the Jazz Moves Performance Award.

Evaluation:

- Two Examiners of A.T.O.D. Ltd. will examine the candidate/s with a professional or retired dancer also in attendance. The final decision as to a pass or unsuccessful result will rest with the A.T.O.D. Ltd. Examiners.
- Candidates will receive a report and if successful, a certificate.
- Within each state, this award will be held at the discretion of the Exam Coordinator in liaison with the State Organiser. .