



FAQs for UK Exams

These FAQs have been developed to help you to apply and run dance examinations as efficiently as possible in the UK. Please read this document before applying or completing timetables.

Applications

Who can apply for examinations?

Only registered ISTD teachers with current membership can enter candidates for examinations. You will find all the information you need to apply for examinations on QUEST by clicking [here](#).

London Centre applications should still be submitted to Headquarters as usual, the documents are available on the website. For all other centres please contact the organiser as detailed in DANCE magazine.

What are the requirements for holding a private examination session?

An examination can be arranged at a teacher's studio provided there are guaranteed entry fees totalling a minimum of £672 per day for 2020. Half days must be consecutive to a full day of the same genre and the minimum fee for a half day is £572.00.

For example;

1.5 days is £1244

2.5 days is £1916

Please be aware that fees tend to increase from the 1st January on a yearly basis. New fees are published towards the end of October each year (see dates in DANCE magazine and on the ISTD website).

A rebate of 10% will be allowed outside of peak periods (see dates in DANCE magazine and on the ISTD website) on entries totalling over **£832.00 per day**, providing the timetable and fees are submitted through Quest a minimum of 4 weeks prior to your exam date.

For exams of two or more days, the rebate can only be taken on the days which total over £832. For example, if your first day totals £840 and your second day totals £675 you will only be eligible for the discount on the first day.

Please note that we are unable to accept requests for triple exam sessions during our peak periods. Triple sessions are those that would require a multi genre examiner. For example: Ballet and Modern, Ballet and Tap or National and Tap.

What if I do not have enough candidates to meet the minimum fee?

Teachers who are unable to reach the minimum daily fee should enter candidates at our London or Regional Examination Centres. Alternatively, teachers may collaborate and jointly enter candidates, basing exams at one or two venues. These should be close enough together for an examiner to travel there without exceeding the daily hours. This should be organised between both parties and should not involve the administration team at HQ.

All payments must be made to the Primary Organiser of the examination session to then be paid to the ISTD. Unless otherwise stated in the Teacher Notes box on the Application Page, all results will be sent to the Primary Organiser.

When can I hold my exams?

You can hold exams throughout the year, with the exception of the period between Christmas and New Year and Good Friday through to Easter Sunday.

When do I need to apply for a private examination session?

Applications for exams must be submitted with preferred and alternative dates **at least 12 weeks** before the date of the first exam. This will help us to allocate an examiner to you. Please note that we are only able to accept bookings up to 5 months in advance.

How do I book an examination session?

Applications for examination sessions are made through QUEST.

Can Advanced 1 and Advanced 2 candidates be examined in a private session?

Yes, if 60% of your exam day is made up of vocational candidates (this includes Intermediate Foundation and Intermediate levels).

When are the busy periods?

You will find the peak period dates [here](#) on the UK Examinations page of the website. During these periods and especially in the summer term, there is a high demand for exams. Teachers should consider carefully the dates of exams and, where possible, avoid peak periods. Please be aware that GCSE, AS & A level students have practical assessments throughout the school year; please check their availability before requesting dates and provide us with some alternative exam dates as this will help us to secure you an examiner.

What happens after I submit my application form?

You will receive an acknowledgement from QUEST that the application form has been approved and then a confirmation email when an examiner has been booked for you. If you have not heard from us regarding your examination after 28 days, please contact the UK Examinations department. Should circumstances change regarding your examination please inform the office as soon as possible.

How do I register candidates for exams?

New students will require a PIN registration form to be completed. The application spreadsheet for PIN numbers can be found on the help page on Quest <https://questhelp.istd.org/>. This can be uploaded through the request pin button on the candidate tab of your session.

The names of candidates must be their full legal name. This is a legal requirement with which the ISTD must comply. If a student has previously been registered for ISTD exams with another teacher it is important that we have this information to avoid unnecessary duplication (students will find their PIN on any certificate they have received following the examination).

When should I register candidates for PIN numbers?

Pins should be applied for once you have applied for your session. You can then begin to add your candidates on the candidates tab in preparation for your timetable.

Timetables

When do I submit my timetable and pay my fees?

Timetables and fees must be submitted no later than 4 weeks prior to your exam date. For sessions of 2 or more days, all timetables must be submitted at the same time.

How do I put a timetable together?

Candidates should be added to Quest through the candidates tab on your session. They will then appear on the timetable page for you to add to the timetable.

Timings of the day

Information about the timings of each exam for all dance genres can be found [here](#), in the UK Exams documents section.

The day should not exceed 6.5 hours excluding breaks. QUEST will calculate the breaks that should be entered based on your examining time. As a general rule a break should be included approximately every two hours.

Can I make any amendments to my timetable?

Candidates can be deleted at any point prior to submitting your timetable and you will not be charged for their fee. Once the timetable has been submitted, amendments can be made up to five working days prior to the exam by emailing the exams department.

Once your amendment has been made you will need to log onto your session to make any additional payments due on the Fees tab. Failure to do so will delay your results and certificates being issued. Once a timetable has been submitted candidates may only be withdrawn from a timetable. No refund will be given for withdrawn candidates unless accompanied by the application for refund form and a medical certificate, in which you may be entitled to 50% of the exam fee.

Your examiner

Unfortunately there may be times when an examiner needs to be replaced at the last minute. In these circumstances we will make every effort to appoint a replacement examiner. However, if we are unable to do so, we will reschedule your exam session.

Please check with your examiner on the day of the exam that you both have the same copies of the timetable.

Do I need to contact the examiner before my exam session?

Please contact the examiner before arranging the timetable; you will need to ascertain travel arrangements, determine your start and finish times and be aware of any dietary requirements. You will find your examiner's contact details on the emailed confirmation.

How do I enter DDE candidates?

When applying for DDE exams please ensure you have listed as many of your DDE candidates as possible on the candidates tab. Listing these at the point of the application will give you time to

resolve any registration issues that might occur. If you are having difficulties adding a candidate please contact the Customer Services department for registration queries.

Can I cancel my examination session?

Yes, however, if you cancel an exam day within **six weeks** of your exam date then you will be liable for a **£100 cancellation fee for each day cancelled**. Please be aware that examiners make travel and accommodation arrangements several months in advance of your exam day. Cancelling your exam session at any point after they have been appointed to you therefore causes considerable inconvenience. We would kindly ask that you avoid cancellations wherever possible.

What facilities should I provide for the exam day?

- A firm writing table (suggested 5ft x 2ft)
- A comfortable chair of suitable height with a cushion and one extra chair
- Adequate lighting and heating
- Drinking or mineral water
- Soap and towel in the washroom
- iPod connection, CD player and CDs (if required). CDs should be of good quality with adequate volume.
- Mirrors should be covered.

Please note:

- The changing room for candidates must be separate from the examination room and not a screened-off partition.
- In all breaks, including lunch, the examiner should be left alone and uninterrupted.
- For class assessments every child must have their number pinned to their uniform.

Do I need a pianist for Ballet exams?

Imperial Ballet

CD's may be used for class and graded examinations only. A pianist must be used for all vocational examinations. Music for the graded 3 - 6 is available from the ISTD shop, by clicking [here](#). The existing music for all other levels remains unchanged.

Cecchetti Ballet

CD's may be used for Cecchetti Ballet class examinations and graded exams. Teachers may select their own music for class examinations, apart from the music for the improvisation section. The improvisation music will be provided by the examiner on a CD or iPod. For graded exams the music can be obtained from the ISTD shop. A pianist will still be required for vocational examinations and performance awards. Music for the dance may be played on audio equipment and this should be operated by the pianist.

Who can operate the CD in an exam session?

Teachers are reminded that under no circumstances can CDs be operated by the teacher, a candidate, or a parent of a candidate. The CD operator should conduct themselves professionally at all times. They should not face the candidates or communicate with them in any way.

What is a ULN?

Please find information explaining ULNs [here](#) on the UK Examinations page of the website. ULN's can be entered on the spreadsheet when applying for a pin number or you can contact the office to update a student's record with this information.

www.istd.org

When do you offer refunds?

If you are withdrawing a candidate for medical reasons, after all of the entries and fees have been submitted, you can apply for a 50% refund. This will only be granted to those cancellations where the refund form is accompanied by a doctor's certificate which is received at HQ up to four weeks after the examination date. Refund forms are available from the website under the Examinations Documents.

What is a Reasonable Adjustment?

For full information and how to apply please download the 'Application for Reasonable Adjustments' document [here](#) in the Quality Assurance section of the ISTD website.

When do I apply for a Reasonable Adjustment?

Applications must be completed each time the candidate is submitted for an examination and be returned with any supporting evidence directly to the Customer Services and Quality Assurance Department at least 3 weeks before timetables are submitted. You can download the application form [here](#) from the Quality Assurance page on our website (<http://www.istd.org/examinations/quality-assurance/>) or for further advice please contact 020 7377 1577 or email ara@istd.org.

Where can I find out more about Teaching Qualifications and Professional Qualifications?

For more information about the ISTD's teaching qualifications and professional qualifications, please see the [Courses and Training section](#) of our website.

If you have any queries that have not been addressed in this document please contact the UK Examinations Department at ISTD.