

# Examination Protocol

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Many people are involved in preparing for examinations and all these people have made a commitment to be prepared for the best possible experience for all. The people involved are:

1. Examiners
2. Teachers
3. Dancers
4. Parents
5. Music Players
6. Administration Staff

## Examiners

As examiners, we have a duty of care to ensure that the candidates presenting for their examination are made to feel safe within the exam room environment and so we should be very mindful of our tone of voice and ensuring that our instructions to both the candidate and the music player are clear and concise. Remember, as the examiner – you are the person in control of what is happening within the room.

## Teachers (It is recommended that Teachers also read guidelines for Dancers/Candidates and Parents)

Teachers have a duty of care to prepare their dancers to the best of the candidate's ability and to explain exam etiquette to their students (and parents) and to reinforce this in class. Drill the students to make sure they stand still, not fidget, not scratch, not sit, and DEFINITELY do not speak to their fellow dancers or distract them in any way.

Teachers also have a responsibility to ensure that their candidates have a knowledge and understanding of their theory. Encourage your dancers to at least have a go at answering the theory question rather than just saying 'pass'. Although the theory section does not carry a lot of marks, if the candidate is not aware of the answers, it is sufficient that the candidate may be reduced to a lower pass mark.

Ensure that the Teacher has completed the Report forms prior to examination day.

## Dancers/Candidates

Candidates should view the examination as a performance. Go into the exam with a positive attitude and a desire to please. They should always display a willingness to perform what is asked of them and convey an enthusiasm for the work they are demonstrating.

Students must only speak when spoken to and always use their best manners.

Candidates from the moment they enter the examination room, should be bright and cheery and greet the examiner (and music player) with a smile and a warm 'Good Morning/Afternoon Ms/Mr Whoever'. If the names are too difficult for the younger

candidates then “Good morning, ladies” would still be very respectful. Answer any questions promptly and without shrugging shoulders or saying ‘I dunno’. At the conclusion of the examination the candidate should “Thank” the examiner and the music player.

Move quickly and efficiently from barre to centre, to change lines, to get the swords or whatever is required. This efficiency once again shows respect for the examiner and the examination proceedings. These are things that will not come naturally unless they are practised and reinforced in class.

The examiner has total control of exam content and the process during the examination.

It is advised dancers should not “mark or pace out” an amalgamation when it is being described by the examiner but dance the movements correctly. This will indicate to the examiner that the amalgamation is worthy of the candidate’s full attention to detail. They should always give it their best.

Poor responses to theory questions can also be an indication that this section is brushed over and not fully prepared for.

An enthusiastic and sincere approach to the examination scenario will give the appearance of confidence which will radiate out into the general exam performance, eliminating some of the nerves. This results in a more enjoyable exam for everyone.

#### **Parents**

Parents have a duty of care to ensure that their child is well groomed and ready for their examination. Theory is an important part of all the Highland examinations and should be understood that their child may need some assistance in learning the theory. Parents may not be aware that by not knowing and understanding their theory, that their child’s overall result could be impacted by this.

#### **Music Players**

When arranging for someone to act as the music player for any exam, it should be remembered that this person has no connection with anyone in the examination. As the music player there is a duty of care to the candidates that your role is not obvious within the room. Please sit with your back to the candidates, however it is an advantage to have vision with the examiner. Mobile phone to only be in the room if it is being used to play the music.

#### **Administration Staff**

Administration staff have a duty of care to ensure that all candidates are given their numbers and are ready to enter the exam room once the Examiner has indicated they are due. It would be their responsibility to keep noise to a minimum and to answer any questions that arise.

**Always remember that the Examiner is the person in control of the examination room and will advise candidates of order of dances etc and this is not to be changed by either the Teachers or Administration Staff.**