

## Rules and Regulations for Entering Students

### Ballet, Modern, and Stage Divisions

#### Amateur Grade and Medal Exams

1. The teacher of the examination students must be a member in good standing with the CDTA BC Branch. Non-member teachers are not allowed to enter students for amateur grade and medal exams.
2. Examination arrangements and completed entry forms are to be forwarded to the Examination Secretary. (2015)

Sandi Wadden

[balletexamsecretary@cdtabc.ca](mailto:balletexamsecretary@cdtabc.ca)   [modernexamsecretary@cdtabc.ca](mailto:modernexamsecretary@cdtabc.ca)

[stageexamsecretary@cdtabc.ca](mailto:stageexamsecretary@cdtabc.ca)

5472 Marine Ave.

Powell River, BC V8A 2L8

Please refer to the “contact us” page on the CDTABC website to ensure you use the most current information.

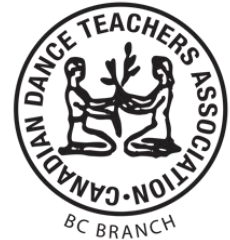
3. All teachers must use the proper and current forms which are available for download on the CDTABC website ([www.cdtabc.ca](http://www.cdtabc.ca)) or through the Examination Secretary. **There will be NO exceptions.** If the correct forms are not used, they will be sent back to the teacher for revision and the applicable late fee will be charged. (2006)
4. The Examiners' schedules are very busy and in order to ensure examination dates the request for examination form complete with the preferred dates and alternative dates must be returned. The Request for Examination Form must be returned a

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minimum of TWELVE WEEKS prior to the requested dates. If the form is not received in time, we cannot guarantee the requested dates. (2001, revised 2019)

5. The Entry Form must be received by the Examination Secretary a minimum of EIGHT WEEKS prior to the exam date. A non-prorated late entry fee of \$100.00 per week will be charged if the forms and fees are not in by the deadline. Your session may be refused if entries are received more than FOUR weeks past the deadline. (revised 2019)
6. PLEASE NOTE: An additional late fee of \$10.00 per examination will be charged for all individual late exam entries. (2002)
7. Student Schedules must include proper spelling of names and proper time allowed. If these are incorrect or not completed, the forms will be sent back to the teacher for revision, and the applicable late fee will be charged. (2003)
8. **Please ensure that you have registered your students correctly. Once they are registered, there are to be no corrections or changes. (revised 2019)**
9. Entry forms will be accepted by email or post. Exam fees can be mailed or e-transferred and must be received before the eight-week deadline. (revised 2019)
10. Please make cheques or money orders out the CDTA (BC Branch). E-transfers are preferred and can be sent to [cdtabcreceivables@gmail.com](mailto:cdtabcreceivables@gmail.com). CASH WILL NOT BE ACCEPTED. Completed entries should be sent to the Examination Secretary. (2000, revised 2019)
11. NSF CHEQUES WILL ASSESSED BANK CHARGES OF \$20.00.
12. Please print or type your entries. CDTA (BC Branch) will not be responsible for errors on certificates or report sheets if the information is incorrect or illegible. (2000)
13. **Examination sessions must be a minimum of \$1,000.00 for Ballet and Stage and \$700.00 for Modern. If there aren't enough students entering exams to cover these costs, the studio must pay the difference.**



14. **The surcharge fee of \$10.00 for all disciplines per examination entry is a separate fee from the examination fee. (Please refer to the entry form.) The surcharge fee is to help cover travel expenses for the examiner.**
15. 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)
16. Teachers are not allowed in the examination room while students are taking their examination. **The exceptions for this are the National Preliminary Jazz and Tap exams and National Ballet and Modern Junior levels where the teacher directs the examination. (2006, revised 2019)**
17. The reports, certificates, and results sheets will be left behind at the conclusion of exams. (2018)
18. 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.
19. The decision of the Examiner is final. No communication, verbal or written, can be entered into concerning the examination results with the Examiner or the Examination Secretary.
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 Examiner at the time of the exam or sent to the Examination Secretary within seven days from the date of 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 \$10.00, the surcharge, will be deducted from the refund for operating costs. Refund cheques will be made payable to the member teacher, or candidate's studio, who are then responsible for payment to the person involved.
23. A replacement fee of \$15.00 will be charged for certificates, badges, or medals. The fee is waived if the printer, calligrapher, or examiner makes the error. (1997)
24. 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)
25. Any complaints must be sent IN WRITING to the Examination Secretary. (2001)
26. Exam sessions may be booked February 1 through May 31 and September 1 through November 30, any sessions outside of these dates will have a \$1,500.00 minimum and will pay a surcharge of \$12 per candidate due to the higher cost of travel during peak months (effective Sep 2019). (2019)

### **Examination Schedule Requirements**

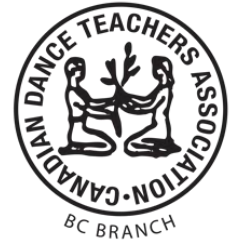
**Note: Please allow two ten-minute breaks, one in the morning and another in the afternoon, and one half-hour lunch break for the Examiner when preparing the examination schedule.** (i.e. Two hours – 10 minutes, three-four hours – 30 minutes, Six hours – 10 minutes)

**The maximum length of an Examination day should not exceed eight hours (i.e. 9am-5pm). This includes breaks.**

When the Examiner has her break or lunch, please serve her refreshments on a tray, with a napkin, and proper utensils. 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 pinned. Please secure each end of the number to keep it in place.



**Please notify the Examiner of any cancellations prior to the examination. Please do not change the numbers as listed on the schedule due to cancellations.**

### **Music**

1. Teachers entering students must supply their own music and arrangements should be made for the Examiner to play it on CD or laptop or tablet. Teachers should have a back-up copy of the music in case of technical issues.
2. For Stage all music for Grades and Medals will be played by the Examiner, (2000) unless an Examiner requests a person to play the music. (2010) For Ballet, all music is available on CD. Please refer to the website for information on how to order.
3. Please record music on a separate CD for each Grade. (2000) CDs need only record the music once, but the order of the music must be clearly numbered for the Examiner (i.e. Track 1 – Plies, Track 2 – Tendus, etc.). (2007) If a playlist is being used on a tablet or laptop, please clearly label each playlist and track and thoroughly review procedures with examiners. Any security features should be turned off or examiners should be provided with passwords to access the files. Auxiliary cables for tablets and laptop connection to the audio system should be provided whether using CDs or not as examiners often use a device for improvisations. (2019)
4. Please provide an 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 (i.e. skipping or jumping) the teacher will be called to provide an alternative. (2008) If the examiner prefers to have the music played by an individual, they must be behind a screen and not in view the students. This individual must not partake of food or drink or use a mobile device during examination times. They are to leave the room during examiner breaks.
5. The audio system will preferably have detachable speakers. (2000, revised 2019)

### **Examiner's Table**

1. Please provide a table large enough to accommodate the examiner's marking papers and other papers pertinent to the examination. (2000) Please put detailed notes regarding the music for the exam (i.e. the exercise name, length of the introduction, length of the exercise, if it turns to the second side or if the music needs to be restarted for the second side, etc.), the combinations being shown for tap grades, the tricks being shown in acrobatic exams, and the compulsory steps for senior medal exams on the examiner's table prior to exams. (2019)
2. A bell must be provided that will be rung by the examiner for the entrance of exam candidates. The bell must be loud enough for students to hear.



3. The 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)
4. A suitable chair must be provided, preferably with arms. (2000)
5. For the convenience of the examiner, please provide Kleenex and water with an accompanying glass. (2000)
6. 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, Acrobatics, Ballet, and Modern)
2. Students taking Senior Medals exams must take them in order. Junior Medals exams may be started at any level, but students will not be allowed to go back to lower medals. (i.e. If a student starts with the Junior Silver Medal exam and passes, they will not be allowed to go back to take the Junior Bronze Medal exam.)
3. Students taking Elementary, Intermediate, and Advanced exams 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. Senior Medal examinations should be at a performance level. The Examiner may ask for any terminology skill to be performed singularly.
7. It is the Teacher's responsibility to ensure that students have passed the previous CDTA Medal before entering the next level.
8. Students taking the Senior Gold Medal Examination must receive a mark of HONOURS to proceed to the Senior Gold Star Examination. Acrobatic students must wait one year after receiving their Gold medal before they are allowed to enter the Gold Star examination.
9. Students may not perform routines that they have used in earlier medal exams. Taking a previous DANCE and changing music, choreography, and/or increasing the difficulty of steps is not acceptable.
10. Dance Routines should be choreographed for the age and ability of the student. The degree of difficulty of the dance should be appropriate for the exam being taken. Please refer to the required dance elements in your syllabus.
11. A group dance 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 dances but must NOT take the place of steps. For Ballet Badge/Enrichment exams, props should be brought into the room and placed on the floor upon entry.



13. The number of bars required for a dance does not include the entrance and exit steps. The suggested length for dances for the following exams are:
  - Primary to Grade One – 1 minute minimum
  - Grade Two, Three, and Four – 2 minutes minimum
  - Major Grades & Medals – 2.5 minutes minimum
14. A variety of steps from all previous grades should be included in the dance.
15. Specialty tricks in Acrobatic Examinations should be the same degree of difficulty as the examinations being taken.

### **Dance Attire for all Dance Disciplines**

1. Grades: Girls – Hair in a bun or braids. No wisp bangs, please.
  - Ballet: Short or long sleeve black bodysuit. Pink ballet tights and shoes. Ribbons optional, but must be tied correctly, no bows. Hair preferably in a bun. No flowers or bows in hair. Short skirts may be worn for Preliminary Badge.
  - Jazz, and Tap: Black bodysuit and tights. No jazz pants.
  - Acrobatic and Modern: Black bodysuit with stirrup or footless tights. No jazz pants. Acro shoes may be worn for acro. Bare feet for modern.
2. Grades: Boys –
  - Ballet: White T-shirt, black tights, black shoes.
  - Jazz, Tap, Acrobatic, and Modern: White T-shirt with suitable black shorts or pants.
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 STAGE SENIOR MEDAL EXAMINATIONS.** Please ensure costumes are appropriate to routine and up to performance standard. Acro candidates should enter their exam in bodysuit 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.) Medical bracelets may be worn. Marks will be taken off if jewellery is worn.
6. 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.

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3. Students waiting their turn to perform their dance must move back to the corner where the dance will begin and stand with their back to the student who is performing. When they are finished the dance, 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, curtsey or bow, and then exit quietly.

**Timings**

Teachers are to schedule 5 minutes between exams to allow for processing of certificates.

**Jazz & Tap:**

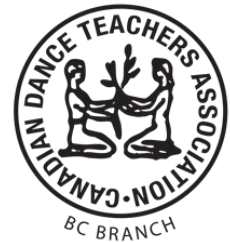
<b>Preliminary</b>	2-3 students	15 minutes	4 students	20 minutes
<b>Primary</b>	2-3 students	25 minutes	4 students	30 minutes
<b>Grade One</b>	2 students	30 minutes	3 students	40 minutes
<b>Grade Two</b>	2 students	40 minutes	3 students	50 minutes
<b>Grade Three</b>	2 students	45 minutes	3 students	50 minutes
<b>Grade Four</b>	2 students	45 minutes	3 students	50 minutes
<b>Elementary Jazz</b>	2 students	50 minutes	3 students	60 minutes
<b>Intermediate Jazz</b>	2 students	55 minutes	3 students	65 minutes
<b>Advanced Jazz</b>	2 students	60 minutes	3 students	65 minutes
<b>Elementary Tap</b>	2 students	45 minutes	3 students	50 minutes
<b>Intermediate Tap</b>	2 students	55 minutes	3 students	60 minutes
<b>Advanced Tap</b>	2 students	65 minutes	3 students	70 minutes
<b>Jr. Medals</b>	2 students	15 minutes	3 students	20 minutes
<b>Sr. Medals - Bronze</b>	1 student	25 minutes		
<b>Silver</b>	1 student	25 minutes		
<b>Gold</b>	1 student	25 minutes		
<b>Gold Star</b>	1 student	30 minutes		

**Acro:**

<b>Grade One</b>	1-2 students	10 minutes	3 students	15 minutes
<b>Grade Two</b>	1-2 students	15 minutes	3 students	20 minutes
<b>Grade Three</b>	1-2 students	20 minutes	3 students	25 minutes
<b>Grade Four</b>	1-2 students	20 minutes	3 students	25 minutes
<b>Bronze</b>	1 student	15 minutes		
<b>Silver</b>	1 student	20 minutes		
<b>Gold</b>	1 student	25 minutes		
<b>Gold Star</b>	1 student	25 minutes		



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**Ballet:**

<b>Preliminary Badge</b>	2-3 students	20 minutes	4 students	30 minutes
<b>Primary</b>	2-3 students	30 minutes	4 students	40 minutes
<b>Grade One</b>	2-3 students	40 minutes	4 students	50 minutes
<b>Grade Two</b>	2-3 students	50 minutes	4 students	60 minutes
<b>Grade Three</b>	2-3 students	60 minutes	4 students	70 minutes
<b>Grade Four</b>	2-3 students	60 minutes		
<b>Grade Five</b>	2 students	75 minutes		
<b>Intermediate</b>	2 students	90 minutes		
<b>Advanced</b>	2 students	90 minutes		
<b>Enrichments – Primary</b>	2-3 students	20 minutes	4 students	30 minutes
<b>Grade One</b>	2-3 students	20 minutes	4 students	30 minutes
<b>Grade Two</b>	2-3 students	20 minutes	4 students	30 minutes
<b>Grade Three</b>	2-3 students	20 minutes	4 students	30 minutes
<b>Grade Four</b>	2-3 students	60 minutes		
<b>Grade Five</b>	2 students	30 minutes		
<b>Intermediate</b>	1 student	15 minutes		
<b>Advanced 1</b>	1 student	15 minutes		
<b>Advanced 2</b>	1 student	15 minutes		

**Modern:**

<b>Grade One</b>	1-2 students	50 minutes	3-4 students	60 minutes
<b>Grade Two</b>	1-2 students	50 minutes	3-4 students	60 minutes
<b>Grade Three</b>	1-2 students	50 minutes	3-4 students	60 minutes
<b>Grade Four</b>	1-2 students	50 minutes	3-4 students	60 minutes