

Key exams news and updates for RAD members

[View this email in your browser](#)



Focus on Exams

Issue 1 – February 2019

Welcome to *Focus on Exams*, the RAD publication dedicated entirely to exams matters.

This electronic edition includes key exams news and updates. Some information, such as names of successful Solo Seal candidates and new and retiring examiners, will be included in the next printed copy, available in June.

This issue includes...

- Online exams
- A record-breaking year

- Reasonable adjustments and special considerations
- Fees and surcharges
- Fiona Campbell examinations bursary

We're always pleased to receive feedback about any aspect of RAD exams. [Fill in our survey](#) or email exams@rad.org.uk.

Watch our exams [video](#).

Dr Andrew McBirnie
Director of Examinations



RAD Online Exams

Our new exams online entry portal is now live across the UK and in some parts of Canada. We've been thrilled to read some of the positive feedback from teachers on social media and elsewhere. Here are a few of our favourite examples:



Reasonable adjustments and special considerations

Reasonable adjustment forms should be submitted before the closing date or as soon as possible afterwards. Special Consideration forms should be

Besides our blip which is a learning curve can I say it was so easy I kept on thinking I was doing something wrong! So quick to put in all the details, so clear too. Good online booklet which I followed (as I was trying to find out about our blip) thanks very much indeed RAD!!!! Thanks for such a large amount of hard work to get this system up and running too. A benefit to us and yourselves.

--

I am an older member of the Academy, so have not been brought up with computers and must admit to feeling extreme trepidation when faced with the idea of submitting my entries to the (in my mind) dreaded "online" system ... I was offered tremendous encouragement and support from my wonderful local RAD organiser [who] convinced me to give it a go. Well I did and... it worked! It does all make sense once you get started and is actually much more user friendly as changes that always seem to be necessary are made with far greater ease. It also times all the examinations for you and that is very much a bonus ... all in all I am very happy and satisfied with the new system and

submitted within five days of the date of the examination.

In order to comply with current data protection legislation, if you are providing medical or health-related information on or with these forms, **we must have the consent of the candidate's parent/guardian if under 18, or of the candidate if aged over 18.** In the absence of such consent, the application will not be processed and will be returned and deleted from our system. The forms include space for this consent to be provided, in the form of a signature.

Under no circumstances should any forms be given directly to the examiner on the day of the examination.

Please see our [policy](#) for more details.

Additional fees and surcharges

Please remember that any changes to exam entries made after the closing date, including changes to the timetable/ordering

*congratulate the computer
programmer who put it together as
that in itself could not have been an
easy job to tackle!*

--

O my word 😊
I am a procrastinator when it comes to most admin things
However exam entries have never been easier 🙄🙄🙄🙄🙄
I will NEVER put it off again!!!!
Apart from me not being able to find 1 student 😊😊
It was a piece of 🍰🍰

The online portal enables teachers to register and manage their schools and students, create and submit exam entries, and view results online.

Look out for more details on when this service will be available in your area.

Some teachers will be aware that we experienced considerable delays with issuing results and certificates during 2018. This was largely because we were testing this new system by using it internally to process exams, which takes us much longer than previously. As more teachers around the world start to log on to use the system externally, in the way it was designed, these delays will reduce. We apologise for the temporary pain caused by the introduction of this new

of candidates, should be notified to the RAD office and **not** presented to the examiner on the day. Additional fees (surcharges) can be applicable in these circumstances. If examiners are presented with changes to the timetable on the day of the exams which they have no choice but to accept, a surcharge can be applied retrospectively.



Fiona Campbell Examinations Bursary

The Bursary is open for applications throughout February 2019. Teachers can apply on behalf of deserving

system – but we are confident it will be worth it in the end.

Reminders for users:

1. When generating invoices from historic exam entries, finance data will be inaccurate as fees from previous years are not included in the system – these details should be ignored.
2. If UK schools select ‘payment card’ as the payment method, they will be directed to the online payment portal. This is the RAD’s preferred method of payment.
3. If you need to edit details of your school you can do so in the ‘Manage My Schools’ menu option. Edits are not permitted on the exam entry screen. If you don’t have the ‘Manage My School’ option, contact your local office to have the school administrator role added to your profile.

candidates, for a bursary covering the cost of their exam. The process is very simple – through an online form, you have 150 words to explain why your candidate is deserving of a bursary.

There are no published criteria – candidates will be chosen by a panel of reviewers comprising RAD staff and examiners, based on their subjective response to the applications, up to the total value of the fund in each application round. The applications are provided to the panel in an anonymised form.

All exams are eligible (apart from the Solo Seal) and bursaries are available worldwide. Successful candidates will have 12 months to use the bursary from the date of being informed of their award.

We hope you or a teacher you know may be able to take up this opportunity of providing financial assistance to a deserving candidate.

Applications can be made via the [RAD website](#).

4. If you need additional addresses (sites), please contact your local office to have them added.
5. Ensure that you have a telephone number in your card billing address. This is a requirement for card payments and you will not be able to submit your entry until this has been completed.
6. When linking candidates to teachers, ensure that you tick the box to the left of the teacher's name.
7. For more information please refer to the [applicant guidelines](#) available from the website.

Examiner marking app

There has recently been an exciting development in the way that Canadian examiners are marking examinations. As of November 2018, they moved from pen and paper marking to using a specially designed iPad app.

There are many reasons for this change. For example, marks can now be transferred electronically rather than via marksheets sent through the post, improving speed and reliability, reducing cost and processing times, and improving the RAD's environmental footprint.

Examiners report that the app is intuitive and straightforward to use. It also gives us the potential to provide more timely and meaningful feedback to teachers and candidates. We plan to roll the use of the app out further around the world during 2019.

A more detailed article will be



Another record-breaking year

We are delighted to report that 2017-18 was the third record-breaking year in a row for RAD exams. We delivered **247,349** exams across the world, an increase of 3.7% on the previous year. We are edging closer and closer to that 'magic' quarter of a million figure... Thank you to all teachers and candidates for your support in making this growth possible.

included in the June edition of *Focus on Exams*.

Staff and contacts

For general queries contact exams@rad.org.uk. This email address is checked on a daily basis and enquiries will be passed to the most appropriate member of staff to deal with.

To register candidates in Australia, Canada, New Zealand and South Africa, contact the relevant office. To register candidates anywhere else in the world email idregistration@rad.org.uk. (If you have access to RAD Online Exams, you can register new candidates directly on the system, but if a student has been registered previously, please do not register them online – contact your local office to have them transferred to your school.)

To find an RAD contact, visit our [website](#).



Copyright © 2019 Royal Academy of Dance, All rights reserved.

You are receiving this email as a member of staff of the Royal Academy of Dance

Our mailing address is:

Royal Academy of Dance
36 Battersea Square
Battersea, London SW11 3RA
United Kingdom

[Add us to your address book](#)

[unsubscribe from this list](#) [update subscription preferences](#)