

**PROCEDURES FOR CONDUCTING THE EXAMINATION FOR
TEACHING CERTIFICATE PART 1 – UNIT 1**

- A. It is the responsibility of the **organiser** of the examination or, in the case of a sole candidate, the **invigilator** to ensure that:
- (i) the room where the examination is held is quiet and well-lit, and provides comfortable seating at desks or tables of a height appropriate for taking a written examination. Examinations are not allowed to be held in the home of a candidate.
 - (ii) there is no interruption from any source for the two-hour duration.
 - (iii) there is an accurate clock visible to the candidate(s).
 - (iv) immediately following the completion of the examination scanned copies of the completed answer-scripts of **all** candidates are made and are emailed along, with a copy of Section C of this document, duly completed, to RSCDS Examination Officer. If this is not possible, or the quality of the scanned copies is poor, answer-scripts should be photocopied and posted to RSCDS Examination officer and to the designated examiner (or translator*) by recorded delivery. Copies of the answer-scripts should be held by the organiser / invigilator until the candidates receive their results.
 - (v) copies of the completed answer-scripts are emailed to the designated examiner (or translator*) at the very earliest opportunity following the examination, as well as to examhelp@rscds.org. **Ideally, the answer-scripts should be emailed no later than the Monday immediately following the date of the examination.** Please note that candidates are not permitted to keep the question-paper at the time of the examination, but a copy of the question-paper is sent out later along with the notification of the result. The originals should be kept by the organiser until they are directed by HQ to destroy them.
- B. It is the responsibility of the **invigilator(s)** to ensure that:
- (i) just before the start of the examination the candidate(s) receive a printed copy of the examination paper.
 - (ii) if a computer is being used, that access to the internet is not available throughout the examination, and that there are no digital copies of any books, study-notes or materials relating to Scottish country dancing held on the computer.
 - (ii) during the examination no candidate is allowed (a) access to any books, study-notes or materials relating to Scottish country dancing; (b) communication with anyone else in the room; (c) extra time beyond the two hours' duration.
 - (iii) once copies have been made [see A (iv) above] immediately following the examination, the completed answer-scripts and **all** the question-papers are emailed to the examiner and/or translator* along with this Form duly completed.
 - (iv) the instructions detailed in the Society's Guidelines for Invigilators (X1-13) have been followed.

***NOTE: In cases where translation is to be undertaken for one or some - but not all - of the candidates, it will be necessary to separate the answer-scripts into two sets, each with its own copy of this Form. One set should contain the answer-scripts which do not require translation, and these must be emailed to the examiner immediately after the examination. The other set will be the answer-scripts which *do* require translation, and these should be emailed separately to the translator immediately after the examination along with the appropriate copy of this Form.**

Section C.

To be completed and signed *either* by the organiser and invigilator(s) where examinations are held at a Branch/centre or by the invigilator alone for an examination taken by a sole candidate:

I / we confirm that:

- (1) none of the invigilators:
 - is a relative of any of the candidates
 - is in a personal relationship with any of the candidates
 - lives with or shares the same home-address as any of the candidates
 - has been involved in any way in helping the candidates prepare for the examination
 - the invigilators are not in a personal relationship or share the same home address as each other

- (2) all the conditions set out in A. and B. overleaf were properly met for the conduct of the examination for Teaching Certificate Part I – Unit 1 at:

Venue:
(Please give **full** street address)

Time: Date:

If there was any occurrence which did not meet these conditions, please provide a brief description at the end of the form.

- (3) copies of the answer-scripts for all the candidates listed below have been made, together with the completed copy of Section C of this form and emailed to Headquarters and the examiner / translator.

- (4) answer-scripts (and question-papers) for the candidates listed below sent to the Examinations Officer and Examiner / Translator:

To the invigilator(s): please **print** the names of candidates below. Enter on a separate copy of this Form the name of any candidate whose answer-script is to be translated (see Note overleaf).

Name of candidate	Membership No.	Present	Absent

Invigilator (1): Invigilator (2):

Date: Date:

Organiser:

Date:

When completed, this Form should be sent with the answer-scripts and mailed to the designated examiner and/or translator*, or by recorded/registered delivery if by post.