

Application for Appointment as Examiner

Process for appointing new examiners

Teachers who have been qualified for at least 10 years and who wish to apply to become an RSCDS examiner should complete this form giving as much information as possible. For example, applicants should state when they started tutoring, how many students were in each course, pass rates, etc.

Applications should provide the contact details of two referees who have agreed to provide confidential written information in support of the application. It is acceptable for the two referees to be from the same category. The referees should be:

- a. A current or former RSCDS examiner, or
- b. A current member of the Education and Training Committee, or,
- c. An RSCDS teacher who has been fully qualified for at least ten years

Selection criteria for Examiners

Except in unusual or special circumstances the applicant will be expected to show that they have tutored at least **one** Unit 2, Unit 3 **and** Unit 5 course. Co-tutoring will be treated in the same way as sole-tutoring. If the tutoring experience was of a combined Unit 2/3 and Unit 5 course, applicants will be expected to show that they have tutored or co-tutored **two** combined courses. Involvement in Unit 1 or Unit 4 is not part of the requirements and is not considered relevant tutoring.

Successful applicants will show that since gaining certification and within the last ten years, they have taught continuously a broad range of Scottish country dance classes at a variety of levels.

Experience in the other categories listed will be taken into consideration but is not necessarily regarded as essential.

At least some of the following experience is desirable:

- Teaching at Schools, weekend and/or day courses organised by the Society, its branches or other organisations
- CTI Trainer (Core Training for Instructors)
- RSCDS Medal Test Assessor
- Adjudicating at festivals
- Other relevant Continuing Development experience

Selection process

All applications received will be considered by a sub-committee panel of the Education and Training Committee, comprising:

1. The Convenor of Education and Training (E&T) Committee or Convenor-elect or the Society Chairman
2. One examiner from E&T Committee
3. One other examiner (not necessarily from E&T Committee)
4. Two other members of E&T who are not examiners

No person applying to be an examiner, nor their referees, may be a member of the sub-committee. The assessment by the panel will be based on the information provided in the Application Form and in the two confidential references.

The names of those recommended by the panel for provisional appointment will be put to the Education and Training Committee and will be submitted to the Management Board, whose decision is final.

Period of Provisional Appointment

Provisionally-appointed examiners will be invited to attend a short induction course and will be regarded as being “on probation” until the following criteria have been met:

- They will have examined with at least two different examiners.
- They will have examined Units 2,3, and 5 at least once for each Unit
- The experienced examiners will give verbal feedback to the probationary examiner on each occasion and complete a brief written evaluation which will be discussed with the probationary examiner before being submitted to the Convenor of the Education & Training Committee.

If any evaluations are unsatisfactory, an extension of the probationary period will be required. After an extension of the probationary period, if the performance of the examiner is still unsatisfactory the appointment may be terminated.

Once the probationary examiner has successfully completed the probationary period the Education & Training Committee will be informed. This will be reported to the Management Board with a recommendation that a formal letter of appointment be issued.

Duration of Appointment

New examiners will be appointed for a period of ten years from the date of formal appointment. The appointment may be renewed at the end of that term in accordance with current regulations at the discretion of the Education & Training Committee and ratified by the Management Board, whose decision is final.

Basic Information of Applicant

(The table will expand as information is entered into the boxes)

Name:
Address:
Telephone:
Email:
Branch:
Membership number:
Year of receiving Teaching Certificate:

Contact Details of Referee No. 1

Name:
Address:
Telephone:
Email:
Branch:
Position (see a,b,c above):

Contact Details of Referee No. 2

Name:
Address:
Telephone:
Email:
Branch:
Position (see a,b,c above):

Experience over the past 10 years

Tutoring (including number of candidates presented and passed):
Tutor training courses completed:
Shadowing another tutor:
CTI Trainer (including number of instructors completing the course):
Assessing (Medal Tests or DAA):
Adjudicating (festivals):
Teaching classes – weekly or other:
Teaching at Day Schools, Weekend Schools or Schools of longer duration:
Attending workshops and weekend or other schools:

Signature of Applicant

Date

Insert 'x' to confirm your name & date and the electronic submission of the application form.

Please return the completed form to the RSCDS Education and Training Committee
Convenor at eandt@rscds.org