

DANCING ACHIEVEMENT AWARD

GUIDELINES FOR ORGANISERS AND DANCERS

ORGANISERS SECTION

(This section should also be read by dancers for information)

TEACHERS / ORGANISERS

Thank you for agreeing to undertake the Dancing Achievement Award.

This assessment has been designed to promote and encourage good technique, and further a good standard of dancing throughout the Society.

The set dances take the dancers through increasing levels of difficulty - Intermediate, Advanced and Very Advanced. The dances expand knowledge of formations and dancing technique as dancers progress through the levels.

This assessment should be a positive experience for all involved encouraging dancers to see the benefits of using their new acquired knowledge on the dance floor.

1. Preparation

Where the assessment is to be carried out at a local venue arranged by the organisers, and requiring appointed assessors to travel and possibly require overnight accommodation, *a minimum of six dancers to be assessed*, is required in order for the assessment to take place. These six dancers do not need to be entering for assessment at the same level.

a. Responsibilities of the organiser

With regard to the course:

- arranging for, and meeting the costs of a teacher, musician and venue to enable the dancers to undertake a course of a minimum of five hours to prepare the dancers for the assessment. CD's may be used instead of a musician.
- Organiser's Application form to hold an Assessment (DAA-04) to be forwarded to RSCDS Headquarters *a minimum of seven weeks* prior to the date of the proposed assessment.
- i) the Final Application form (DAA-08)
ii) List of Dancers (DAA-10)
iii) the Dancers' individual Application forms (DAA-07a)
i), ii), and iii) above along with the appropriate fees should be sent to the Examinations Officer at RSCDS Headquarters, *a minimum of three weeks* before the date of the assessment.

- Following the appointment of the Assessors by the Convenor of Education and Training Committee, the RSCDS Examinations Officer will notify the organisers, along with the names and contact details for both assessors.

With regard to the assessment:

- arranging for and meeting the costs of a venue and musician to enable the dancers to undertake the assessment. CD's may be used instead of a musician.
- meeting the costs of the hospitality and accommodation, if required, for the assessors.
- in conjunction with the course teacher, the organiser shall prepare two copies of the list of dancers, which shows the order of dancing during the assessment. (See Appendix I).
- if there is not a complete set of dancers being assessed at a particular level, the organiser, in liaison with the course teacher, will provide dancers with suitable ability, to complete the set.
- send the order of dancing list to both the assessors, as far in advance of the date of the assessment as possible, and no later than 7 days before the day of the assessment in the case of a non-residential course or minimum of 24 hours in the case of a residential course. A note should be made against a dancer, who has a disability / impairment or whose is not a native English speaker.
- provide a steward or stewards to manage the entry and exit of the dancers at the venue and the starting time. Only one set of dancers should be in the assessment room at any one time.
- a copy of the order of dancing list should be given to the steward liaising on the day between the assessment room and the changing room.
- a copy of the order of dancing list should be posted in the changing room.
- Two rooms will be required:
 - [a] the hall in which the assessments will take place
 - [b] somewhere for the dancers to change and await their turn for their assessment.As entry to the assessment room will only be permitted for the assessments, it is important to ensure that there is easy access to the toilet and kitchen facilities without the need to enter the assessment room.

It is recommended that checks in advance are made on electricity-supply, lights, sockets and heating (whether metered or included with the hire-charge); ascertain who else may be in the building at the time of the assessments besides the dancers.

- Facilities of the room in which the tests will take place.
The following will be required:
 - [a] table and chairs for two assessors.
 - [b] a jug of water and glasses on assessors' table.
 - [c] suitable lighting over the table, if natural light is not available.
 - [d] chairs at the side of the room for the person working the music / musician, a steward and the course teacher.
- Music:
 - if **recorded** music is used, it will be necessary to arrange:
 - [a] all equipment including the CDs and someone to operate the equipment.
 - [b] a table positioned sufficiently apart from the assessor's table to ensure confidentiality but within reach of a power source.

if a **musician** is to play, it will be necessary to ensure:

- [a] that a suitable, tuned piano is available for use and unlocked if required or the musician brings their own instrument.
- [b] that other requirements such as chair, jug of water and glass, and nearby socket are available.
- [c] that the musician is positioned where he/she can see the dancers from the top of the set, whilst ensuring privacy for the assessors' table.

b. Responsibilities of the Director of a Residential School

- These will be the same as for the organiser of a course and subsequent assessment at the residential school.
- The appointment of the two assessors will be in collaboration with the Convenor of the Education and Training Committee.

c. Responsibilities of RSCDS Headquarters

- The Convenor of Education and Training Committee will appoint two assessors. The lead Assessor will be an Examiner, a Medal Test Assessor, a Tutor of the Teaching Certificate examinations or an Adjudicator. The second Assessor may be an experienced teacher from the local area.

the RSCDS Examinations Officer will provide the assessors with copies of the dancers Application forms (DAA-07a or DAA--07b) and the appropriate number of Assessment forms (DAA -06) and details of the venue.

- The RSCDS pays for the travel expenses of both assessors.

- The Examinations Officer will send out
 - i) the original Assessment results sheet (DAA – 06) to the individual dancer
 - ii) a copy of the original Assessment results sheet (DAA – 06) to the course teacher marked ‘ Confidential’.
 - iii) Results letter (DAA – 17) giving only the names of the dancers and their result to the organiser. The assessment sheets will not be sent to the organiser.
 - iv) a copy of the Assessment sheets(DAA-06) will be kept at Headquarters.
 - v) Certificate and results letter, as appropriate, to the individual dancers.

2. The Assessment

- a. In planning the timetable for the assessments the organisers shall
 - allow 12-15 minutes per couple for preparation and dancing time
 - allow a further 6-7 minutes for completion of paperwork for each dancer.
 - It is permissible for the final paperwork to be completed at a different venue from the assessment.
 - The organisers must consult with the assessors regarding the arrangements for completion of the paperwork, as this has to be done before the assessors depart for home.
- b. Details of the format of the assessment ~ please see DANCERS Section
- c. Only the following persons, other than the set of dancers, are permitted to be present during the assessment:
 - the teacher of the course
 - either the musician or the person working the music equipment.
 - a steward

They must sit within sight of the assessors but at a distance to preserve the confidentiality of the comments between the assessors.

These persons **must not prompt, coach or interfere** in any way with the assessment.

If behaviour is felt to be inappropriate, the lead assessor may request that they leave the room.

3. Cancellation

A dancer, who is unable to take the examination due to illness or other emergency after he/she has paid the assessment fee, may apply for a refund within two weeks of the event.

4. Fees and Expenses

- a. The fee for each dancer to be assessed shall be:
 - Members - £20 for each occasion at any level. A concessionary rate of £16 will apply to dancers 25 years and under at the time of assessment.
 - Non-members - £25 for each occasion at any level. A concessionary rate of £20 will apply to dancers 25 years and under at the time of assessment.
- b. The organisers are responsible for meeting all of the costs of venues, teacher and musician that may be incurred during the course preparation and for the assessment.
- c. The organisers will be responsible for meeting the costs of hospitality and, if required, accommodation for the assessors appointed by the RSCDS Headquarters.
- d. RSCDS Headquarters will be responsible for the travel costs of the assessors.
- e. Fees, due to the assessors for assessing, shall be met by the RSCDS Headquarters.

DANCERS SECTION

(This section should also be read by organisers for information)

Application to sit an assessment

Dancers should:

- Have access to the RSCDS Manual of Scottish Country Dancing 3rd edition May 2013 where instructions for all formations will be found
- Obtain a copy of the Dancing Achievement Award Syllabus (DA -01)
RSCDS Website link <https://www.rscds.org/article/dancing-achievement-award-daa>
- Send Application form (DAA-07a), if taking the assessment locally, to the organiser a *minimum of four weeks* prior to the assessment date.

For dancers wishing to be assessed at RSCDS Summer School in St Andrews, Application form (DAA- 07b) should be used and sent to the Examinations Officer. An application to attend Summer School must be submitted in the usual manner.

Preparation before attending the course

Dancers should learn *all* the prescribed formations and dances pertaining to the level to be assessed before their course begins.

The course

- Attendance is required at a course of a minimum of five hours duration, which will be followed by the assessment.
- The course is intended to bring the dancers together as a team, while 'polishing' the finer points of their performance in the steps, the formations and the dances at the particular level.

The Assessment

Each couple will be notified of the dances they are to be assessed on, after entry to the room.

The format for the assessment will be:

- 1st couple is given their dance and a few moments to talk through with the set. 1st couple do dance A, 2 x 32 bars, music stops and they slip to the foot of the set.
- Next couple is given their dance and a few moments to talk through with the set, while the assessors write notes on the previous couple. This couple does dance B, 2 x 32 bars, music stops and they slip to the foot of the set.
- Next couple is given their dance and a few moments to talk through with the set, while the assessors write notes on the previous couple. This couple does dance C, 2 x 32 bars, music stops and they slip to the foot of the set. This format is repeated until all the couples have danced a Jig, Reel and Strathspey as the leading couple.
- In the Very Advanced level, each couple will dance the Medley as the leading couple.
- In addition to dancing their prescribed dances, each couple will be asked to dance a Jig or Reel time and a Strathspey time formation, chosen by the assessors from the list appropriate to that level, from the Syllabus.

Only the following persons, other than the set of dancers, are permitted to be present during the assessment:

- the teacher of the course
- either the musician or the person working the music equipment.
- a steward

They must sit within sight of the assessors but at a distance to preserve the confidentiality of the comments between the assessors.

These persons **must not prompt, coach or interfere** in any way with the assessment. If behaviour is felt to be inappropriate, the lead assessor may request that they leave the room.

3. Cancellation

A dancer, who is unable to take the examination due to illness or other emergency after he/she has paid the assessment fee, may apply for a refund within two weeks of the event.

4. Fees and Expenses

- a. The fee for each dancer to be assessed shall be £20 (members) or £25 (non-members) for each occasion at any level. A concessionary rate of £16 (members) or £20 (non-members) will apply to dancers 25 years and under at the time of the assessment.
- b. The organisers are responsible for meeting all of the costs of venues, teacher and musician that may be incurred during the course preparation and for the assessment.
- c. The organisers will be responsible for meeting the costs of hospitality and, if required, accommodation for the assessors appointed by the RSCDS Headquarters.
- d. RSCDS Headquarters will be responsible for the travel costs of the assessors.
- e. Fees, due to the assessors shall be met by the RSCDS Headquarters.

Appendix I

The order in which the dancers will dance during the assessment

In the list, or the diagram, the top of the set should be at the foot of the page, for easy reference by the assessors, e.g.

4th woman	Deirdre Dunnet (not assessed)	4th man	Donald Dewar (sprained ankle during course)
3rd woman	Catriona Cowie	3rd man	Callum Campbell (non native English)
2nd woman	Bonny Banks	2nd man	Bob Beattie
1st woman	Annie Abernethy	1st man	Archie Anderson (hearing impairment)

TOP

If you have

- more than 4 couples, then extend the list to couples 5 and 6 etc.
- an odd number of dancers being assessed, then identify which dancer is not being assessed.
- couples that are not being assessed, then identify them.
- a dancer, who is a non-native English speaker then identify them, whether they are being assessed or not.
- a dancer with a permanent disability (e.g. deafness) or an injury then identify them and when the injury occurred.