RAD Online
Examination Entries
(Click on the content description to go directly to that topic)

Contents

1. Initial Login
   a. My schools 5
   b. Teachers and School Administrators 5

2. AEC Entries
   Examinations taking place in a teacher’s own studio (Approved Examination Centre or AEC)
   a. Register new students for ID’s 6
   b. Create exam entry 6
   c. Choose a session 7
   d. Select grade and student 8
   e. Edit exam entry 9
   f. Split a set 9
   g. Flags 10
   h. Reasonable adjustments 11
   i. Special considerations 12
   j. Allocate teachers to students 12
   k. Selecting dates 12
   l. The ‘Notes’ box 13
   m. Examinations at a host school 13
   n. Paying for exams 13
   o. What happens next? 14
   p. View exam results 14

Troubleshooting

1. My venue doesn’t appear in the dropdown box 15
2. Edit the venue address 15
3. Joining a host school in a different region 15
4. I’m allocated to the incorrect region 15
5. There is no session available 15
6. There are no exams or students available 15
7. My student has studied with me for a while and also taken exams, why aren’t they appearing in the Student dropdown box? 15
3. RAV Entries
Examinations taking place in a studio provided by the RAD (RAD Approved Venue or RAV)
   a. Register new students for ID’s 16
   b. Create exam entry 16
   c. Choose the correct session 17
   d. Select grade and student 18
   e. Specify preferred dates for RAV candidates 19
   f. Edit my exam entry 19
   g. Flags 20
   h. Reasonable adjustments 21
   i. Special considerations 22
   j. Allocate teachers to students 22
   k. The ‘Notes’ box 23
   l. Paying for exams 23
   m. What happens next? 24

Troubleshooting:

1. There is no session available 25

2. There are no exams or students available 25

3. My student has studied with me for a while and also taken exams, why aren’t they appearing in the Student dropdown box? 25
Contents cont’d

4. Managing My School (School Administrator role only)
   a. Editing a site address ........................................ 26
   b. Adding or removing a teacher at my school .......... 27

Troubleshooting
   1. I don’t have the Manage School option on the screen 29
   2. My school doesn’t come up in the drop down box ..... 29

5. Manage My Students (School Administrator role only)
   a. Withdrawing students from the school ............. 30
   b. Correct spelling ............................................. 31

Troubleshooting
   1. I don’t have the Manage Student option on the screen 33
   2. My school doesn’t come up in the drop down box .... 33
   3. I accidentally registered a student twice ............ 33
1. Initial log in

a. My schools

When you login via the Members Area you will be greeted with a welcome message, this will list the schools that you have job roles with – if any of them are incorrect, please contact your local office.

b. Teachers & School Administrators

- School administrators have more permissions than a teacher
- A school administrator is able to manage school and student data, ie edit site details, edit student spellings, withdraw students from school once they have left etc.
- Both are able to enter candidates for examinations and register new students for ID’s
- If you are the teacher and should also have a school administrator role, please contact your local office to have this function added

School Administrator menu:

Teacher menu (note the ‘Manage’ option is not available):
2. AEC Entries

   a. Register new students for ID’s

Only register students that don’t already have an RAD ID number. Select – My Students>Register New Students

Notes:

- Don’t enter additional spaces into text boxes
- Display name – this will be displayed in the entries, all reports and also certificates
- Once complete, click save once, wait for a confirmation message
- **Student transferred from another school?** Contact your local office to have their School Registration transferred to your school

b. Create exam entry

- Select My Exam Entries

- Select type of exam session
  
  AEC – examinations in your own studio
c. Choose venue and session

- Select your location from the drop down box
- Check that the RAD Region is correct, if it isn’t, contact your local office

- Session – delete session that shows in the box and select required session from the drop down list. The session list will not appear unless you delete the current session in the box. If you’re unsure about session to select, contact your local office
- Select certificate delivery address, or opt to enter alternative address
- Update email address if required – a valid email address is required
- Pianist (only required for Canada and Australia)
- Select your payment method*
  - Payment Card will take you directly to the payment portal once you have completed and submitted your exam entry.
  - Invoice is to be selected for cheque and bank transfers
  - If you have a credit from a previous session, select Invoice and contact your local office to make your payment.
*payment methods will be set by your local office and they will advise further

- Update billing address
d. Select grade and student

- Exams/Awards are listed in alphabetical order
  - To select your student, start typing name or ID. The text box will filter as you type
  - Once student selected, click
  - Keep going to build your entry – see ‘Contents’ for splitting and editing sets
  - Save your work as soon as you start working on it and regularly throughout (do not submit until you are finished and ready to pay)
  - Always reference your exam entry ID number when contacting your local office with a query
  - You can save your work and build entry over a series of weeks up until your closing date
e. **Edit exam entry**
   - Your entries are saved in the My Exams Entries screen
   - You can work on your entry as soon as your session is live and up until the closing date
   - Select ‘edit’ against your pending entry
   - You can also delete your entry if you have decided against an exam session

   ![My Saved Entries Table]

   - To move individual candidates, click and drag the 3 dots to the left of the candidate record and drop into preferred location
   - To move a set, click and drag the 3 dots to the right of the set, and drop where required

f. **Splitting sets**

RAD online exams assumes that each set is grouped by 4. However, you may have 5 x G3 candidates that you would like to split into a 3 and a 2.

   - Select ‘Add Exam Set’
g. Flags

Red flags

- You cannot submit and pay for an entry if you have a red flag

- Click on the red flag to see a description – in this case the candidate is too young and also hasn’t taken the pre-requisite exam. Contact your local office for more information.

Amber flags

- These are information flags
- You may still submit an entry with an amber flag
- This example is a flag for a candidate taking an exam more than once in your entry
Validation results

The candidate appears more than once on this Exam Entry

Green flags

- Flags approved by local office, proceed with submitting entry

h. Reasonable adjustments

- Reasonable adjustment must be added at point of entry - more information and forms available from RAD website

- Or afterwards

- Notes
  - Please do not type sensitive information in the ‘Notes’ box, ie reasons for reasonable adjustment.
  - Reasonable adjustment forms are to sent to the Exams Dept at HQ, please quote your exam entry ID number – forms available from website.
  - Send your supporting evidence, ie doctors certificates with the reasonable adjustment form to your local office
i. Special considerations
These are different to reasonable adjustments. A ‘special consideration’ is a post-examination adjustment to the mark for a candidate who was prepared for and present at an exam, but who may have been disadvantaged by adverse circumstances that arose immediately before or at the time. Applications should be made within five working days of the exam and submitted to exams@rad.org.uk. For more information please visit the RAD website.

j. Allocating teachers to students

- Select the pencil next to the candidate name

| 30C27971 - Milly Jones | 30C27972 - Tilly Thomas | 30C27973 - James Barns |

- Check the box to select ‘active’ teacher for each candidate

<table>
<thead>
<tr>
<th>NAME</th>
</tr>
</thead>
<tbody>
<tr>
<td>Nicola</td>
</tr>
</tbody>
</table>

- Inactive teaching members cannot be allocated to candidates

k. Select dates

- You should leave your available dates in blue, click on dates to deselect
- Your local office will set how many dates you should provide to help them build their tours

Use this calendar tool to indicate the days when students will take their exams, in particular the first day of the session.
I. The ‘Notes’ box

- Put your notes to local office here then click ‘add’, ie preferred start times, breaks, and details of session to be hosted or if you are hosting another school


- Once you have clicked ‘add’ – the note will be listed beneath

m. Examinations at a host school

If your school is being hosted or your school is hosting, please record it in the ‘Notes’ box.

- Note which school is hosting and which is to be examined first
- If your session is less than 3 hours and you are being hosted – ensure you select this option when submitting your entry. If you are not being hosted, you will be charged the minimum fee for exam sessions under 3 hours

n. Paying for exams

If you are happy with your entry, select Save & Submit.

- Card payments – you will be directed to an online card payment portal (preferred). Your receipt will be available to download from the exam entry screen
- Invoice – Cheques or bank transfers. Invoice will be automatically downloaded, it will stay in the downloads folder or you can choose to save it in a dedicated folder. The invoice will also be available to download from the exam entry screen after you have submitted
  If paying by bank transfer please use your exam entry number as a reference. If paying by cheque put your exam entry number on the reverse of cheque

- Once you have submitted your entry, you cannot make any amendments. All amendments to be made by your local office
• If you have a credit from a previous session, contact your local office to make your payment

o. What happens next?
• Your local office will add breaks, extra days and allocate dates
• You can see the progress of this at any point in the My Exam Entries screen
• You will receive a Confirmed Exam Report for AEC and RAV entries by email from your local office
• In the ‘Additional information’ box, the local office may list dietary requirements, travel details or any other relevant information here

Confirmed Exam Report (AEC)
Entry ID: 788442

<table>
<thead>
<tr>
<th>Exam date(s)</th>
<th>10 Nov 2018, 13 Nov 2018-21 Nov 2018, 23 Nov 2018-08 Dec 2018</th>
</tr>
</thead>
<tbody>
<tr>
<td>Applicant &amp; ID</td>
<td>Holly Black 2000681</td>
</tr>
<tr>
<td>School &amp; ID</td>
<td>Holly's Dance School 1005</td>
</tr>
<tr>
<td>Exam location</td>
<td>Holly's Dance School: Dancing up my street, London, SW11, UNITED KINGDOM</td>
</tr>
<tr>
<td>Contact no.</td>
<td></td>
</tr>
<tr>
<td>School contact email</td>
<td>HBlack@gmail</td>
</tr>
<tr>
<td>Examiner</td>
<td>Maria Rowland</td>
</tr>
</tbody>
</table>

Additional information: 

Day 1 - 10 Nov 2018

<table>
<thead>
<tr>
<th>Time</th>
<th>Set</th>
<th>Exam</th>
<th>Candidate</th>
<th>Gdr</th>
<th>RA</th>
</tr>
</thead>
<tbody>
<tr>
<td>10:00</td>
<td>1</td>
<td>G6</td>
<td>30027976</td>
<td>F</td>
<td>N</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Grade 6 Exam</td>
<td>Caroline Manford</td>
<td></td>
<td></td>
</tr>
<tr>
<td>10:00</td>
<td>2</td>
<td>G6</td>
<td>30027972</td>
<td>F</td>
<td>N</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Grade 6 Exam</td>
<td>Tilly Thomas</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

[10:40] BREAK

<table>
<thead>
<tr>
<th>Time</th>
<th>Set</th>
<th>Exam</th>
<th>Candidate</th>
<th>Gdr</th>
<th>RA</th>
</tr>
</thead>
<tbody>
<tr>
<td>10:55</td>
<td>2</td>
<td>G1</td>
<td>30027973</td>
<td>F</td>
<td>N</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Grade 1 Exam</td>
<td>James Barns</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

p. View exam results
Once the marking has been completed, you can view your results. A ‘View Results’ option will be available next to your entry.
Troubleshooting:

1. **My venue doesn’t appear in the dropdown box**

   Contact your local office to have the venue address added to your school.

2. **Edit the venue address**

   Contact your local office to get the address edited. If you have a School Administrator role you will have this facility.

3. **Joining a host school in a different region**

   Contact your local office to have your school assigned to a different region, the correct session will then be available to you. If you have a School Administrator role you will have this facility.

4. **I’m allocated to the incorrect region**

   Contact your local office to have your school allocated to the correct. If you have a School Administrator role you will have this facility.

5. **There is no session available**

   You have to be allocated to the correct region for your sessions to be available. If you are allocated correctly and there is no session, contact your local office. The session may not be ‘live’ yet.

6. **There are no exams or students available**

   Ensure you are allocated to the correct region and that you have selected your session. Exams and students will be available after you have selected the session.

7. **My student has studied with me for a while and also taken exams, why aren’t they appearing in the Student dropdown box?**

   They may not have a valid school registration, contact your local office to get the school registration updated. **Do not create a new ID.**
2. RAV Entries

a. Register new students for ID’s

Only register students that don’t already have an ID. Select – My Students>Register New Students

Notes:
- Don’t enter additional spaces into text boxes
- Display name – this will be displayed in the entries, all reports and also certificates
- Once complete, click save once, wait for a confirmation message
- Student transferred from another school? Contact your local office to have their School Registration transferred to your school

b. Create exam entry

- Select My Exam Entries
Select type of exam session
RAV – entering candidates at the RAD studio

To enter a RAV session outside of your area, check the ‘Show all RAV Sessions’ box

Choose the correct session

Select the correct session from the drop down box, if you’re unsure of the session please contact your local office

Possible venues are listed beneath the session

Select certificate delivery address, or opt to enter alternative address

Update email address if required – a valid email address is required

Select your payment method*
- Payment Card will take you directly to the payment portal once you have completed and submitted your exam entry.
- Invoice is to be selected for cheque and bank transfers
- If you have a credit from a previous session, select Invoice and contact your local office to make your payment.
*choices will be set to those that are applicable to your Country

Update billing address

contents
d. Select Grade and Student

- Exams/Awards are listed in alphabetical order

- To select your student, start typing name or ID. The text box will filter as you type
• Once student selected, click
• Keep going to build your entry
• Save your work as soon as you start working on it and regularly throughout (do not submit until you are finished and ready to pay)
• Always reference your exam entry ID number when contacting your local office with a query
• You can save your work and build entry over a series of weeks up until the closing date

e. Specify preferred dates for RAV candidates
• Click on the calendar icon
• Dates left in blue will be considered for allocation

f. Editing my exam entry
• Your entries are saved in the My Exams Entries screen
• You can work on your entry and get it exactly how you’d like it over a period of time
• Select ‘edit’ against your pending entry
• You can also delete your entry if you have decided against an exam session

• To move individual candidates, click and drag the 3 dots to the left of the candidate record and drop at preferred location
• Note for RAV’s, your vocational candidates may be with other students and may not be in the order that you entered them
• To move a set, click and drag the 3 dots to the right of the set, and drop where required

<table>
<thead>
<tr>
<th>EXAM</th>
<th>STUDENT</th>
</tr>
</thead>
<tbody>
<tr>
<td>10:00</td>
<td>G4: Grade 4 Exam - (3 candidates)</td>
</tr>
<tr>
<td>!   G4: Grade 4 Exam</td>
<td>30027971 - Milly Jones</td>
</tr>
<tr>
<td>!   G4: Grade 4 Exam</td>
<td>30027972 - Tilly Thomas</td>
</tr>
<tr>
<td>!   G4: Grade 4 Exam</td>
<td>30027973 - James Barns</td>
</tr>
<tr>
<td>10:45</td>
<td>G3: Grade 3 Exam - (1 candidates)</td>
</tr>
<tr>
<td>!   G3: Grade 3 Exam</td>
<td>30027974 - Harry James</td>
</tr>
<tr>
<td>11:10</td>
<td>G2: Grade 2 Exam - (1 candidates)</td>
</tr>
<tr>
<td>!   G2: Grade 2 Exam</td>
<td>30027999 - Sharon Parks</td>
</tr>
<tr>
<td>11:30</td>
<td>G3: Grade 3 Exam - (1 candidates)</td>
</tr>
<tr>
<td>!   G3: Grade 3 Exam</td>
<td>30027975 - Sarah Down</td>
</tr>
<tr>
<td>11:55</td>
<td>ADV1: Advanced 1 Exam - (1 candidates)</td>
</tr>
<tr>
<td>!   ADV1: Advanced 1 Exam</td>
<td>30027970 - Marion Cave</td>
</tr>
</tbody>
</table>

**g. Flags**

Red flags

• You cannot submit and pay for an entry if you have a red flag

  | G3: Grade 3 Exam | 30027975 - Sarah Down |

• Click on the red flag to see a description of warning – in this case the candidate is too young and also hasn’t taken the pre-requisite exam. Contact your local office to query.

**Validation results**

The candidate will not have reached the minimum age by the Minimum Age Cut-Off Date for this session

Prerequisite qualifications have not been completed: INT: Intermediate Exam RAD Level 3 Certificate in Vocational Graded Examination in Dance: Intermediate (Ballet)

• If your local office has approved this flag, they will turn green and you may submit your entry
Amber flags

- These are information flags
- You may still submit an entry with an amber flag
- This example is a flag for a candidate taking an exam more than once in your entry

Validation results

The candidate appears more than once on this Exam Entry

Green flags

q. Flags approved by local office, proceed with submitting entry

h. Reasonable adjustments

r. Reasonable adjustment must be added at point of entry - more information and forms available from RAD website

s. Or afterwards
t. Notes
- Please do not type sensitive information in the ‘Notes’ box, ie reasons for reasonable adjustment.
- Reasonable adjustment forms are to be attached as a document – forms available from website.
- Send your supporting evidence, ie doctors certificates to your local office quoting your exam entry ID number.

Add attachment to the entry

u. Select to ‘load file’
v. Search for file on your hard drive and attach
w. Click ‘Add’

i. Special considerations
These are different to reasonable adjustments. A ‘special consideration’ is a post-examination adjustment to the mark for a candidate who was prepared for and present at an exam, but who may have been disadvantaged by adverse circumstances that arose immediately before or at the time. Applications should be made within five working days of the exam and submitted to exams@rad.org.uk. For more information please visit the RAD website.

j. Allocating teachers to students

x. Select the pencil next to the candidate name

y. Check the box to select ‘active’ teacher for each candidate

z. Inactive teaching members cannot be allocated to candidates
k. The ‘Notes’ box

- Put your notes to local office here then click ‘add’

- Once you have clicked ‘add’ – the note will be listed beneath

l. Paying for exams

If you are happy with your entry, select Save & Submit.

- Card payments – you will be directed to an online card payment portal (preferred). Your receipt will be available to download from the exam entry screen
- Invoice – Cheques or bank transfers. Invoice will be automatically downloaded, it will stay in the downloads folder or you can choose to save it in a dedicated folder. The invoice will also be available to download from the exam entry screen after you have submitted
  If paying by bank transfer please use your exam entry number as a reference. If paying by cheque put your exam entry number on the reverse of cheque
- Once you have submitted your entry, you cannot make any amendments. All amendments to be made by your local office
- If you have a credit from a previous session, contact your local office to make your payment
m. What happens next?

- Your local office will build the RAV session and allocate dates
- You will receive a Confirmed Exam Report for RAV entries by email from your local office
Troubleshooting:

1. There is no session available
The RAV session may not be ‘live’ yet and open to schools yet.

2. There are no exams or students available
Ensure you are allocated to the correct region and that you have selected your session. Exams and students will be available after you have selected the session.

3. My student has studied with me for a while and also taken exams, why aren’t they appearing in the Student dropdown box?
They may not have a valid school registration, contact your local office to get the school registration updated. Do not create a new ID.
3 Managing My School (School Administrator role only)

a. Editing a site address

- My Schools>Manage My Schools – Select the school to edit

- Click on the Site (Venue) to edit

HOLLY’S DANCE SCHOOL (1005)

School Code
1005

School Status
Approved

Date Registered
23 Oct 2018

Date Closed
n/a

Main Site Telephone
not supplied

Main Site Email
not supplied

Main Site Website
not supplied

Main Site Address
Dancing up my street, London, UNITED KINGDOM, SW11

Sites

<table>
<thead>
<tr>
<th>Site Name</th>
<th>Site Code</th>
<th>Site Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>Holly’s Dance School</td>
<td>1005:001</td>
<td>Approved</td>
</tr>
<tr>
<td>Holly’s School of Dance</td>
<td>1005:002</td>
<td>Approved</td>
</tr>
</tbody>
</table>

- Select ‘Edit Site Details’
• Make any amendments to name, address and region (change region to join session in another region). Then save.

Notes:

• **School Home** – this holds the school name
• **Sites** – these are addresses associated with your school (certificate delivery, studio addresses etc)
• **Contacts** – individuals associated with your school (school administrators and teachers)

b. **Adding or removing a teacher from my school**

If a teacher no longer works at your school, contact your local office to have them removed.

A teacher can request to be linked to your school via their own login.

• My Schools>Link myself to RAD school
• As school administrator, you have to approve this request.
• Go to My Schools>Manage my schools - Select ‘Contacts’
Teachers linked to your school will be listed here, along with those that have requested to join. Click on the teacher's name to approve their request. They will have a job role with the school and it will be ‘Teacher’. To approve the request, click on the ‘Teacher’ job role.

- Change status from Inactive to Active – then save.
Troubleshooting:

1. **I don’t have the Manage School facility on the screen**
   
   You don’t have a School Administrator role added to your profile, contact your local office.

2. **My school doesn’t come up in the drop down box**
   
   You don’t have a School Administrator job role at the school, contact your local office.
4. Manage My Students (School Administrator role only)

a. Withdrawing students from the school

- My Students>Manage My Students – select school from list

- Search for name or ID number of student

- Click on blue icon next to student
• Click on the blue icon next to School Registration

![Registrations button highlighted]

<table>
<thead>
<tr>
<th>TITLE</th>
<th>REGISTRATION DATE</th>
<th>CENTRE - SITE</th>
<th>STATUS</th>
<th>STANDALON REGISTRATION</th>
</tr>
</thead>
<tbody>
<tr>
<td>School Registration (SCHREG)</td>
<td>23/10/2018</td>
<td>Holly's Dance School - Holly's Dance School (1005.001)</td>
<td>In Progress</td>
<td>No</td>
</tr>
</tbody>
</table>

• Tick the ‘Withdrawn’ box and then ‘Save & Close’

![Withdrawn box highlighted]

![EDIT QUALIFICATION REGISTRATION - SCHOOL REGISTRATION section]

<table>
<thead>
<tr>
<th>Qualification</th>
<th>Centre/Site</th>
<th>Pathway</th>
<th>Programme</th>
</tr>
</thead>
<tbody>
<tr>
<td>School Registration</td>
<td>Holly's Dance School - Holly's Dance School (1005.001)</td>
<td>Default Pathway</td>
<td></td>
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<table>
<thead>
<tr>
<th>Qualification Code</th>
<th>Registration Date</th>
<th>Expiry Date</th>
<th>Earliest Certificate Date</th>
<th>Last Assessment Date</th>
<th>Certificate Expires Date</th>
<th>Study Mode</th>
<th>Assessment Language</th>
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<tr>
<td>SCHREG</td>
<td>23/10/2018</td>
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<td>ENG.English</td>
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</table>

<table>
<thead>
<tr>
<th>Status</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>In Progress</td>
<td></td>
</tr>
<tr>
<td>Withdrawn</td>
<td>05/11/2016</td>
</tr>
</tbody>
</table>

• Correct student spelling

• Either through the Manage My Students menu or click on the student ID in the exam entry – both take you to the same place

![Exam entry screen]

contents
• Revise spelling in name

• It's important to also update their display name, do this by selecting 'Further Details'

• Amend Display Name accordingly, then save
Troubleshooting

1. **I don’t have the Manage Student facility on the screen**
   You don’t have a School Administrator role added to your profile, contact your local office.

2. **My school doesn’t come up in the drop down box**
   You don’t have a School Administrator job role at the school, contact your local office.

3. **I accidentally registered a student twice**
   Contact your local office to have these student details merged.