

INTERNATIONAL DANCE TEACHERS ASSOCIATION

ISSUE OF CERTIFICATES AND REPLACEMENT CERTIFICATES

The issue of Certificates

IDTA will usually dispatch certificates and candidate reports to teachers for distribution to the candidates within 4 weeks of the examination date.

Awards outside of England, Wales and Northern Ireland

IDTA offers its examinations in countries other than England, Wales and Northern Ireland. Certificates awarded will bear the logo(s) of the regulatory body on the grounds that the qualifications comply with the regulatory requirements for England, Wales and Northern Ireland.

Replacement and Duplicate Certificates

All requests for replacement or duplicate certificates must be made by the candidate via their teacher or in the cases of individual candidates by the candidate themselves (NB if a candidate is under 16 a parent or guardian may apply on their behalf). These should be directed to the certification department for the attention of the Operations Manager.

Spelling Corrections

Teachers or candidates must inform the certification department of any spelling corrections to their candidates' details within 15 working days of the publication of the results. If a request is received after this period, the teacher or candidate must return the original certificate with the spelling correction clearly marked. The certificate will be replaced within 2 working weeks and the centre invoiced for the reprint fee current at the time of request.

Certificates will not be replaced if the candidate changes their name through marriage or deed-poll.

Damaged Certificates

Certificates that are damaged in delivery to the teacher or candidate will be replaced free of charge. The original certificates must be returned via the teacher or directly to IDTA Head Office in Brighton.

Certificates that have been lost or damaged after receipt by the candidate will be reprinted and marked as 'Duplicate'. The certificate will be sent to the teacher or candidate within 2 working weeks of IDTA being notified. The candidate will be invoiced for the duplicate certificate at the current rate.

Certificates Lost in the Post

If teachers or candidates do not receive their certificate after 6 months of the examination taking place, they must inform IDTA as soon as possible. If checks carried out on the postage of the certificate cannot locate it, a new certificate will be printed within 2 working weeks and marked as 'Duplicate'. There will be no fee for this service.

Candidates who return their certificates to teachers for correction or replacement should do so in person or by recorded delivery. Teachers should also return the certificates to IDTA using recorded delivery where possible to guarantee proof of posting. If the returned certificate is not received by IDTA, the candidate/teacher must provide proof of posting, and a copy of the document admitting loss provided by the Post Office.

If proof cannot be provided, a duplicate certificate will be printed and the teacher/candidate invoiced for the appropriate fee.

Certificate Lost by the Candidate

Candidates may apply for a duplicate certificate via their teacher. The certificate will be despatched to the centre within 2 working weeks of notification to IDTA. The candidate/teacher will be invoiced at the current rate.

Confirmation of Results to a Third Party

If the candidate wishes their result to be confirmed to third party, they should contact the Chief Executive at IDTA Head Office to give confirmation that IDTA can release the information.