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EXAMINATION INFORMATION

including

ENTRIES & TIMETABLES

Updated 2018

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 st December
BALLET	-	Grade One candidates to be	8 years by 31 st December
HIP HOP	-	Level One candidates to be	9 years by 31 st December
CONTEMPORARY	-	Introductory Candidates to be	9 years by 31 st 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 31st 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 3rd qualifying examination for Jazz.

- 2 **To ensure Teachers are able to have their examination session on, or close to, their preferred date, entries and fees must reach the office by the specified closing date for each session.** When Entries do not reach the NZAMD office by the published closing date a late entry fee for each candidate may be invoiced - *this fee is shown on the Late Entry Form.*

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 (30) 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 you have the **correct postage**.
 - **Allow a minimum of 5 days** for ordinary mail (especially from South Is.). It is preferable to use **Courier Post** for quicker delivery, and to track and confirm delivery.

- 5 One cheque only OR an Internet Banking deposit should be used for all entry fees, and this payment must be made by the closing date.**

6 Short Sessions:

A Short Session is where there is less than \$800.00 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 \$800.00 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 **\$150.00 fee per day effected**.

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 organiser 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.

SUPPORTED EXAMINATIONS

The NZAMD 'Supported' Examinations are available for any student who, because of a physical or learning disability, may not be able to successfully achieve a graded pass in the mainstream examination programme.

For a student to enter any NZAMD examination as a 'Supported' candidate, the following guidelines apply -

- Entry is on the usual NZAMD entry form along with all other candidates from their school.
- However the word 'SUPPORTED' should be written in the margin alongside their name.
- A 'supported' candidate will not be graded in the examination, but will receive a "SUPPORTED PASS" on the usual report card and certificate.

GUIDELINES FOR PREPARING EXAMINATION TIMETABLES

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

TIMETABLES

1. Please read carefully the time allowances on the following pages
2. Check with your 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 your students
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.
Please check with your Area Organiser
- 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 5th 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)
1pm	LUNCH	
1.45	Tap 2	(4)
2.25	HH 3	(6)
2.55	Rosette 3	(6)
3.35	Afternoon Tea	
3.50	Jazz 4	(6)
4.35	Tap 3	(3)
5.05	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.

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.

ROSETTE PRE GRADE AWARDS		All Disciplines	
Pre Grade 1 Presentation Class	1 to 4 candidates 5 to 8 Candidates	35 Minutes 40 Minutes	
Pre Grade 2 Presentation Class	1 to 4 candidates 5 to 8 Candidates	35 Minutes 40 Minutes	
Pre Grade 3 Graded Examination	1 to 3 candidates 4 to 6 Candidates	35 Minutes 40 Minutes	

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

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

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

SOLO DIPLOMA - in all disciplines	Allow up to 20 minutes per candidate
MEDAL AWARDS - 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 nd dance in Intermediate & Senior medals. Allow also sufficient time for any <u>group</u> entries.	
STRETCH LEAP & SPIN - JUNIOR -	40 minutes per group of 1 to 4 candidates - 45 minutes per group of 5 or 6 candidates
STRETCH LEAP & SPIN INTERMEDIATE -	45 minutes per group of 1 to 4 candidates - 50 minutes per group of 5 to 6 candidates
STRETCH LEAP & SPIN - SENIOR -	50 minutes per group of 1 to 4 candidates - 55 minutes per group of 5 to 6 candidates

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

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

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

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

TAP ORIGINAL	1-2 Candidates	3-4 Candidates	5-6 Candidates
Grades 1, 2	20 Minutes	25 Minutes	35 Minutes
Grades 3, 4 and 5	35 Minutes	45 Minutes	55 Minutes
Grade 6	35 minutes	45 minutes	55 Minutes
Elementary	35 Minutes	45 Minutes	N / A
Intermediate & Advanced	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 1st candidate dances the 2nd candidate will listen to this impromptu music, and the same sequence continues with the 3rd and 4th 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