



**EXAMINATION PROCEDURE**

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## TIME SCHEDULE FOR JAZZ GRADE EXAMINATIONS

\*Note: Please add 5 minutes between each group for processing of marking sheets and certificates.

	Time/Minutes	Number of candidates
<u>Preliminary</u>	<u>25</u>	<u>4 (max)</u>
<u>Primary</u>	<u>35</u>	<u>4 (max)</u>
Grade One	45	2
	<u>50</u>	<u>3 (max)</u>
Grade Two	45	3
	<u>60</u>	<u>4 (max)</u>
Grade Three	50	3
	<u>65</u>	<u>4 (max)</u>
Grade Four	50	2
	<u>65</u>	<u>3 (max)</u>
Grade Five	50	2
	<u>65</u>	<u>3 (max)</u>
Elementary	60	2
	<u>75</u>	<u>3 (max)</u>
Intermediate	60	2
	<u>75</u>	<u>3 (max)</u>
Advanced	60	2
	<u>75</u>	<u>3 ( max)</u>



## TIME SCHEDULE FOR TAP GRADE EXAMINATIONS

\*Note: Please add 5 minutes between each group for processing of marking sheets and certificates.

	Time/Minutes	Number of candidates
Preliminary	25	4 (max)
Primary	30	4 (max)
Grade One	20	2
	35	4 (max)
Grade Two	30	2
	45	3 (max)
Grade Three	30	2
	50	3 (max)
Grade Four	30	2
	50	3 (max)
Elementary	40	2
	60	3 (max)
Intermediate	45	2
	65	3 (max)
Advanced	45	2
	65	3 (max)

## TIME SCHEDULE FOR TAP MEDAL EXAMINATIONS

\*Note the times for processing papers and certificates has been calculated in for all medal times so 5 minutes in between groups **is not required.**

	Time/Minutes	Number of candidates
Junior Medals		
Pre-Bronze	10	4
Bronze	10	2
	15	3 (max)
Silver	15	2
	20	3 (max)
Gold	10	1
Senior Medals		
Bronze	20	1
Silver	20	1
Gold	20	1
Gold Star	25	1

## **TIME SCHEDULE FOR ACROBATIC EXAMINATIONS**

\*Note: Please add 5 minutes between each group for processing of marking sheets and certificates.

### **Number of students and time allotted for Acrobatic Examinations:**

Grade One    2 students – 10 minutes, 3 students – 15 minutes

Grade Two    2 students – 15 minutes, 3 students – 20 minutes

Grade Three   2 students – 20 minutes, 3 students – 25 minutes

Grade Four    2 students – 20 minutes, 3 students – 25 minutes

Medals        Bronze – 15 minutes, Silver – 20 minutes

Gold & Gold Star – 25 minutes

## **EXAMINATION SCHEDULE REQUIREMENTS**

**\*\*\*Note: Please allow one ten-minute break and one half-hour break for the Examiner when preparing the examination schedule.** (i.e. Two hours – 10 minutes. Three to four hours – 30 minutes.)

**The maximum length of an Examination session should not exceed more than eight (8) hours per day (i.e. 9am-5pm). This includes coffee breaks and a lunch break.**

When the Examiner has her break or lunch, please serve her refreshments on a tray, with a napkin and proper utensils available. Please do not serve her lunch in a paper bag.

**All students taking an examination must wear a pinned number on the front of them. Numbers must run in consecutive order, corresponding with their number on the student examination schedule. Please do not repeat numbers.** Acrobatic students should have their numbers tacked on instead of using pins. Please place pins at each end of the number to keep it in place. **Please notify the Examiner if any changes have been made prior to the examination.**

## **MUSIC**

1. Teachers entering students must supply their own music, and arrangements should be made for the Examiner to play the tapes or cd's.
2. **All music for Grades and Medals will be played by the Examiner, (2000) unless an Examiner requests a person to play the music (2010)**
3. **Please record music on separate tapes or cd's for each grade. Combinations where music is used must be recorded to correspond with the number of candidates. For example, 3 candidates – record music 3 times. (2000) CD's need only record the music once, but the order of the music must be clearly numbered for the Examiner. Ie. Track 1 – Plies, Track 2 – Tendues, etc. (2007)**
4. **Please provide a tape recorder, cd player, or audio system within comfortable reach of the Examiner, and please ensure it is in good working order. In the event of CDs that do not play correctly during an examination, ie. Skipping or jumping, the teacher will be called to provide an alternative. (2008)**
5. **The tape recorder, cd player, or audio system must have detachable speakers. (2000)**

## **EXAMINER'S TABLE**

- 1. Please provide a table large enough to accommodate the Examiner's marking papers & other papers pertinent to the examination. (2000)**
- 2. Table must be skirted, a suitable height, and without any rough edges underneath. (2000) Please ensure that the table has a HARD WRITING SURFACE. (2006)**
- 3. A suitable chair must be provided, preferably with arms. (2000)**
- 4. For the convenience of the Examiner, please provide Kleenex and water with an accompanying glass. (2000)**
- 5. Please be sure to cover all mirrors.**

## **EXAMINATION PREREQUISITES**

1. Students taking graded examinations should be encouraged to take them in order. A student successfully passing a graded examination may proceed to take the next grade. **A student may enter a maximum of two grades and/or medals per session IN EACH DISCIPLINE.** (Tap, Jazz, and Acrobatics)
2. **Students taking Senior Medal exams must take them in order.** Junior medal exams may be started at any level, but students will not be allowed to go back to lower medals. Ie. If a student starts with the Junior Silver Exam and passes, they will not be allowed to go back to take the Junior Bronze Exam.
3. **Students taking Elementary, Intermediate, and Advanced Tap must take them in order. These levels, however, are not compulsory. (2000)**
4. If a student fails any examination, they must wait six months before re-applying.
5. Students may take medal examinations without taking graded examinations.
6. Medal examinations should be at a performance level. The Examiner may ask for tap, jazz, or acrobatic steps to be performed singly.
7. **It is the Teachers' responsibility to ensure that students have passed the previous C.D.T.A. Medal before entering the next level.**
8. **Students taking the Gold Medal Examination must receive a mark of HONOURS to proceed to the Gold Star Examination. Acrobatic students must wait one year after receiving their Gold medal before they are allowed to enter their Gold Star examination.**
9. Students may not perform routines that they have used in earlier medal exams. Taking a previously danced routine and changing music, choreography and/or increasing the difficulty of steps is not acceptable.

10. **Routine should be choreographed for the age and ability of the student. The degree of difficulty of the routine should be appropriate for the exam being taken. Please refer to the required dance elements in your syllabus.**
11. A group routine can be used, but must be altered so that the student is showing a variety of steps with good use of arms and floor space.
12. Props may be used in routines, but must NOT take the place of steps.
13. Please check syllabus and abide by the requirements for length of routine.
14. A variety of steps from all previous grades should be included in the routine.
15. Specialty tricks in Acrobatic Examinations should be the same degree of difficulty as the examination being taken.
16. A [Senior Jazz Medals Compulsory Steps Selection Form](#) and/or [Teacher's Tap Combination Selection Form](#) must be filled out for each student. Teachers must submit these to the examiner in the order the students are taking their examinations the day of the exams. (2011)

## **DANCE ATTIRE**

1. **Grades: Hair in buns or braids. No wispy bangs, please.**
  
2. **Acrobatic: Bodysuit with stirrup or footless tights. Acro shoes may be worn.**  
**Tap: Bodysuit and tights. Boys: plain tee shirt with suitable pants or shorts**  
**Jazz: Bodysuit and tights. Boys: plain tee shirt with suitable pants or shorts.**
  
3. **Dance attire must be in good repair, with no runs in tights or holes in bodysuits. NO NYLONS PLEASE.**
  
4. **COSTUMES ARE TO BE WORN FOR MEDAL EXAMINATIONS. Please ensure that costumes are appropriate to routine, and up to performance standard. Acro candidates should enter their exam in body suit and tights, then change into costume for their routine.** Costumes are not required for Elementary, Intermediate or Advanced.
  
5. **No jewellery please.** (Only the smallest pierced earrings, if necessary). Marks will be taken off if jewellery is worn.
  
6. **Jazz running shoes are not acceptable footwear for any examination. (1999)**

**Please note: Jazz pants are not permitted for graded examinations for tap, jazz, or acrobatics.**

**Please note: Candidates WILL NOT be examined if proper attire is not worn. (2000)**

## **STUDENT CONDUCT**

1. Please remind students to acknowledge the Examiner with Good Morning, Good Afternoon, or Good Evening at the beginning of the exam, and Thank You when leaving.
2. Students are reminded not to talk, laugh, or move about when other students are demonstrating or answering questions.
3. Students waiting their turn to perform their routine must move back to the corner where the routine will begin and stand with their back to the student who is performing. When they are finished the routine, they must move to the corner or wall and stand with their back to the next performer.
4. Before leaving, all students must return to the centre of the room, thank the Examiner, curtsy or bow, and then exit quietly.