

**Teaching Certificate Part 2 – UNIT 5
GUIDANCE ON EXAMINATION PROCEDURES
(for examinations to be held at Branches)**

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

Please also 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.

The Unit 5 course should be a minimum of 25 hours. Where a mixed level course is being run, covering both Unit 3 and Unit 5, the length of the course should be a minimum of 35 hours. Candidates must attend such a course before sitting the examination. **There should be a maximum period of four weeks between the end of the Unit 5 examination course and sitting the Unit 5 examination.**

Preliminaries

No. of candidates	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 2 – Unit 4 and Unit 5 (X4X5-03), which candidates complete when applying for the course, must be copied and made available in the first instance to the **mentor** and the course **tutor**, but the **originals** of all the forms should be sent to Headquarters **no later than 6 weeks** in advance of the date of the examination. *Please include any forms of Application to Re-Sit (X4X5-04) for Unit 5 at the same time.*

Candidates should have been supplied with a blank copy of the Assessment and Result Form (X5-07) at the time of commencing the course so that they are familiar with the exact criteria upon

which assessment is based. Please remind candidates that it is their responsibility to provide the tutor of the course for Unit 5 with a copy of the Unit 4 Assessment at the earliest opportunity.

Headquarters will send the assignments including the instructions for each dance, to the organiser, who will issue them to the candidates. Candidates are to receive their assignments 24 hours before the examination starts on a residential course and 3 days before on a non-residential course.

Once the teaching-assignments for the examination have been issued to candidates, no further contact between the tutor and the candidates is permitted.

Please arrange that the class to be taught at the time of the examination has available a minimum of eighteen dancers.

For the examinations:

- 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 the 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 30 minutes per candidate are required for completion of the assessment and preparation of the result-sheet. 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.

Once the above areas of hospitality have been taken into account 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 5

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

Time	Candidate Name	Candidate Number
9.30 a.m.	Mary Douglas	506
10.15 a.m.	Clemy Stewart	521
Break		
11.05 a.m.	Harriet Hope	508
11.50 a.m.	Lucy Campbell	513
Lunch		
1.40 p.m.	Johnny McGill	519
2.25 p.m.	Donald Bane	534
Break		
3.20 p.m.	Tibby Fowler	522
4.05 p.m.	Rory O'More	561
4.50 p.m.	Rachael Rae	533