

CDTA ALBERTA

Amateur Exam Rules Procedures and Etiquette (amended July, 2015)

Read through carefully all new items are in red & purple

Rules and Regulations for Entering Students

1. The teachers' of the examination student must be a member in good standing with the CDTA (All CDTA fees must be paid up to date)
2. Non- member teachers will only be allowed to enter students in amateur exams when the teacher is under the direct sponsorship of the Member who is hosting the amateur exam session.
3. Examinations are usually held in the Teacher's studio. A fee can be charged to the studio for the use of an alternate location. This fee should be arranged with the alternate studio.
4. Graded exams can be commenced at any level but once commenced they must be done in succession. Elementary, Intermediate and Advanced Grades must be done in order. If you wish to apply for an exemption please forward the information to our Exam Registrar.
Patti Johnston
Box 419
T0B 2P0
5. All students must take all medal examinations in order, starting at Bronze for Junior or Senior. The student does not need to take all Junior medals before doing their Bronze Senior Medals. At all levels of the Medal and Badge Test Syllabus, candidates will be expected to perform dances using showmanship, musicality and good use of stage. Candidates are not required to hold graded certificates in order to take medal tests, but they are expected to perform at the standard of the graded examination syllabus.
*Students must obtain Honours in the gold medal exam, in order to qualify for the Gold Start Examination.
6. If a student is entered to do 2 or more level of exams in the same discipline in the same year they must be done in order. If they do not pass the lowest exam they do not get to take the higher levels and will not receive a refund.

6. Any complaints must be sent **IN WRITING** to the Examination Registrar.
Patti Johnston
Box 419
Kitscoty, AB
T0B 2P0

ENTRY RULES and PROCEDURES FOR STUDENTS EXAMINATIONS:

Fees, Entry Summary Report and Schedules must be received the following dates:

Fall - Nov./Dec.	Sept. 30
Winter - Jan./Mar.	Nov. 30
Spring - Apr./June	Feb. 28
Summer - Jul./Sept	May 30

Failure to comply with this rule will result in cancellation of your exam session.

1. All teachers must use proper and current forms provided by the CDTA. There will absolutely NO exceptions. **These forms can be found online www.albertacdta.ca**
2. Please ensure you have registered your students correctly. There will be a \$5.00 charge for each certificate that needs to be reprinted.
3. Please make the cheque or money order payable to the **Canadian Dance Teachers' Association Alberta Branch** and send to the Exam Registrar.
4. NSF CHEQUES WILL BE ASSESSED BANK CHARGES OF \$25.00.
5. **Examination sessions must have a minimum of \$550.00 If there are not enough students entering exams to cover these costs the studio must pay the difference.**
This does not include any professional exams.
6. Teachers and/or candidates **may not** state a preference for an examiner. The Examination Registrar will allocate Examiners. **PLEASE DO NOT DIRECTLY CONTACT THE EXAMINER.**
7. **Once you have received your exam date (s) you have 7 days to provide the Exam Registrar with Accommodation information (Name, Location and reservation number) along with your contact information and studio location.**

Results

1. The Exam registrar will prepare all the exam report sheets and will send a few extra ones.
2. The results form will be sent to the Branch by the examiner along with the studio comment sheets which will be kept in your file.
3. The Exam registrar will also prepare all the certificates. Please print names clearly on the schedule and make sure to have the correct spelling. There will be a \$5.00 charge for each certificate that needs to be reprinted.
4. Teachers are advised that the results are the property of the candidates. Certificates may not be tampered with in any way. Any change will render the certificate invalid.
5. The decision of the Examiner is final
6. All examination paperwork (comment sheets, result form) must be left with the person hosting the exams. Then they can be distributed to the candidates. The examiner should not be taking any paperwork with them. This is not the case for professional exams.

Cancellations

1. Candidates who fail to attend the appointed time, forfeit the examination fee with the exception of illness or accident, and a doctor's certificate is sent to the Exam Registrar within seven days from the date of the exam.

CANDIDATE ETTIQUETTE

ATTIRE

1. **Bodysuit-** any colour, any style preferably cap sleeve or sleeveless
2. **Tights-** Ballet- ballet pink tights
Tap and Jazz - Beige (suntan) tights
3. **Shoes-** Tap- any style suitable for age level
Jazz- oxford split sole or full sole shoe
NO Jazz Runners or Boots
Ballet- pink leather or canvas ballet shoes, split sole or full sole with elastic or ribbon
4. **Hair** – pulled back away from face and off the neck, preferably in a ballet bun or ponytail with NO wispsies or bangs. Ballet bun required for all ballet exams.
5. **Jewelry-** NO jewelry. Only the smallest of pierced earrings if necessary.
6. **Makeup-** Light make-up suitable for age level, NO heavy stage make-up please.

Junior Medal/Enrichments Attire

Props and costumes optional

Light stage make-up suitable for age level recommended

Improvisation Section- body suit with tights or jazz pants

Senior Medal/Enrichments Attire

Props optional

COSTUMES REQUIRED

Light stage makeup highly recommended

Improvisation Section- body suit with tights or jazz pants

General Behaviour

1. Please remind all students to acknowledge the Examiner with Good Morning or the appropriate acknowledgement and also Thank you when leaving.
2. Students are reminded not to talk, laugh or move about when other students are demonstrating or answering questions.
3. Students waiting their turn to perform their routine must move back to the corner where the routine will begin and stand with their back to the student who is performing. When they are finished the routine they must move to the corner or wall and stand with their back to the next performer.
4. Before leaving all students must return to the centre of the room and curtsy or bow, and then exit quietly.

EXAMINATION PROCEDURE

Teachers conduct the Junior Grades.

Exam Scheduling

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

THE SCHEDULE WILL BE FINALIZED BY THE EXAM REGISTRAR.

Numbering

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

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

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

Medal Tests

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

Music

1. Teacher entering students must supply their own music and arrangements. The teacher plays the music or is responsible to find someone familiar with the work to do so This person should be concealed from all candidates view in the Senior Grades.
2. The person conducting the class plays the music during the **Junior exams.**

Examiner's Table/Protocol

1. Provide the Examiner with this list of amenities:
 - Large table that is skirted or has a tablecloth to the floor in the front
 - Comfortable, upholstered office chair with a back on it
 - Bell
 - Pitcher of water and a drinking glass
 - Facial Tissue
 - Waste Basket
2. All mirrors must be covered.
3. All cameras must be covered.
4. No recording devices allowed in the room.
5. It is important that everyone leaves the Exam Room between exams to give the examiner a chance to do her paperwork without distractions.
6. All out of town transportation and accommodation costs for the Examiner will be paid by the Branch when the minimum amount of entry fees has been met but the Member holding the exams is responsible in booking It is up to the member that has requested exams to pay for the examiners meals.
7. **PLEASE NOTE THAT THE STUDIO WILL PAY FOR THE ACCOMMODATIONS AND THEN FORWARD THE RECEIPTS TO THE CDTA FOR A REFUND.**
TREASURER
Loanne Walker 11202 Oxford Road County
Grande Prairie, AB
T8X 0G4
8. **IT IS ALSO THE STUDIO'S RESPONSIBILITY TO PICK UP THE EXAMINER FROM THE AIRPORT OR BUS DEPOT IF REQUIRED AND TO ARRANGE TRANSPORTATION TO AND FROM THE STUDIO.**
9. When the examiner has her break or lunch, please serve her refreshments on a tray, with a napkin and proper utensils for her to use.
The exam registrar will provide you with the examiners preferences for meals and snacks.