

Special examinations policy

1 Policy Statement

- 1.1 This document describes in general terms what special examinations are, when they occur, who can apply for them and who administers them. For further information on administrative procedures please see the document *Specials procedures UK* or contact relevant offices (Australia, Canada, New Zealand, South Africa, USA).

2 What is a special examination?

- 2.1 Specials are examinations that are scheduled outside regular exam sessions.
- 2.2 Special examinations can be requested for any date outside published session dates listed in an Applicant's area.
- 2.3 A minimum examining time is required for special examination sessions to ensure that they are financially viable. Contact the relevant office for details.
- 2.4 Special examinations are subject to a surcharge which reflects the additional cost in providing the service. In certain circumstances, Applicants may be required to cover the costs of part or all of the examiner's travel and accommodation arrangements. Contact the relevant office for further details.
- 2.5 Special examinations are offered subject to availability. While we will always do our best to accommodate all special examination entries, this cannot be guaranteed.
- 2.6 If a special examination session is requested that is more than one day long, any additional days must be consecutive to the initial date. These additional days are usually subject to a lower surcharge. If special examinations are requested and the days are non-consecutive, these are treated as separate sessions with applicable surcharges.

3 Who can apply for a Special examination?

- 3.1 Applicants resident in Australia, Canada, South Africa, New Zealand, UK and USA can apply for special examinations. This is because these countries have a large number of resident examiners and so extra allocation requests outside the published session dates can more easily be fulfilled.
- 3.2 As with any examination entry, a teacher registered with the Royal Academy of Dance (RAD) who is a current member must be listed on the entry form.
- 3.3 Applicants requesting special examinations should contact the relevant national office.
- 3.4 More than one school can participate in a special examination, in which case the normal requirements for joint examination entries will apply.

4 Requesting a special examination session

- 4.1 Requests for special examinations have various 'closing dates'. Contact the relevant office for more details.

5 Allocating an examiner for a special examination session

- 5.1 Once a request for a special examination session is received, the relevant RAD staff member will liaise with the Examinations Resources Manager or relevant national office to allocate an examiner.
- 5.2 **Information about examiners allocated to a special by an office outside the UK must be sent to the Examinations Resources Manager at HQ. This provides the Examinations Resources Manager with a comprehensive overview of worldwide examiner commitment.**

6 Administrative procedures (see *Specials Procedures UK* for further details or contact the relevant national office)

- 6.1 Special examinations are administered by various examinations officers/staff as appropriate to the country.
- 6.2 The procedures for entry and scheduling are the same as for exams in regular published sessions.
- 6.3 Results for special examinations are treated in the same way as other examination results, and will be issued no later than four weeks after the last exam date of the special examination session.
- 6.4 If an Applicant wishes to cancel the special examination session, they should contact the relevant office as soon as possible. Particular timeframes and cancellation charges may apply.
- 6.5 In certain circumstances, Applicants may be required to organise part or all of the examiner's travel and accommodation. Contact the relevant office for more details.

7 Monitoring and review

- 7.1 The *Special examinations policy* is monitored by the Examinations Strategy and Operations Committee.
- 7.2 The policy is reviewed on an annual basis and is signed off by the Director of Examinations as Chair of the Examinations Strategy and Operations Committee.

Policy Adopted Date: September 2016

Policy Review Date: July 2017

Circulation:

- Examinations Department
- National offices for Australia, New Zealand, Canada, USA and South Africa
- UK Regional Managers
- RAD examiners
- Relevant RAD websites



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