

# IDTA

## Guide to examinations

A step-by-step guide for teachers





# Introduction

This booklet aims to help you understand the IDTA Examination system and to make it work for you. It will help you organise your examination sessions to make the most out of the IDTA comprehensive syllabus and examination service.

# BEFORE THE EXAMINATION

## Why hold an examination session?

- Keeps students motivated and attending regularly.
- Provides a clear path of progress and achievement.
- Establishes structure and tradition in your school.
- Generates additional income.
- OFQUAL-regulated qualifications are recognised across the education sector, supporting progression to further training or employment.
- Level 3 qualifications include UCAS tariff points to support applications to higher education.
- Opens doors to IDTA awards and scholarships.

## Key principles

- Every session is unique - adapt the syllabus to suit your school.
- Build your own best practices based on experience.
- Embrace updates to the syllabus - it evolves to support you.

## How to apply

- Download the respective examination request form in the [Members area – Examinations – Request a form](#).
- Complete the form with accurate contact details and the venue's full address and postcode.
- Submit the form at least 8 weeks before your preferred date. Amateur examinations, Level 3 and Pre-Associates fees are invoiced after the examination day. All Professional qualifications are paid before the examination - [download form](#).
- Include any [applications for reasonable adjustments](#), diplomas, or pre-associate exams.

## Choosing dates

- Provide a preferred and backup date, especially during busy seasons.
- Choose any day that suits your school.
- Check availability on the [IDTA website calendar](#).

## Estimating numbers

- Provide a realistic estimate of exam entries (within  $\pm 10\%$ ).
- Email the completed form to [ukexaminationrequests@idta.co.uk](mailto:ukexaminationrequests@idta.co.uk).
- You'll receive an automated response confirming the request has been received. If there's an issue with your request, our team will contact you.
- Confirmation of your examiner will be sent at a later date.

## Exam format options

- In-person with an examiner.
- Live stream (Zoom) - guidance [here](#).
- Video assessment - guidance [here](#).

## Creating a timetable

- You decide the order - start with any grade.
- Please send the timetable and studio directions to the examiner by email at least 7 days in advance. Refer to the Ballroom, Theatre or Freestyle syllabi for correct timings.
- A standard day includes 7 hours of exams and 1 hour of breaks.

Tip: Contact your examiner before finalising the timetable.

## Examiner communication

- Contact your examiner by email or phone call at least 7 days before the session.
- Confirm they have the venue details, your contact information, and the final timetable (which should already have been sent by email).
- This is especially important for higher-level and professional exams, as examiners need time to prepare.

## Sharing a session

- If you don't have enough entries to meet the minimum fee, you can share a session with another teacher. You can either contact the member directly or contact [info@idta.co.uk](mailto:info@idta.co.uk).

## Partnering (Ballroom)

- Encourage students to dance together from the earliest stage. Rosette candidates can partner with other candidates or with children or adults from other classes. In exams, a student may dance twice - once for their own exam and once as a partner - without affecting the one-minute-per-dance recommendation (please check the [Amateur Ballroom Dance Syllabus](#)).
- As partnerships develop, consider entering students into Area Medallist competitions and the Nationwide Medallist of the Year event. These opportunities can boost school morale and generate additional income through extra classes and private lessons.

## **Examination fees**

Fees are reviewed annually and updated on 1st September. Our UK examination fees list is [available on our website under Examinations](#).

## **Additional administration charges**

You may charge candidates an additional fee to cover your costs, such as studio hire, staff, refreshments, and admin. This is at your discretion and varies by school.

## **Collecting fees**

Collect all fees before the exam day. Inform candidates of the exam type, fee, venue, date, and time in advance.



## Report forms

To request a report form, submit [this form](#) via the members' area.

Complete the top section of each report form with:

- Candidate name and ID. All candidates must wear visible identification that matches the timetable (e.g., numbers, coloured ribbons, rosettes).
- Age, branch and grade code.
- PIN and date of last test.
- School name and exam date.

## Candidate PIN and codes

Each candidate receives a unique PIN after their first test. Use this on all future forms to ensure accurate record-keeping. Refer to the examination code books for branch and grade codes: [Theatre](#), [Ballroom](#) and [Freestyle](#).

For example:

- Ballroom Gold Medal: Branch "B", Grade "G".
- Tap Grade 1: Branch "T", Grade "G1".



## THE BIG DAY

Your goal is to make the examination day as smooth and enjoyable as possible for everyone involved. If it's your first session, some nerves are natural, but with good planning, everything should run well.

### Examination venue requirements

All IDTA examinations must be conducted in a suitable studio or hall, providing an appropriate, neutral, and safe environment for both candidates and examiners. Private homes (unless a dedicated studio area is incorporated) are not considered acceptable venues for professional examinations. Please ensure that all future sessions are booked in compliant studio spaces.

### Music and logistics

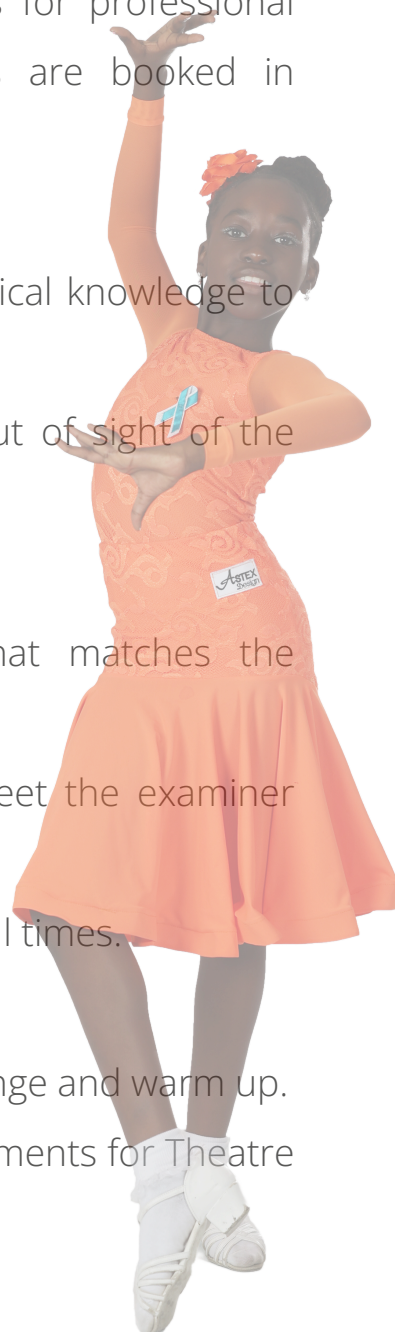
- Assign a suitable person over 16 years old with musical knowledge to manage the music and provide them with a timetable.
- For Theatre exams, the music operator must be out of sight of the candidates.

### Candidate presentation

- All candidates must wear visible identification that matches the timetable (e.g., numbers, coloured ribbons, rosettes).
- Train candidates to enter the room smartly and greet the examiner politely.
- Ensure the candidates are visible to the examiner at all times.

### Timing and attire

- Ask parents to arrive early enough for children to change and warm up.
- Check that uniforms and shoes meet syllabus requirements for Theatre and Ballroom.



## Preparation checklist

- Ensure the studio is warm enough. Have a portable heater available if needed.
- Provide a suitable table and chair for the examiner. A cushion can help with comfort.
- Cover mirrors for Theatre examinations.

## Refreshments

- Check with your examiner before the examination to understand what refreshments they require.

## AFTER THE EXAMINATION

### Report form handling:

- For Theatre exams, the examiner returns forms to Head Office.
- For Ballroom and Freestyle (non-graded), the examiner leaves forms with the principal and sends the results to Head Office.
- For Ballroom and Freestyle (graded), forms go to Head Office; the timetable/results sheet stays with the principal.

You will receive:

- Processed report forms.
- An invoice for completed exams only.
- Certificates and awards.

You will not be charged for no-shows.

## Final checks

You'll receive a list of processed exams to verify candidate names and exam details. Confirm or correct this list before final processing. If any errors are not corrected at this time, you may incur additional fees.

## Payment and delivery

You can pay your invoice:

- Online via the IDTA website in the [Make a payment page](#).
- Make a bank transfer with the details below (please include your membership number as the payment reference):

Lloyds Bank 171 North Street Brighton England BN1 1GL

Sort Code: 30-91-25

Account Number: 00645401

IBAN No: GB31 LOYD 30912500645401

BIC: LOYDGB21002

Once payment is received, your awards and certificates will be dispatched.

## Presentation evenings and publicity

Consider hosting a presentation evening or school show to award certificates. These events are popular with families and serve as excellent promotional opportunities. Please remember that you should only schedule a presentation once you've received confirmation that the awards have been dispatched to you. You can always track progress via the [Session Progress](#) page in the Members Area.

## Publicity materials

Images of IDTA awards are available on the [website](#).

We hope this guide has helped you feel confident and prepared to run a successful examination session. Whether it's your first or your fiftieth, each session is a chance to celebrate your students' progress and your dedication as a teacher. Thank you for the care and professionalism you bring to your work.

Good luck with your upcoming exams and enjoy the day!

*Thank You*

**IDTA**

International Dance Teachers' Association