

### REQUEST FORM - BALLROOM Studio Examination Session

This form must reach us at least **EIGHT WEEKS** before the actual date required for the examinations  
**Report Forms will not automatically be sent, unless requested by you.** The procedure for examination sessions is described in the appropriate syllabus.

Please note that you must inform Head Office immediately should you wish to cancel an examination session. A charge of £150.00 will be applied if teachers fail to notify Head Office at least two weeks prior to the date of the examination.

\* Professional Application Forms and fees must accompany this form.

The number of exams stated may not vary by more or less than 10% on the session day.

Anatomy Application forms must also be sent to head office six weeks prior to examination date.

*If you are only entering professional examinations and your total exam fees are less than £200.00 you will be required to pay the special examination fee of £134.00.*

Is this your first exam session YES/NO

In person	<input type="checkbox"/>
Live Stream	<input type="checkbox"/>
Video	<input type="checkbox"/>

Date(s) of Session (Preferred)..... Day..... No of Days Req.....

Start Time..... Finish Time (approx) ..... Alternative Date(s).....

Name of principal Mr. / Mrs. / Miss. ....

Preferred Invoice Email .....

Full address and postcode of place of examinations .Please let us know if your studio is on a ground floor, or are there are any steps up or down to your studio.

..... Postcode.....

Teacher/Venue/Studio telephone number .....

Please state, in a maximum of five words, the name of your school as you wish it to appear on awards and certificates.....

Are you prepared to accept examination entries from another IDTA School? YES / NO

Signature of principal ..... Membership No.....

PLEASE INDICATE IF YOU WOULD LIKE YOUR SESSION RESULTS SENT TO YOU VIA EMAIL. YES/NO

A SEPARATE REQUEST FORM MUST BE COMPLETED FOR EACH SCHOOL INVOLVED

	Cert only	Inter	Pre-Associate	Level 3 Diploma	Exams with No Anatomy*	Associate	Licentiate	Fellow	Diploma
MT Performer/Production									
D/Ex Musical Theatre									
Anatomy									
Ballroom									
Latin									
Classical Sequence									
Modern Sequence									
Freestyle									
Street Dance									
Cheerleading									
Line Dancing									
Viennese Waltz									
Rock'n'Roll									
Belly Dancing									
Argentine Tango									
Salsa									

\* Exams with no Anatomy - Please tick this box if the candidate has an existing Associate Freestyle qualification  
**(EXAMINER ONLY) VERIFY IDENTIFICATION**

<input type="checkbox"/>
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## BALLROOM BRANCHES - GRADES AND DANCE AWARDS

The number stated may not vary by more or less than 10% on the session day.

**SEPARATE REQUEST FORMS MUST BE COMPLETED FOR EACH SCHOOL INVOLVED.**  
**PLEASE ENTER THE AMOUNT REQUIRED IN NUMBERS**

Grades and Medal Tests	BALLROOM	LATIN	CLASSICAL SEQUENCE	FREESTYLE	MODERN SEQUENCE	MUSICAL THEATRE	STREET DANCE	LINE DANCE	ROCK 'N' ROLL	ARE /CHEER
Prep Grade										
Primary Grade										
Grade One										
Grade Two										
Grade Three										
Grade Four										
Grade Five										
<b>MEDALS</b>										
One Dance										
Single Dance Series										
Social Dance										
Bronze										
Silver										
Gold										
Gold Bars and above										
Rosettes										
Stardance										
Team Awards										
Pairs/Trios										
M/T Stages										
M/T Acting										
Cheer Solo										
Cheer Bound										

**Student Medals tests are for professional candidates wishing to continue training in another core subject.**

**TOTAL NUMBER OF EXAMS:** .....

The examination session must be timed according to the published syllabus. These are set for each grade and medal test. Principals must supply to the Examiners, in advance, a correct timetable including breaks.

**TOTAL TIME DURATION FOR SESSION.....(hours)**

**PLEASE TICK THIS BOX IF YOU WOULD LIKE THE NEW AMATEUR MEMBERSHIP CARDS FOR YOUR PUPILS**

*By submitting this form you consent to the information being used as described in our Privacy Notice.*

*The information will only be used in accordance with the General Data Protection Act. Please see*

[www.idta.co.uk/privacy-notice](http://www.idta.co.uk/privacy-notice) *for details.*

**Filming and photography policy in all IDTA exam sessions Amateur & Professional.**

To prioritise the safety and well-being of all participants, we are prohibiting any filming or photography during open exam sessions, with immediate effect. This decision will not only help prevent potential abuses of images or footage but will also help maintain a focused, respectful, and secure environment for everyone involved.