

Notes on Duties of Depute-Director of Summer School

DUTIES

General

As well as carrying out all tasks allocated by the Director there are four main areas of duty:

1. organising Registration
2. organising the mixed-team dance demonstrations for the Younger Hall
3. organising the Examinations
4. deputising for the Schools Director in his/her absence or wherever required

Specific

1. Organising Registration

This entails:

- Some weeks before Summer School arranging a rota of helpers to guide newcomers to their rooms and explain briefly where to find some of the important rooms.
- Devising a timetable then contacting staff (including musicians) and regular attendees (by letter sent from HQ, normally April/May) to request their help for an allocated time-slot. (As there is normally a staff meeting at 5p.m. it is best to have non-staff cover that time-slot.) It is quite normal to have replies from fewer than half of those contacted, although most will turn up on time. [A sample timetable is attached – see A below.]
- On the day of registration having these helpers wait in the corridor outside the office ready to perform their duties. Registration is normally in peaks and troughs because of the times of public transport.
- Providing any other assistance to HQ staff as required.

2. Organising the mixed-team demonstrations for the Younger Hall

- [i] The musician who will be playing will already have been allocated. Liaise with the musician over the choice of dances (usually from any new publication but the choice is the depute-director's).
- [ii] Normally reels/jigs are danced four times through and Strathspey three times through
- [iii] Visit the first classes on Monday and Tuesday morning to select dancers for the team and advise them of the dances, the practice-schedule and venue (normally Tuesday, Wednesday and possibly Thursday afternoons and possibly at the Younger Hall on Thursday morning between classes).
- [iv] Obtain passes from HQ staff for the team and musician to gain entry to the Younger Hall dance.
- [v] Advise team members that if they have already purchased a ticket they should take it to the office, where it may be re-sold to another dancer.
- [vi] Ensure the Team outfits are suitable for the event. If the ladies are to wear white dresses ensure that these are provided - borrowed from others if required.
- [vii] The mixed-team demonstration usually takes place after the third dance on the Thursday-evening programme. Let the dancers dance the first dance as a warm-up then have them change and 'walk through' as necessary.

3. Organising the Examinations

- [i] Several weeks before Summer School find out from the Examinations Officer at HQ how many candidates are sitting each examination, and obtain copies of the examination documents X2X3-06 and X5-05 (*Guidance on Examination Procedures for Units 2, 3 and 5*) for information.
- [ii] At Summer School draw up an examination-timetable (as described in X2X3-06 and X5-05). [See draft Examination Schedule in B and C below]
- [iii] Discuss this timetable with the examiners who will be on duty, and adjust as necessary.

- [iv] Issue this timetable to HQ staff, examiners and tutors.
- [v] Ensure tutor provides HQ staff with the order in which candidates for Unit 2 will be dancing and for Unit 3 and Unit 5 the teaching order.
- [vi] Ask tutor to highlight any candidates with disabilities, injuries or who are non native English speakers.
- [vii] Ensure HQ staff provide examiners and tutor with a copy of the timetable with the candidates' names assigned against the times for Units 3 and 5. For Unit 2 the order of the candidates in sets.
- [viii] Ensure candidates receive their Unit 2 or 5 examination assignments 24 hours beforehand. Depute Director should keep a copy to know how many dancers are required for each candidate. 16 dancers if only two couple formations involved; 18 dances if a three couple formation is involved.
- [ix] Dancers attending Summer School are asked to tick a box on the application form if they are willing to participate as 'students' for examinations. Have these names put on a list with at least twenty or twenty four slots and post these lists on the notice-boards at the beginning of the examination week. Have the appropriate announcements made for volunteers to add names to the list and monitor as necessary. Having more than the required number of dancers means that a rota can be used if examinations are going to last all afternoon.
- [x] It is usual for at least one of the Intermediate and/or Advanced classes to be diverted to act as 'students' for the examination candidates. Liaise with the class teacher(s) to ensure that all dancers know what is happening. It is necessary to monitor numbers.
- [xi] Where more than one examination is taking place at the same time find an assistant who is sufficiently responsible to be able to organise one of the examination venues.
- [xii] If you are teaching, then organise a replacement for either the examinations or for your class, preferably the former.
- [xiii] The attached list details various responsibilities – if in doubt discuss with the Schools Director, HQ staff, Examiners or Tutors.
- [xiv] On the day ensure that you have sufficient dancers to act as 'students'. If there is any doubt then find replacements at least at breakfast on the day of the examination.
- [xv] Have 'Silence examinations in progress' signs displayed appropriately.

Notes:

- Examination Fees will be collected by the Tutor and passed to Office at a time agreed.
- Candidate-details will be obtained from office on Monday of examination week
- Class teachers will organise for 18 class members to meet outside the examination venue at 08.50, and a further 18 dancers to meet outside the examination venue at 11.00 on examination day.
- 'Free tea' is given to the group of volunteers meeting at 11.00
- Depute Director will organise refreshments for examiners at times to be agreed.
- Depute Director will organise for water and cups to be available for candidates.

A. Sample Timetable of Registration Duties

Sunday

15.00 – 16.00	A.N.Other 1	15.30 – 16.30	A.N.Other 4
	A.N.Other 2		A.N.Other 5
	A.N.Other 3		A.N.Other 6

This pattern is repeated for additional time slots. Up to 4 people can be selected for each time slot.

15.00 – 16.00	15.30 – 16.30
16.00 – 17.00	16.30 – 17.30
17.00 – 18.00	

B. Draft Examination Schedule for Unit 3

Examiners	Examiner 1		
	Examiner 2		
Tutor	Tutor Name		
Musician	Musician Name		
Teaching	Friday dd/mm in the Common Room (see proposed timetable)	Morning	09.00 – 13:00
		Afternoon	14.00 – 16:05

<i>CANDIDATE</i>	<i>TIME</i>	<i>CANDIDATE NAME</i>	<i>COUNTRY</i>
1	09.00		
2	09.40		
3	10.20		
	10.50	COFFEE BREAK	
4	11.10		
5	11.50		
6	12.30		
	13.00 – 14.00	LUNCH	
7	14.05		
8	14.45		
9	15.25		

Reminder Notes:

- Ten minutes have been allowed between each candidate . This could be cut to five minutes to allow a greater number of candidates in one day's sitting.

- 16 or 18 dancers from an Intermediate class will be required **ready to dance** at 08:50 and a further 16 or 18 **ready to dance** at 11.00.
- Similarly 16 or 18 volunteers will be required **ready to dance** at 13.55
- A responsible person will be allocated to ensure dancers are present and to ensure smooth change-over at times when Depute Director is teaching. This person will be given a copy of the 'running order' and finalised agreed timetable.
- **Unit 5 timetable** would be similar except that 45 or 50 minutes would be allowed between each candidate's start time.

C. Draft Examination Schedule for Unit 5
Any special circumstances should be noted

Candidate No.	Name	Country	Time	No. of dancers req'd
1			09.00 - 09.40	16/18
2			09.45 - 10.25	16/18
3			10.30 - 11.10	16/18
	Coffee Break		11.10 - 11.30	
4			11.30 - 12.10	16/18
5			12.15 - 12.55	16/18
	Lunch		12.55 - 13.45	
6			13.45 - 14.25	16/18
7			14.30 - 15.10	16/18
8			15.15 - 15.55	16/18
	Coffee Break		15.55 - 16.10	
9			16.10 - 16.50	16/18
10			16.55 - 17.35	16/18

The advanced classes will participate in the exams until lunchtimes with volunteers in the afternoon sessions