

INTERNATIONAL DANCE TEACHERS' ASSOCIATION

Limited by Guarantee

International House, 76 Bennett Road, Brighton, East Sussex, BN2 5JL

Tel: ## 44 (0)1273 685652 Fax: ## 44 (0)1273 674388 / 606111

Web: www.idta.co.uk Email: info@idta.co.uk

**IDTA EXAMINATION BOOKINGS****STUDIO EXAMINATION SESSIONS**

Teachers who wish to book an examination session at their own studio must apply on the Request Form, available from Head Office or the IDTA website. No bookings can be accepted without this form. The Request Form must be completed giving full details of date(s) required, with alternatives, if possible, time required and full address (including post code) of venue for the examinations. The number of entries should be entered in the appropriate boxes on the form. We do require at least eight weeks notice of the date required, especially at busy times, and dates cannot be provisionally booked by telephone.

On receipt of the Request Form, all necessary Report Forms etc. will be sent to the teacher and the booking taken. An Examiner will be allocated for the amount of time specified on the Request Form. The full examination system is printed in the current Ballroom/Theatre Branch syllabus (available from International Sales) or in the booklet "*How to make the most of the IDTA Examination and Medal Test System*" (available free of charge from Head Office). Examiners will be allocated by the office - on no account must teachers approach individual Examiners to arrange a session.

A normal examination day should last 8 hours maximum with suitable breaks for the Examiner. Any more than 8 hours must be agreed with the allocated Examiner. It is advisable to contact the allocated Examiner regarding their requirements for suitable breaks. You will only be invoiced for the amateur test entered on the day of the examination.

If a professional examination is cancelled one month prior to the exam date a penalty fee of 50% of the exam fee will be charged. If a professional examination is cancelled two weeks prior to the exam date a penalty fee of 100% of the exam fee will be charged.

A minimum amount of fees are required for each day to hold a 'Studio' session, details of which are on the fees list obtainable from Head Office. An Examiner may be booked for less than the minimum, but the teacher will automatically be invoiced for the minimum amount. Professional fees are included for the purpose of minimum fees but are not subject to discounts. Discounts are available for teachers holding Studio Sessions to help with their overheads. Details are contained in the current fees list.

SHARED EXAMINATION SESSIONS

Any school or schools not able to reach the minimum session fee may combine together at the same venue to reach the minimum fee without further charge. Two schools within a 15-mile radius may 'share' an examiner on one day. However, if either of those schools are more than 15 miles apart then each school will be surcharged (contact Head Office for surcharge fee). This applies to all studio sessions whether in a city or the outlying regions of the country.

Both schools have to use their own studios and arrange a date/time suitable to both teachers concerned. The complete day should not be too long (travelling time must be taken into consideration). Each teacher must complete a Request Form, marked 'SHARED' and both should be sent to Head Office in the same envelope. Arrangements for travelling between the two schools, also provision for lunch break, etc. must be made with the Examiner.

JOINING ANOTHER SCHOOL'S BOOKING

It is possible for you to take a few candidates to another school within your area for examination purposes. A list of schools who are willing to accept candidates from another school is printed in Dance International (bi-monthly) or alternatively you could ring the office to enquire if there are any schools in your area holding an examination session at your required time who would be willing to accept candidates from another school.. All arrangements have to be made between the school principal and yourself and with permission of the Principal. We will then arrange for your entries.

A Request Form must be completed in the normal manner and sent to Head Office. We do not require the six weeks notice of date as the booking will already be arranged. All Report Forms etc., will then be sent.

Where it states on the form, time of starting, we ask you to complete as arranged with '.....' - name of school principal. We will inform the examiner of your entries as soon as possible. You will be invoiced after the examinations have taken place. We must point out that all arrangements for these types of examinations must be made between yourself and the school principal. We are not obliged to undertake any form of responsibility.

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