

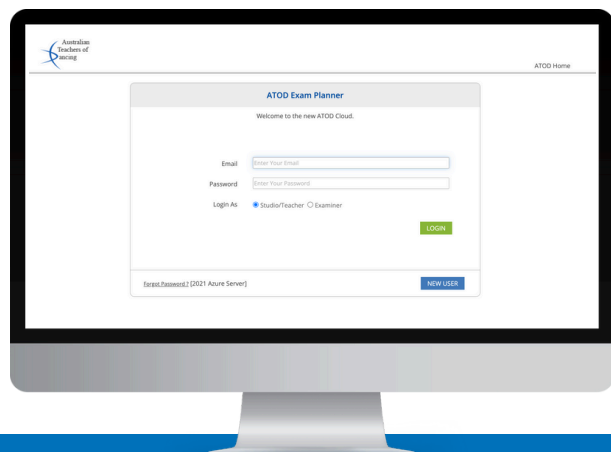
# ATO

Inspiring Dreams

*As The New Millennial Brand*

*Yours*

# “Be in the Know” Examination Guide



# The Intention of this Guide for Members!

This guide was designed to work as a supplement to the ATOD Exams Rule Book.

It is extremely important that as members you are referring to ALL the details in the

## **Examinations Rule Book.**

Always refer to that rule book directly from the ATOD Member site too, as updates are made. ie an older printed/downloaded version may no longer be current.



Consider this guide here, as being more conversational. Yes!

It covers aspects that you may be pondering of how to go about things, the order that things occur in and just in trying to understand what something is and potentially the reasons why.

The content has been deliberately written very conversationally (whilst also clearly!) as though you were on the phone with us or receiving an email response.

For some aspects, scenarios and examples have been provided that may give you further insight in how to proceed.

There is an additional short FAQ section, along with a chart of who to contact for what!

We truly hope that you find this guide helpful. This certainly does not cover everything. It is more the operational based side of things.

As a team we are here for you, and please continue to reach out with any questions - though we feel this might answer many of them - especially if a new member to exams.

Most of all, we look forward to you and your students having an incredible Exam Experience!

*ATOD Team*

<b>Dates and Timelines</b>	1
<b>Exam Date Request Form</b>	2 - 4
with elaboration on:	
Dates and requirements	3
Championship Qualifying Exams	3
Acrobatic Arts Pin Exams	3
Protege Edge Exams	3
Teachers Exams	3
Performance Award Exams	3
Combining Exams	4
Licences	4
<b>In Review</b>	5
<b>Exam Date Approved Confirmation</b>	5
<b>Exam Plan &amp; Paperwork</b>	6 - 12
with elaboration on:	
Step by step Process	7
Groupings - number of students & how that works	8
Moving students in groups	9
Moving timetable groups	10
Entered students under the wrong exam group	11
Changing a student to a Participant	12
<b>Processing of Exam Plan</b>	13
<b>Exam Fees &amp; Payments</b>	13
<b>Equitable Amendment Policy &amp; Form</b>	14
<b>Omitted Exercises</b>	15
<b>Injury Release 2 Form</b>	15
<b>Results</b>	16
with elaboration on:	
Allow 6 weeks for results to be received	16
Tracking delivery	16
Amendments to certificate name/medals	16
Refund Requests	16
<b>FAQ</b>	17 -19
<b>Who to contact for what!</b>	20

*As The New Millennial Brand*

# Dates & Timelines

To beautifully support you in your planning for ATOD exams, this date and timeline overview will provide you with a clear scope for when exam components and requirements are due.

**1 March**

**Exam Date Request Form Due**

*New Millennial Brand*



**"In Review"**

We know you are excited and keen to get your dates! Thank you for waiting to hear from the Head of Exams, Trish regarding the confirmation of your Exam Date.



**Once "Exam Date Approved" email is received**

You can share this date/dates with your students and families, along with the Examiner's name.



**At least 4 weeks before Exam Date (start date)**

**Exam Plan Paperwork Due**

This includes your Exam Plan locked and submitted (student entries, timetable etc) and any outstanding documentation including Music Licence and Public Liability.

**Equitable Amendment Application Due (If required)**



**At least 1 week before start of Exam Date**

**Omitted Exercises due (if submitting)**



**48 hours before Exam Date**

**Injury Release 2 Form Due**

This is to be submitted in the 48 hour window; up to 2 hours before the start of exams.

*Exam Day...Chookas & Celebrate*



**Allow 6 weeks from last day of exams for Results**

**Results arrive!** Sometimes they may be received sooner. Celebrate all that has been achieved!

# Develop a sense of what, when, how & why...

Having a great understanding what to do, when to do, how to do and of the reasons why, always helps with ease and increased joy.

This is our intention for you as a member, and also for the ATOD Team!

## Exam Date Request Form

[Click here for the Exam Date Requests Form LINK](#)

Congratulations, on embracing your dance students completing ATOD exams!

They will be immersed in an experience conducted in kindness and for students of all abilities.

ATOD Examiners travel to your studio, which allows your students to feel highly comfortable in their familiar environment.

**The very first step is essentially working out the dates you ideally would like exams.**

- **Members are to submit for a 1st Preference and 2nd Preference (alternate date).** This is required. Please do not leave the 2nd one blank or detail the same date as your first preference. This slows down the process as contact will need to be made with you prior to trying to allocate.



- You submit for the start date and detail the number of exam days you will require in the exam session eg 1, 2, 5 days etc
- Members can hold multiple exam sessions throughout the year - simply decide on the spread of dates you would prefer.
- You may select midweek or weekend dates.

### Example:

A Studio Member wants 2 Exam sessions throughout the year, the first being 3 days in July and then 1 day in September.

Session 1: 3 days

Preferred Exam Date (starting date) : 14 July

Alternate Exam Date (starting date): 18 July

Session 2: 1 day

Preferred Exam Date (starting date): 6 September

Alternate Exam Date (starting date): 13 September

Trish, Head of Exams will look to work magic to provide you with your requested dates.

Please note there are many moving parts in the logistical arrangement of all exams for the year across Australia.

Be prepared that from time to time exams may fall outside your 1st & 2nd preference. Everything is done to be able to accommodate though where possible!

For this reason, in your Exam Date Request Form, we also ask you to share with us 2 things:

1. **Are you flexible with your dates?**
2. **What days of the week you CAN hold exams?**

These responses are referred to if required. Thank you for bringing flexibility.

At this stage of the process please do not share dates with your team, students or families in saying your submitted dates are the dates. Wait till the Exam Date Approval Confirmation email.

## Championship Qualifying Exams

- In the form you shall also be asked to share if you are requiring Championship Qualifying Exams. These exams occur before April 11 and are held as a Collective Day (at 1 studio venue) in each state where possible.

Please be sure to refer to the Championships Requirements & Qualifications Guideline in the member under Championships & Competitions; and details regarding fees for these exams.

## Acrobatic Arts Pin Exams

- To be eligible to sit a pin exam on your ATOD Exam Day, students must have already passed that level. [Click here to read more](#)

**Example:** To do the Primary Gold Pin Exam, they must have already passed Primary Level, which is done directly with Acrobatic Arts.

It's important to let us know if you will have students undertaking Acrobatic Arts Pin Exams in the year, as we will need to allocate you a certified Acrobatic Arts Examiner.

## Protege Edge Exams (Assistant Teacher Training)

- To be eligible to sit the practical exam, students must have already completed their workbooks. If they are unsure, they can check with their Trainer if they have any assessments outstanding.

## Teacher's Exams

- If entering students for a Teacher's Exam indicate in the form as directed.

## Performance Award Exams

- Avril Binzer Performance Award & Jazz Moves Performance Award.
- These prestigious Awards will be held at either a selected State or National Championships, or the State Competition. Refer to Exam Rule Book for student entry requirements.

## Combining Exams

- The ATOD Exam Experience is for everyone, and to ensure that all members, studios and The ATOD Exam Experience is for everyone, and to ensure that all members, studios and students have an opportunity to enter exams there is the option to combine with another
- Holding exams in your own studio requires you to reach the minimum Exam Day fees of \$1000. If you feel that you will not reach the \$1000 and are not wishing to make up the difference, you can explore joining another studio's exams.
- You can discuss this with another local studio prior to submitting the Exam Date Request Form and enter all the details there. OR detail in the Exam Date Request Form that you would like support to achieve this, and the Head of Exams will be in touch at an appropriate time providing potential studios to reach out to.
- If combining - as the member you continue to be responsible for submitting all requirements for the students you are entering into exams eg: Date Request Form, Exam Plan & Paperwork, Fees etc.

## Licences

- **You shall be asked to upload required Current licences for your exams (PDF or screenshots are suitable)**
  1. **Music Licence Certificate**
  2. **Public Liability Certificate**

Note if your licences expire before your exam date, you be required to send the updated current licences through to Lydia Exams Administrator [admin@atod.net.au](mailto:admin@atod.net.au) at least 4 weeks before your exams.

**Submit your Exam Date Request Form  
by 1 March!**

It's now time to simply enjoy teaching your students!

You will hear from ATOD on your Exam Date/s in due time.  
More details on the next page about that!

## In Review

Once submitted, at a suitable allocating stage your Exam Date Request Form will go into “In Review” - you will receive an email to let you know!

This means to await to hear from Head of Exams regarding the confirmation of your Exam Date. Trish may be in touch to discuss the exam session too if required.

**Allocations commence after the due date of 1 March and are conducted in Exam month and date order.**

There is a requirement to see the whole picture of exams once closed for each period and as an entirety across Australia.

Acceptance by the Examiner for the Examining appointment is also required during this time.

## Exam Date Approved Confirmation

Once all arranged, you shall receive an Exam Date Approved Confirmation email. Get excited! You can NOW announce the exam date/s to your team, students and families!

In that email are also the details of your Examiner including the Examiner Preferences ie dietary etc. Thank you for referring to those details when preparing for your Exam Day/s. Examiner Preferences are also accessible in the Member site > Examinations.

## ATOD@Work & ATOD@home

Continue to embrace following the Systems of Training, referring to **ATOD@Work** for the Teaching Notes, Videos and Music.

Your Students can increase their technical progress & confidence for exams with the **ATOD@home** app too. Highly recommend!

Feel very comfortable to connect with us at ATOD to ask any questions in the lead up to your exams.



## Exam Plan Paperwork

Create your exam plan in the ATOD Exam Planner program

Link to access Exam Planner: <http://cloud.atod.net.au/> *New Millennial Brand*

**Log in details** were emailed with your Membership Welcome information.

Should you require again, please email Lydia, Exams Administrator at [admin@atod.net.au](mailto:admin@atod.net.au)

You can change your password once you have logged in by clicking on the dropdown arrow on the welcome box, top right of the screen.

**Let's go! It's time to enter your exam students & create your exam timetable!**

**Refer to the next pages too for scenario examples that may come up for you with your timetable groupings/changes etc. These should help you navigate how to go about it!**

- On the home page please ensure the details are correct (enter the postal address for your results to be sent to)
- Click 'Add new exam plan'
- Select if you wish % to show on results (down the bottom of screen). Unclick if you do not want.
- Click on the 'Entries' tab
- Input the students details for each genre & grade that is being done in the exam
- Ensure the full name & DOB is entered for each student
- Once all students details are entered, click on the 'Timetable' tab
- Input the exam date & start time. You also need to add in appropriate breaks for the examiner (a break every 2.5 hours)
- If your timetable falls out of the standard 9am to 5pm timeframe, you are required to email [exams@atod.net.au](mailto:exams@atod.net.au) to advise. Approval is required before you can finalise your exam plan.
- Once the timetable looks correct/has been approved if outside the regular hours, click 'Save to create report'
- Click on the 'Reports' tab, then **Click 'Submit & lock'**
- **An online form will pop up for you to complete & then click 'Submit'** at the bottom (this will notify us that your exam plan is ready for us to process. The online form that you have to complete (after clicking 'Submit & lock') will prompt you for all the information we require, inclusive of the **Injury Release 1 form**.)
- Please **attach copies of your music licence & public liability insurance** if you have not done so previously this year.

**It is vital your Exam Plan & Paperwork is submitted 4 week prior to exams**

## Groupings - number of students etc and how that works

The group sizes for each exam are calculated automatically by Exam Planner. You can change the group size by clicking the “Custom Max per Group” box, changing the number, and clicking Save.

*As The New Millennial Brand*

### SS-Ballet

Custom Max Per Group

Max Per Group	Exam Time Allowances in Minutes For 1
6	30

You are not able to change it to a number higher than the automated maximum number.

You should only change the group size for two purposes:

- 1.The exam room is not big enough to accommodate the automated group size.
- 2.You are left with just one or two students in the last group, but you would prefer the groups to be more evenly split.

**Example 1:** Silver Star Ballet maximum is automated as 6 students per group. You have 7 students, and you don’t want the last student to have to do the exam alone. You can click the “Custom Max per Group” box and change it to 4 & click Save. You will now have two exam groups of 4 & 3 students. (You are not able to change the maximum number to 7).

**Example 2:** Silver Star Ballet is 6 students per group. You have 6 students but they have been practicing in two different classes so you would like them to do the exam as two separate groups. However as the number of students is not higher than the automated maximum, they must do the exam as just one group. (This may mean organising a lesson with them all together to practice as one group before the exams).

**Example 3:** Your exam room is not big enough to accommodate the automated group size. You change the group number, and you advise the Exams Team of the reason why this was required. We can then check your Examiner is happy with this.

## Moving students in groups

In the Entries tab, once you have all your students in the correct group, you can change the order of the students by clicking on one of the name & dragging it to a different position in the list. Once you have the correct order click Save.

*As The New Millennial Brand*

Please then go to the Timetable tab & click 'Save to create report'.

Group No	Vacancy	Entrant No	Full Name	Part
1	5	1	Student A	<input type="checkbox"/>
1	5	2	Student B	<input type="checkbox"/>
1	5	3	Student C	<input type="checkbox"/>



Group No	Vacancy	Entrant No	Full Name	Part
1	5	1	Student B	<input type="checkbox"/>
1	5	2	Student C	<input type="checkbox"/>
1	5	3	Student A	<input type="checkbox"/>

## Moving timetable groups

Once you have added all your entries and you click in the Timetable tab, you can change the order of the exam groups by clicking on one & dragging it to a different position in the list. Once you have the correct order click 'Save to Create Report' otherwise your changes will not save.

### Time Table

Genre	Grade	Group No	No Of Student	Duration
Classical Ballet	Gold Star	1	2	57
Tap	Bronze Star	2	5	35
Jazz Moves	Gold Medal	3	2	35
Morning Tea				15
Jazz Moves	Bronze Star	4	1	22
Jazz Moves	Test Two	5	1	18
Jazz Moves	Silver Star	6	3	32



### Time Table

Genre	Grade	Group No	No Of Student	Duration Min
Jazz Moves	Test Two	1	1	18
Classical Ballet	Gold Star	2	2	57
Tap	Bronze Star	3	5	35
Jazz Moves	Gold Medal	4	2	35
Morning Tea				15
Jazz Moves	Bronze Star	5	1	22
Jazz Moves	Silver Star	6	3	32



### Time Table

Genre	Grade	Group No	No Of Student	Duration Min	Date	Start Time	End Time
Jazz Moves	Test Two	1	1	18	01/01/2025	09:00 am	09:18 am
Classical Ballet	Gold Star	2	2	57	01/01/2025	09:23 am	10:20 am
Tap	Bronze Star	3	5	35	01/01/2025	10:25 am	11:00 am
Jazz Moves	Gold Medal	4	2	35	01/01/2025	11:05 am	11:40 am
Morning Tea				15	01/01/2025	11:40 am	11:55 am
Jazz Moves	Bronze Star	5	1	22	01/01/2025	11:55 am	12:17 pm
Jazz Moves	Silver Star	6	3	32	01/01/2025	12:22 pm	12:54 pm
Start Date Time					02/01/2025 09:00 am		
Classical Ballet	Test One	7	2	12	02/01/2025	09:00 am	09:12 am
Hip Hop	Level 8	8	1	30	02/01/2025	09:17 am	09:47 am
Contemporary	Level 2	9	4	36	02/01/2025	09:52 am	10:28 am
Hip Hop	Level 9	10	1	30	02/01/2025	10:33 am	11:03 am

SAVE TO CREATE REPORT

## Entered students under the wrong exam group:

If you have entered students under the wrong exam group you will need to delete them from that group and then add them into the correct group.

*As The New Millennial Brand*

In the Entries tab, select the group they are currently in. click on the students name and click the < arrow to remove them from the group. Once it's correct click Save. You can then go to the correct group & add them in.

Please then go to the Timetable tab & click 'Save to create report'.

Genre:  Grade:

Extra One	For Max	Change Over
2.14	31.98	5

Part field

Group No	Vacancy	Entrant No	Full Name	Part
1	5	1	Student A	<input type="checkbox"/>
1	5	2	Student B	<input type="checkbox"/>
1	5	3	Student C	<input type="checkbox"/>

## How to change to a student to a Participant

Click in the entries tab and go the group that student is in. Select the 'Part' tickbox next to the student's name & click Save. If you need to change them from a Participant to a full candidate, simply de-select the 'Part' tickbox & click Save.

*As The New Millennial Brand*

Please then go to the Timetable tab & click 'Save to create report'.

Part field
 **ADD STUDENT**
**MODIFY STUDENT**

Group No	Vacancy	Entrant No	Full Name	Part
1	5	1	Lydia Smith	<input type="checkbox"/>

**SAVE**

## Your Exam Plan will be processed & you shall receive email confirmation

Exam Plans are processed in exam date order. There are many studios and many crosschecks to ensure all is great! Thank you for your kind patience.

- Once we've finalised your exam paperwork & everything's good to go, we will confirm to you by email.
- If your Examiner requires travel/accommodation this will be organised and you shall receive the itinerary.
- We will also send you your Examiner's food/drink preferences, as you will need to organise lunch etc for the break times during your exam day.
- Any questions regarding your Exam Plan - please email Lydia at [admin@atod.net.au](mailto:admin@atod.net.au) who processes all Exam Paperwork for you.

**If for some reason you require changes to your exam plan and require it to be unlocked please email [lydia@atod.net.au](mailto:lydia@atod.net.au) to discuss, or call the office to speak.**

**\*Note this is not for new students to be added to an existing Exam Plan - a new exam plan is required for that as a late entry.**

## Exam Fees

The exam fees are available to you in Exam Planner.

**The Summary Sheet - Fees in Exam Planner (once you have finalised all your exam plan) is your INVOICE** - please download.

- Please refer to the Exam Rule Book which details the minimum fees that is required to paid per exams, so that you have a true understanding.
- Contact Lydia or Sue in the office regarding payments.

# Payment is required prior to Exams

### ATOD Bank Details for payment:

Payments can be made by net transfer to the following Account:

ACCOUNT NAME: ATOD LTD

BSB: 033337

ACC NO: 131680

REF: 'Studio Name Exams

## Equitable Amendment Policy & Form

[Click here for the Equitable Amendment Form LINK](#)

ATOD has an Equitable Amendment Policy that caters for examination candidates who may feel unable to enter the examination due to specific obstacles OR to cater for examination candidates who may feel that their ability to complete an examination may be compromised due to physical obstacles such as a physical impairment.

To apply for an Equitable Amendment this form is to be completed by the Teacher who is entering a candidate for exams.

Supporting documentation is required to be uploaded at the time of application.

**This form is due in at least 4 weeks prior to the start of exams.**

The application shall be reviewed by the Head of Exams and the outcome shall be received via email.

### **Example of an application approved:**

Student X has scoliosis and has a steel rod on either side of her spine. She is therefore unable to do demonstrate a back bend and it may prevent her from bending to the side to some degree. She is physically able to present all exercises however will need consideration with any step that requires bending from the upper body.

**Please note this policy is not for a student who has an injury.**



## Omitted Exercises

[Click here for access to all the detail on Omitted Exercises](#)

**Currently, studios can omit up to 25% of exercises for exams - for each genre level group. These are required to be submitted formally to ATOD for each exam session. There are guidelines required to follow for this - available in the Member site > Examinations.**

**It is very important that the list of omitted exercises is emailed to [admin@atod.net.au](mailto:admin@atod.net.au) at least 1 week prior the start of exam date.**

- All entrants in the same grade must show/omit the same exercises (even if they are split into different groups). ie: it cannot be some students do and some don't, or 1 group of the genre & level omit but the 2nd group of the same genre and level do not omit.
- It is not compulsory to submit for Omitted Exercises. You can choose to omit less than 25% too.
- Students are NOT marked down when exercises are omitted.
- If you are combining with another studio you may have different omitted exercises,. Please therefore ensure you share your omitted lists with the other studio for their awareness. Whilst the students from other studio are performing an exercise you have omitted, your students should stand at the side of the exam room facing the wall.

## Injury Release 2 Form

[Click here for the Injury Release 2 Form LINK](#)

**It is compulsory that the studio submits this online form within the 48 hours before the exam start time, and no later than 2 hours before the exam start time. It is not valid if submitted before the 48 hours.**

- This form is to declare that the studio has conducted all necessary enquiries and confirms that each student is physically capable of undertaking the examinations.
- Supporting documentation, such as required medical reports, should be attached to verify a student's fitness for the examination if they do have an injury. It is recommended that medical reports not exceed 2 pages in length.
- Thank you for understanding that your examiner is not able to conduct exams at your studio unless this has been submitted.

## Results

### **Allow 6 weeks to receive your Exam Results**

After cheering on Exam Day with team and students, kindly allow for 6 weeks (after your final exam day for the session) to receive your exam results.

You never know, they may come sooner! Thank you for accounting for the whole timeframe though.

This is especially important if holding exams in say November, which is more than okay for you to do. We do ask that you kindly keep in mind the 6 week timeframe though and to not plan on having your results by your concert/presentation day/party to present to students - if those dates fall under the 6 weeks.

### **Tracking your Results delivery**

When your results are posted, you will receive an email from Sue including a tracking number. For any queries regarding the delivery of your results, please contact Sue at [office@atod.net.au](mailto:office@atod.net.au) and she will love to support you, or call the office to speak with.

### **Amendments to certificates/medals received**

Once you receive the results, if it happens that there are any names or medals that require amending - please contact [office@atod.net.au](mailto:office@atod.net.au) and Sue will be in touch with you to discuss arrangements accordingly.

### **Requesting a refund for a student that have missed an exam**

[Click here for the Refund Request Form LINK](#)

- The Studio Member can apply if any students are unable to take the examination on the set exam day due to illness or injury.
- The refund request form is to be completed within 6 weeks from your allocated examination date.
- You are required to supply a doctor's certificate if you require a refund for Gold Star and above.
- Refund requests are processed once we have received the exam results from the Examiner.
- A 75% refunds of the ATOD Exam Fee are granted for reasons of illness and injury only and will be paid / issued to the studio owner. The studio owner is responsible for returning 75% of the ATOD cost to the parent / student for the 75% refund, and then they themselves make the individual arrangement with the respective families.

## FAQ!

### **Do the students have to purchase a set uniform for ATOD Exams?**

There are guidelines for each genre to follow in the Exam Rule Book that are required to be followed.

ATOD though does not specify what your studio business student uniform must look like, and students are not required to purchase ATOD specific attire for exams.

### **I've done my timetable in Exam Planner and it falls outside the standard 9am to 5pm, what do I need to do?**

Email Trish at [exams@atod.net.au](mailto:exams@atod.net.au) and let her know the details. Studios are not to submit and lock their Exam Plan if the timetable falls outside the standard times and has not been formally approved by the Head of Exams with you.

### **Can the barre be anywhere in the exam room?**

If your barre is portable, position it at the side of the room (so the barre is side on to the Examiner).

Candidate No.1 should be at the front. Perform on right leg first, then turn to perform on left leg.

If your barre is not portable and is positioned at the back of the room (face-on to the Examiner) then Candidate No. 1 should be on the end right, and the last Candidate No. should be on the end left. This way the right leg is the first working leg. The students must stand in front of the barre (not behind it) so they are clearly visible for the Examiner.

Examiners are more than happy to actually move their examining table around for the barre work if needed, we simply need to know in advance - please contact [admin@atod.net.au](mailto:admin@atod.net.au) in the 4 week lead up to your exams if this is the case.

### **I've already submitted my exam plan, and I missed off some students.**

Once you have submitted your exam plan to us you are not able to make any changes. For any 'late entries' you need to submit a brand new exam plan for these missed students only (this will be a different exam plan number).

The students will still be able to go in with the original exam group. Exam Planner will automatically list them as No.1, No. 2 etc, but they must present as the last Candidate No's in the group.

If you are unsure you can contact Lydia at [admin@atod.net.au](mailto:admin@atod.net.au).

**I want only some students to omit exercises, can I do that?**

No, this is not possible. All students in groups must omit the same exercises. This includes if you have 2 or more groups of the same genre level - all students in all groups must omit the same exercises.

**If a student isn't able to perform pointe work, and will perform the exercises in ballet flats, would do I as the member need to do?**

Simply let the Examiner know at the very beginning of the day. Please refer to the Examination Rule Book to be across the highest potential result for each relevant grade, if not performing en pointe.

**Do we have to pay extra for accomodation and flights for examiners?**

Not at all!

**I have an interstate Examiner, what do I need to do in terms of their transport?**

**You shall be provided with the travel details via email. The day before exams, please contact the Examiner to arrange the pick up/drop off. This can be either by personal car/uber/taxi etc.**

This is at the studio businesses expense.

**I'm combining exams, does that mean the studio that is hosting pays and I pay them?**

Great question! Each studio is required to pay for their own exam entry fees to ATOD.

**What genre exams require Theory Books and how does it all work on Exam Day?**

**Students are required to hand in Theory Books in the following exams**

- Classical Ballet - Bronze Medal to Gold Star
- Tap - Bronze Medal to Gold Star
- Musical Theatre - Level 3 to Level 7

It is compulsory for each student to have their own copy of Theory Book. ie not photocopied.

Copyright laws prevent Teachers from photocopying resources.

This also relates to siblings. Siblings are not able to share theory books.

Members are required to purchase these on behalf of the students through the Online Store in the Members site. These will be posted out to you. Any questions on your order - contact [office@atod.net.au](mailto:office@atod.net.au)

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.

### **How do Theory Questions in the Exams work?**

As of 2025 there is the option for students to either answer Theory Questions verbally in the exam room, or hand in a 1 page completed comprehension Theory Sheet.

Refer to the Exam Rule Book and any updated communications on Theory Sheets.

### **There are spelling mistakes in the name on a Certificate - who do I contact to let know?**

We'll amend that quick smart! Please contact Sue at [office@atod.net.au](mailto:office@atod.net.au)

### **I received an incorrect Medal - who is best to contact?**

Again, easily fixed! Please email Sue at [office@atod.net.au](mailto:office@atod.net.au)

**One of the most common questions  
asked is....**

**Who do we contact for what  
regarding exams?**

Refer to the next page for a great 1 page glance!

## Who to contact for what!

### Refer to your Member Site for Exam Rule Book + Guide + All Docs/Links

- Essential to refer to the Member Site to reference Exam Rules, Official Docs & Exam Form Links
- Read the Be in the Know Exam Guide for further clarity - examples & scenarios to support you

#### Trish Denzel Head of Exams

exams@atod.net.au

Exam Date Requests & Allocations

Combining Exams

Seeking change of date after Exam Date has been approved & confirmed

Seeking required approval if exam timetable falls outside of 9am to 5pm

Advising Exams may be less or more than the originally planned number of days.  
Do this prior to EP submission

Equitable Amendment

Collective Exam Days

Anything General Exams!

#### Lydia Smith Exams Administrator

admin@atod.net.au

Exam Planner

Exam Paperwork, including Music Licence & Public Liability

Omitted Exercises

Exam Fees

Examiner Travel arrangements

ATOD@Work & ATOD@Home troubleshooting

Log in troubleshooting etc

Anything General Exams!

#### Sue Gregg Results Co-ordinator

office@atod.net.au

Exam Payment receipts / Outstanding Exam Fees

Checking what address results will be sent to

Seeking clarity on AUS Post tracking provided / potentially lost parcel

Exam Refund Requests

Correction to any Certificates/Medals received eg name etc

Requesting any transcripts

### Member Facebook Group for Syllabus & Technique Questions

- The best place to ask exam syllabus & technique related questions is the member facebook group, as Examiners are in the group and can support you with their abundance of knowledge.
- You'll find where suitable - Trish (as ATOD) may jump in too, along with members if it's a general question.
- You are welcome to email exams@atod.net.au too or call the office and the appropriate information will be shared with you/ascertained. 1800 106 227 (Aust Only)

*We love being here for you, to provide the best experience!*