

GUIDANCE ON LOCAL ARRANGEMENTS FOR MEDAL TESTS

1. Assessment Sheets (MT-04)

These should be prepared in advance by the organiser and handed to the assessor just before the tests begin. Each should show clearly:

- [a] the preferred name of the candidate, e.g. Sue for Susan
- [b] the grade of the test and the names of the dances in order of starting-place in the set
- [c] the candidate's identification number, if used

The final Assessment Sheets for each candidate, signed by the Assessor, will be sent out by HQ when the results are issued.

2. Disability / impairment of dancer at the time of the test

The assessors should be notified on arrival, of any disability or impairment a dancer may have.

This information should also be entered on form MT-08 List of Candidates. Examples of disability/impairment are deafness, limb impairment, dyslexia, temporary injury.

Strict confidentiality will be maintained.

3. Rooms

Two rooms will be required:

- [a] the hall in which the tests will take place
- [b] somewhere for dancers to change and await their turn for the test.

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 tests besides the candidates.

4. Facilities of the room in which the tests will take place

The following will be required:

- [a] table and chairs for assessor and scribe (if used)
- [b] jug of water and glasses on assessor's table
- [c] suitable lighting over the table, if natural light is not available
- [d] chairs at the side of the room for candidates' teacher and additional steward

5. Timing of tests

Ten minutes should be allowed per couple, i.e. 80 minutes will be required for 16 candidates

Allow extra time for setting up, warming up and clearing away.

(On occasion a new assessor may accompany an experienced assessor as part of the process of induction. If a probationary assessor is present, then extra time (up to an hour) will be required for the assessors to complete formalities.)

6. Music

A. If **recorded** music is used, it will be necessary to arrange:

- [a] equipment to play the tape/CD, and who is responsible for operation of the equipment
- [b] who provides the tape/CD
- [c] table to hold the equipment

B. If a **musician** is to play, it will be necessary to know:

- [a] whether the musician will bring his/her own instrument or, if a piano in the hall is to be used, that it is tuned and unlocked
- [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

7. Toilet facilities :

These should be accessible from the changing-room without passing through the room where the tests will be held. *It is wise to ascertain who else may be using the toilets apart from the candidates.*

8. Stewarding

There should be one person in overall charge.

There should be sufficient numbers of stewards depending on the number of candidates and layout of the building. *Remember to have stewards to escort candidates through the building to the toilets, if necessary, and to liaise between those in the room where the tests are held and those in the changing-room.*

In addition to the assessor and candidates' teacher, at all times a steward must be in the room where the tests will be held.

9. Timetable of order of dancing

The organiser should prepare a list of the running-order in which the candidates will dance in the set.

This list should be given to:

- [a] the assessor
- [b] the candidates' teacher
- [c] the steward liaising between the room where the tests are held and the changing-room.

It is advisable to post a copy on the wall of the changing-room.

10. Procedure

[a] only one set will be assessed at a time

[b] only one set should be in the room at any time.

[c] Introductory Award :

A Reel For Jeannie and Cumberland Reel ~ the music will stop after each repetition of the dance until all couples to be tested in the set have danced.

A chord will be played at the beginning and end of each 32 bars.

The Merry Reapers and Mr Michael Bear's Reel ~ the music will stop after each leading couple has performed the chosen dance twice.

A chord will be played at the beginning and end of each couple's turn.

[d] Grades One to Five inclusive: once each leading couple has performed the chosen dance twice the music will stop.

A chord will be played at the beginning and end of each couple's turn.

[e] Each dance should be completed by all candidates being assessed for the particular grade within that set before moving on to the next dance.

[f] If there is not a full set of dancers being assessed at the particular grade, then other dancers of an appropriate level (e.g. one grade above or below that being examined) may complete a set. If this is not possible and a greater differential in ability is unavoidable, this should be discussed with the Convenor of Education and Training and agreed in writing prior to the assessment. Dancers completing a set should dance as partners in supporting positions (ie. not as leading couple). They should take care not to provide an inappropriate level of help.

[g] All dancers in the set must be prepared to dance all dances, as supporting dancers at each level.

[h] Assessors will use their discretion in emergencies where a dancer has taken ill and no other dancer is available to complete the set apart from an adult. However, this adult must not be the class teacher and must not be related to any of the dancers in the set, who are being tested.