

Timetable for Administration of Medal Tests

Please note that Tests must be booked using the Provisional Application Form (MT-03) a minimum of twelve weeks before the proposed date.

On receipt of an enquiry or application to run tests, Headquarters will send out the following:

- [1] the Syllabus for Medal tests for Young Dancers
- [2] general letter listing fees (MT-01)
- [3] Timetable for Administration of Tests (MT-02) [this document]
- [4] Provisional Application form (MT-03)
- [5] sample copy of the Assessment Sheet (MT-04)

A. No later than 12 weeks prior to the date of the tests:

Centres should return to HQ: **Provisional Application form** (MT-03) with full details of:

- [a] proposed date of the tests (plus alternative date, where possible)
- [b] contact-details of person in charge of organising the tests
- [c] contact-details of person in charge on the day of the tests
- [d] full details of the address of the venue where the tests will be held
- [e] the grades to be tested with choice of dances and **estimated number of candidates** for each grade

As soon as possible thereafter HQ will send to the organiser of the tests:

- [a] acknowledgement of receipt of Provisional Application form (MT-05)
- [b] Final Application form (MT-06)
- [c] Guidance on local arrangements for tests (MT-07)
- [d] blank copies of List of Candidates forms (MT-08)
- [e] confirmation of date of tests, and, if known at the time, name and contact-details of the assessor

B. No later than 4 weeks prior to the date of the tests:

Centres should return to HQ:

- [a] **Final Application form** (MT-06) with appropriate fees
- [b] **Completed List of Candidates form(s)** (MT-08)

HQ will then send to the organiser of the tests:

- [a] **Assessment Sheet** (MT-04) for each candidate (with some spares)
- [b] **Receipt of Fees form** (MT-09)
- [c] **Organiser's Report form** (MT-14)

Please note that refund of fees is given only on proof of a valid reason for withdrawal.

C. TWO weeks prior to the date of the tests:

HQ will send to the assessor:

- [a] a copy of the Final Application form (MT-06)
- [b] a copy of Guidance on Local Arrangements (MT-07) for information
- [c] a copy of the completed List of Candidates form(s) (MT-08)
- [d] Guidelines for Assessors (MT-11)
- [e] an Assessor's Report form (MT-12)
- [f] a Claim for Expenses form (MT-13)

D. Within two weeks of completion of the tests:

The assessor should send to HQ:

- [a] all completed List of Candidates form(s) (MT-08) showing results
- [b] a completed Assessment Sheet (MT-04) for **each** candidate
- [c] the completed Claim for Expenses form (MT-13)

E. Within three weeks of completion of the tests:

HQ will send to the organiser of the tests:

- [a] copies of the completed Candidate List form(s) (MT-08) showing the results
- [b] the **original** Assessment Sheet (MT-04) for each candidate

Please note that certificates, medals and plaques, as appropriate, will follow at a later date.

Please note that sometimes a newly-appointed assessor will be required to assess in conjunction with an experienced assessor. Organisers will be informed of any variations to the above procedures necessitated by that process.