

Teaching Certificate Part 1 – UNIT 2 and/or UNIT 3
GUIDANCE ON EXAMINATION PROCEDURES

(for examinations to be held at Branches and centres other than Summer School)

Please refer to the detailed instructions listed under “Assessment” in the RSCDS Examination Syllabus.

Please note that, while examiners’ expenses and fees are paid from central funds, arranging and covering the cost of their accommodation and meals are the responsibility of the Branch.

If it is necessary for examiners to be hosted overnight by a Branch, they should not be accommodated at the home of the course tutor, a candidate nor a close relative of a candidate.

If more than one examiner is hosted, each examiner should have their own bedroom.

Preliminaries

The minimum number of candidates to be presented for Unit 2 is six. If there are no candidates for Unit 2 and fewer than six candidates for Unit 3, examiner expenses will be shared between the Branch and the RSCDS on the following basis, unless prior permission to do otherwise has been obtained from the Education & Training Committee, or unless the minimum of six is made up by candidates for Unit 5 sitting at the same time:

	Branch share	RSCDS share
3 candidates	half	half
4 candidates	one third	two thirds
5 candidates	one sixth	five sixths
6 candidates	none	all

If there are fewer than 3 candidates, an examination cannot take place.

The forms, Candidate Application for Teaching Certificate Part 1 – Unit 2 and/or Unit 3 (X2X3-04), which candidates complete when applying for the course(s), must in the first instance be made available to the course **tutor**, the the forms, together with all fees, should then be sent to the Examinations Officer, examhelp@rscds.org, **no later than six weeks** in advance of the date of the examination. *Please include any forms of Application to Re-Sit (X2X3-05) at the same time.*

Candidates should have been supplied with blank copies of the Assessment and Result Forms X2-08 and/or X3-08 at the time of commencing the course so that they are familiar with the exact criteria upon which assessment is based.

The Examinations Officer will send the assignments to the organiser, who will issue them to the candidates. **Once the teaching-assignments for the examination for Unit 3 have been issued to candidates, no further contact between the tutor and the candidates is permitted.**

Please arrange that the class to be taught by the candidates at the time of the examination for Unit 3 *has available a minimum of eighteen dancers.*

For the examinations:

Unit 2

- at least two weeks before the start of the examinations the examiners should be provided with a written schedule of the order in which the candidates will dance. In the case of a residential course, at least 24 hours notice of the written schedule must be given.
- candidates may remind one another of the instructions between dances while the examiners are completing paperwork, but **no** reference to **written** instructions is allowed during the examination.

Unit 3

- at least two weeks before the start of the examinations the examiners should be provided with a written schedule of the order in which the candidates will teach. In the case of a residential course, at least 24 hours notice of the written schedule must be given.
- it is recommended that candidates provide three copies of the lesson-plan, one for each examiner and one for the tutor.

After the examinations

Time must be allocated for the examiners to complete the necessary documents and to hold discussion with the tutor. At least 20 minutes per candidate are required for completion of the assessment and preparation of the result-sheets. The sample schedule overleaf incorporates breaks which should allow the examiners to undertake initial work on that assessment at appropriate intervals throughout the process, but further time will be required at the end of the examinations. The discussion with the tutor will require additional time.

Hospitality Guidelines for Examiners and Co-ordinators

(For examinations held at Branches and centres other than Summer School)

Introduction

At the time application is made for an examination to take place at any Branch or centre, a co-ordinator should already have been designated and their name submitted to Headquarters. As it is essential that communication and co-operation is required among Headquarters, examiners and co-ordinator, throughout the planning of hospitality, contact details must be issued to all concerned. (E-mail address and telephone numbers)

As agreed by Headquarters, the examiners will require the following to be carried out throughout the tour or visit:

- Examiners should be given the name and contact details of whomsoever is meeting them. The address and telephone number of the initial accommodation will also be required. (Often asked for in transit)
- The examiners should be informed and given time to agree to accommodation selected on their behalf. Each examiner will require a separate bedroom. The accommodation chosen should be near the venue for the examination. (Walking distance if possible). An adjacent area must also be allocated for assessment purposes (Discussion between examiners) and consultation with the tutor.
- If travel is required to reach an examination venue, it is imperative that examiners are collected in sufficient time to arrive at least thirty minutes prior to the start of the examination.
- At all times throughout the tour, the co-ordinator is responsible for the organisation of meals at place of accommodation or a restaurant near the designated assessment area.

- If teaching sessions are requested, application should be made to the co-ordinator indicating the appropriate class levels and amount of teaching required.

Consideration must be given to organisation and transition from one venue, city or in some cases country. This should take into account all aspects of hospitality; time for travel, booking into new accommodation, rest and required meals, etc.

Once the above areas of hospitality have been considered and verified, the entire programme should then be formulated by the co-ordinator and submitted to the examiners for approval showing:

1. The format of the examination with starting times and breaks clearly identified, (coffee and lunch).
2. Assessment time (discussion between examiners and also with the tutor).
3. Detailed teaching requests.
4. All planned transitions, air, train, road with appropriate detailed travel times.
5. Meal times factored into throughout the tour or visit.

Sample Examination Schedule for Unit 3

<u>Branch/Centre:</u>	
Venue:	
Date of Examination:	
Examiners:	

Time	Candidate Name	Candidate number
9.30 a.m.	Mary Douglas	507
10.05 a.m.	Clemy Stewart	521
Break		
10.55 a.m.	Harriet Hope	543
11.30 a.m.	Lucy Campbell	592
Lunch		
1.15 p.m.	Johnny McGill	504
1.50 p.m.	Donald Bane	511
Break		
2.40 p.m.	Tibby Fowler	513
3.15 p.m.	Rory O'More	537
3.50 p.m.	Rachael Rae	522