

WHAT TO DO IF....

If a candidate is injured before the Examination, prior to the course, or has a long-term injury or disability, see *Guidelines for Examiners, Tutors and Dancers concerning injured candidates in Guidelines for Examiners*.

1. If a candidate is injured during the examination

- Stop the exam, note time and use common sense.
- One examiner goes to see the candidate with the tutor and assesses the situation.
- The other examiner speaks to the volunteer dancers and musicians to reassure them, and ensures that they all know what they should do, either stay in the room or leave the room.
- Ask the tutor to send for the examination centre's organiser, if that is a different person. The examination centre's organiser is responsible for organising any medical attention required, and should enter a report in the accident book for the premises, if any.
- After the examiners have had a quick discussion between themselves and the candidate, the candidate may choose to
 - a) continue immediately.
Examiners ensure the musicians and volunteer dancers are ready as well. Restart the clock and let the candidate finish.
 - b) to take a break and defer until later in the same examination session.
This allows the injured candidate time to assess their injury, and to decide whether to continue or withdraw. If the injured candidate chooses to continue, they should restart the examination lesson at an appropriate point, not starting from the beginning. Restart the clock.
 - c) to withdraw from the examination.
Withdrawing at this point is not an unsuccessful result, and does not count as one of the three permitted attempts to pass.

The decision to carry on, defer, or withdraw must be the candidate's and noted as that. Ensure the candidate understands that if they continue and the injury prevents them from dancing or teaching up to standard, an unsuccessful result on the exam cannot be excused because of the injury or blamed on the examiners.

- Candidates who are unable to take the examination due to illness or other emergency may withdraw with no penalty and apply for a refund of examinations fees within two weeks of the event. (See *Syllabus ~ Resit sections in Units 1, 2, 3 and 5*)
https://www.rscds.org/sites/default/files/syllabus_sep_2019_effective_from_1st_march_2020.pdf

- Write an account of the incident and forward with the Examiners' Report to the Examinations Officer.

2. Candidate has a disability

- Candidates must notify the Examinations Officer of their disability at the time of their application. The Convenor of Education and Training will consider each case individually and make a ruling. Both of the Examiners and the candidate will then be informed of the ruling.
- Because of this advance notice, examiners may choose to set an examination assignment that will permit a Unit 3 or 5 candidate to teach to the best of their ability, or a Unit 2 candidate to dance to the best of their ability. For example, a candidate who is recovering from an ankle injury, or who is in the final trimester of pregnancy and who cannot dance up to tempo in reel or jig, may be set a strathspey teaching assignment rather than quick time, or to dance as first couple a Unit 2 dance that does not have eight consecutive bars of pas de basque. They could then be asked to dance an 8 bar pdb formation during the exercises at the end. However, there is no other "allowance" for substandard dancing due to a disability. See *Guidelines for Examiners, Tutors and Dancers concerning injured candidates* for other accommodations.

3. Dancing Volunteer is injured during the Exam

- Stop the exam, note time and use common sense.
- One examiner goes to see the dancer and assesses the situation.
- Ask the tutor to send for the examination centre's organiser. The examination centre's organiser is responsible for organising any medical attention required. The examination centre's organiser should deal with the injured dancer, and enter the report in the accident book for the premises, if any.
- The other examiner speaks to the candidate to reassure them.
- Ensure volunteer dancers know what examiners wish them to do, either stay in the room or leave the room.
- Minor injury ~ If an injured dancer can leave the room quickly, get a replacement in and after chatting with the candidate continue the examination.
- Serious injury ~ Examiners may wish all to have a break. Allow the candidate to restart the examination at an appropriate point. If the candidate is shaken, then discuss whether the candidate continues or the next candidate comes in and the candidate whose lesson was interrupted comes back later.
- The decision to carry on or defer must be the candidate's and noted as that. **See the fifth bullet in section (a) above.**
- Write an account of the incident and forward with the Examiners' Report to the Examinations Officer.

4. Insufficient volunteer dancers

- Candidates are permitted to dance only after they have completed their own examination.
- Where volunteer dancers do not arrive due to illness or travel incidents, the examiners will discuss with the organiser and tutor the best way forward using common sense.
- Note the circumstances and include in the Examiners' Report to the Examinations Officer.

5. Musician is unavailable at the start of the Examination

- Delay the start and get another musician if possible
- Delay the start and use recorded music
- If using recorded music make allowances for flow/pace of lesson as appropriate
- Include a report in the Examiners' Report form

6. Musician becomes unavailable during the Examination

- Stop the examination, note time and use common sense.
- One examiner goes to see the musician and assesses the situation.
- Ask the tutor to send for the examination centre's organiser.
- The other examiner speaks to the candidate and the dancers to reassure them.
- Use recorded music or another musician if available
- Examiners may wish all to have a break. Allow the candidate to restart the examination at an appropriate point. If the candidate is shaken, then discuss whether the candidate continues or the next candidate comes in and the candidate whose lesson was interrupted comes back later.
- If using recorded music make allowances for flow/pace of lesson as appropriate.
- Include a report in the Examiners' Report form.

7. Tutor is unavailable

- The examination will go ahead, as the tutor has no input while the candidates are teaching. After the exam, the examiners may ask tutors to clarify a point in the candidates' teaching or dancing, to determine if that is the way they were taught to do it.
- If unable to speak with the tutor after the exam, the examiners may send written feedback if there was something in the candidates' dancing or teaching that examiners wish to comment on generally for future tutoring. Do not include notes on specific candidates' performance, as that is included in the notes on the exam results forms.

8. **Who can witness the Examination?**

- The two examiners;
- The tutor or tutors;
- Musician or person working the music equipment;
- The interpreter;
- Volunteer dancers required for the particular lesson;
- A candidate standing in to demonstrate for an injured candidate.
- No observers are permitted.