Timetable for Administration of Medal Tests

Please note that Tests must be booked using the Provisional Application Form (MT-03) a minimum of twelve weeks before the proposed date.

On receipt of an enquiry or application to run tests, Headquarters will send out the following:
1. the Syllabus for Medal tests for Young Dancers
2. general letter listing fees (MT-01)
3. Timetable for Administration of Tests (MT-02) [this document]
4. Provisional Application form (MT-03)
5. sample copy of the Assessment Sheet (MT-04)

A. No later than 12 weeks prior to the date of the tests:

Centres should return to HQ: **Provisional Application form** (MT-03) with full details of:
[a] proposed date of the tests (plus alternative date, where possible)
[b] contact-details of person in charge of organising the tests
[c] contact-details of person in charge on the day of the tests
[d] full details of the address of the venue where the tests will be held
[e] the grades to be tested with choice of dances and estimated number of candidates for each grade

As soon as possible thereafter HQ will send to the organiser of the tests:
[a] acknowledgement of receipt of Provisional Application form (MT-05)
[b] Final Application form (MT-06)
[c] Guidance on local arrangements for tests (MT-07)
[d] blank copies of List of Candidates forms (MT-08)
[e] confirmation of date of tests, and, if known at the time, name and contact-details of the assessor

B. No later than 4 weeks prior to the date of the tests:

Centres should return to HQ:
[a] **Final Application form** (MT-06) with appropriate fees
[b] **Completed List of Candidates form(s)** (MT-08)

HQ will then send to the organiser of the tests:
[a] **Assessment Sheet** (MT-04) **for each candidate** (with some spares)
[b] **Receipt of Fees form** (MT-09)
[c] **Organiser’s Report form** (MT-14)

*Please note that refund of fees is given only on proof of a valid reason for withdrawal.*
C. **TWO weeks prior to the date of the tests:**

HQ will send to the assessor:

[a] a copy of the Final Application form (MT-06)
[b] a copy of Guidance on Local Arrangements (MT-07) for information
[c] a copy of the completed List of Candidates form(s) (MT-08)
[d] Guidelines for Assessors (MT-11)
[e] an Assessor’s Report form (MT-12)
[f] a Claim for Expenses form (MT-13)

D. **Within two weeks of completion of the tests:**

The assessor should send to HQ:

[a] all completed List of Candidates form(s) (MT-08) showing results
[b] a completed Assessment Sheet (MT-04) for each candidate
[c] the completed Claim for Expenses form (MT-13)

E. **Within three weeks of completion of the tests:**

HQ will send to the organiser of the tests:

[a] copies of the completed Candidate List form(s) (MT-08) showing the results
[b] the original Assessment Sheet (MT-04) for each candidate

*Please note that certificates, medals and plaques, as appropriate, will follow at a later date.*

Please note that sometimes a newly-appointed assessor will be required to assess in conjunction with an experienced assessor. Organisers will be informed of any variations to the above procedures necessitated by that process.