

**RULES AND REGULATIONS FOR ENTERING STUDENTS  
STAGE DIVISION  
AMATEUR GRADE AND MEDAL EXAMS**



1. The teacher of the examination students must be a member in good standing with the C.D.T.A. (All C.D.T.A. fees must be paid up to date.)
2. Non-member teachers will not be allowed to enter students for amateur Grade and Medal exams.

**ENTRY RULES FOR STUDENT EXAMINATIONS:**

3. Examination arrangements and **completed** entry forms are to be forwarded to your Examination Secretary. (2000)

*Kelly Close, CDTA BC Branch Examination Secretary  
Ballet, Modern, & Stage  
1432 Gabriola Drive Coquitlam, BC V3E 2B7*

4. The Examiner's schedule is very busy and in order to ensure examination dates you must send back the request for examination form with preferred dates and alternative dates. Please send back to the Examination Secretary by January 31st. If the form is not received in time, we cannot guarantee the requested dates. (2001)

5. **The entry form must be in the hands of the Examination Secretary six weeks prior to the examination date requested. A non-prorated late entry fee of \$25.00 per week will be charged if the fees are not in by the deadline.**

**PLEASE NOTE: An additional late fee of \$10.00 per examination will be charged for ALL individual late exam entries. (2002)**

6. All teachers must use proper and current forms available from the CDTA, either through the secretary or the website, [www.cdtabc.com](http://www.cdtabc.com). **There will be absolutely NO exceptions.** If these forms are not used, they will be sent back to the teacher for revision, and the applicable late entry fee of \$25.00 per week will be charged. (2006)

7. Student schedules must include proper name spelling and proper time allowed. If these are incorrect or not completed, they will be sent back to the teacher for revision, and the applicable late entry fee of \$25.00 per week will be charged. (2003)

8. Please ensure that you have registered your students correctly. Once they are registered, there are to be no substitutions of examination students or changes in levels. *Revised 3/18/2011*

9. Entry forms will not be accepted by fax or email. They must be mailed and include entry fees, or the entry form will be invalid.

10. Please make the cheque or money order payable to the Canadian Dance Teachers' Association, B.C. Branch, and send with your **completed** entry forms to the Examination Secretary. **CASH WILL NOT BE ACCEPTED.** (2000)

11. **NSF CHEQUES WILL BE ASSESSED BANK CHARGES OF \$20.00.**

12. Please print or type your entries. The C.D.T.A. B.C. Branch will not be responsible for any errors on certificates and result sheets if information is incorrect or illegible. (2000)

**13. Examination sessions must have a minimum of \$500.00 in town (the lower mainland), and \$700.00 out of town. If there are not enough students entering exams to cover these costs, the studio must pay the difference.**

**The surcharge fee of \$6.00 per examination entry is a separate fee from the Examination fee. (Please refer to the entry form.) The surcharge fee is to help cover the costs for transportation, meals and accommodation for the Examiner.**

14. Teachers and/or candidates may not state a preference for an examiner. The Examination Secretary will allocate Examiners. **PLEASE DO NOT CONTACT THE EXAMINER DIRECTLY. (2001)**

15. Teachers are not allowed in the examination room while students are taking their examination. **The exception is for the National Preliminary Jazz exam, where teachers are directed to be in the examination room during their students' exam. (2006)**

16. At the discretion of the Examiner, result sheets may or may not be left behind for the teacher. (2002) At the discretion of the Examiner, reports may be either computer generated or hand written. (2008)

17. Teachers are advised that the results of examinations are the property of the candidates. Certificates may not be tampered with in any way. Any change will render the certificate invalid.

18. Please allow six weeks before the return of examination papers and certificates. If the Examiner is unable to send them within this time frame, the member teacher will be notified. The result sheets will be sent as soon as possible.

19. The decision of the Examiner is final.

20. Candidates who fail to attend the appointed time forfeit the examination fee, with the exception of illness or accident. In this case, a doctor's certificate must be given to the *Revised 3/18/2011* Examiner at the time of the exam, or sent to the Examination Secretary within seven days from the date of the examination..

21. Further exceptions may be made at the discretion of the Examiner in the case of unusual circumstances, and provided that a letter giving details be sent by the candidate to the Examination Secretary within seven days from the date of the examination.

22. A fee of \$5.00, the surcharge, will be deducted from the refund fee for operating costs.

23. Refund cheques will be made payable to the member teacher, who will then be responsible for payment to the person involved.

24. A replacement fee of \$12.00 will be charged for certificates, badges or medals. This fee is waived if the printer, calligrapher, or examiner makes the error. (11/30/97)

25. As of January 1<sup>st</sup>, 2011, the National Jazz Syllabus, Preliminary through Advanced, and the National Tap Preliminary through Grade Three. Teachers may not use the old syllabus for these grades.

26. There is no longer a holdover policy. (1999)

27. Preliminary examinations will not receive a grading. They will receive a badge to avoid confusion with the present grading system. The term “Successful” or “Re-Try” will be used on the result sheet. (2000)

28. Any complaints must be sent **IN WRITING** to the Examination Secretary. (2001)