

Spanish Dance Society



Teachers Handbook

Registered Charity

SPANISH DANCE SOCIETY

CODE OF PRACTICE AND INFORMATION OF THE SOCIETY

THE OBJECT OF THE SOCIETY IS: To further the art of Spanish Dancing, pursuing excellence in presentation, execution and instruction.

METHOD: To achieve these goals, a syllabus has been formed to offer a structured method of training the student. It is comprised of a system of 7 graded examinations in dance and 3 vocational graded examinations in dance and 3 levels of teachers' certification. Syllabi, theory books and music transcribed for the Society and recorded on guitar and piano are available.

MEMBERSHIP: The syllabus is currently taught in many countries on five continents. The Administrators, Representatives or local Organisers can supply teachers with information about learning this syllabus.

A. CODE OF ETHICS

1. Teachers are expected to keep up the good image of the Society, especially when working in a professional capacity or representing the Society.
2. The teaching of the syllabus should be performed in the correct manner; displaying good manners and not exploiting the Society's work for private financial gain, i.e., charging unreasonably high fees for lessons, notes, music or anything else pertaining to the society.
3. The teacher agrees that he/she will indemnify the Spanish Dance Society from any action, proceedings, claims and demands in respect of theft or fraud, committed by the teacher during the term of contract to teach the Spanish Dance Society syllabus.
4. The Society will not accept any liability for loss, delay, expense or damage arising from the negligence, dishonesty, misconduct or lack of professional attitude by any of its members.
5. Members should at all times maintain a high standard of professional ethics. This implies *inter alia* that they should refrain from enticing pupils away from other teachers, and criticising colleagues.
6. Please note that in order to protect teachers, any pupil joining a studio after having trained for an examination under another teacher, may not take the examination in that year, unless he/she has been learning with the new teacher for a minimum period of 6 months. This does not apply to pupils coming from other countries, towns or provinces, or from a teacher who has closed her studio altogether. Teachers must not accept pupils from other studios unless all fees to the previous teacher have been paid up to date, as well as the notice fees.
7. (a) Any qualified SDS teacher who allows unqualified students or teacher to enter candidates under the qualified teacher's name will not be allowed to enter their own students in the examination session.

(b) Any employer who is not qualified in the SDS syllabus who allows non-registered students or teachers to teach the Society's syllabus in their school will not be permitted to enter students for any examinations.

8. If members do not comply with rules, the respective Executive Committee may take disciplinary action and members may be suspended:
 - (a) A teacher can be given one warning if the rules, regulations or Ethics Code has been broken. Suspension will follow if rules are not adhered to after a warning or
 - (b) Immediate suspension without a “warning” if the complaint is severe.

Suspension means that a teacher cannot enter any pupils for examinations within the suspension period or enlist the help of another teacher to enter students on their behalf.

The respective Executive Committee will determine the suspension period and it can be extended if required.

9. If members do not comply with rules, disciplinary action may be taken by the respective Executive Committee and members may be expelled:
 - (a) A teacher can be given one warning if the rules, regulations or Ethics Code has been broken. Expulsion will follow if rules are not adhered to after a warning or
 - (b) Immediate expulsion without a “warning” if the complaint is severe.
 - (c) Expulsion means that a teacher cannot continue to teach the SDS Syllabus, enter candidates for examinations or enlist the help of another teacher to enter students on their behalf.
 - (d) All materials such as Syllabi, Theory books, printed and recorded music are the property of SDS and cannot be used by any expelled teacher or teachers working for the expelled teacher.
10. If members do not comply with rules, the respective Executive Committee may take disciplinary action and members may be fined in place of suspension or expulsion.

B. MEMBERSHIP

Student membership is awarded upon passing the Primer Año Estudiante Examination. Teaching membership for the Graded Examinations in Dance Syllabus is awarded upon passing the Instructor de Baile Examination Part One (IdB 1). Advanced teaching membership for the Vocational Graded Examinations in Dance Syllabus is awarded upon passing the Profesor de Baile Diploma (PdB).

SUBSCRIPTIONS

Accounts are sent out annually in January and must be paid by the end of March. Students passing their Primer Año Estudiante examination for example during 2005, will receive their first subscription account in January 2006, but will become a student member immediately on passing. No teacher will be permitted to enter candidates for examinations if subscriptions are not paid up to date. No Vocational Graded Examination in Dance candidate will be permitted to enter an examination if subscriptions are not paid up to date. If subscriptions are not paid by the end of March, membership will automatically be cancelled without further notice and the reinstatement fee will be the current year's subscription plus any unpaid subscriptions as far back as 10 years.

C. REQUIREMENTS TO GAIN QUALIFICATIONS FOR ENTERING PUPILS FOR EXAMINATIONS

INSTRUCTOR de BAILE (PART 1)

1. Minimum age, 18 years old.
2. Candidate must hold the Primer Año Estudiante Certificate.
3. Candidate 18 or 19 years old:
Examination can only be taken 5 years after passing the Ingreso examination or the candidate's first SDS examination.
4. Candidate 20 years and over:
Examination can be attempted 3 years after passing Ingreso examination or the candidate's first SDS examination.
5. Candidate will qualify to enter students for the Graded Examinations in Dance Syllabus only.

INSTRUCTOR de BAILE (PART II), CATEGORY A, B, C

1. Minimum age, 21 years old and with teaching experience of the Graded Examinations in Dance Syllabus
2. Candidate must hold the Segundo Año Estudiante and Instructor de Baile (Part I) certificates.
3. Candidate 21 years old:
Examination can only be taken 6 years after the Ingreso examination or the candidate's first SDS examination.
4. Candidate 22 years old and over:
Examination can only be attempted 5 years after the Ingreso examination or the candidate's first SDS examination.
5. Depending on in which category the candidate has obtained the IdB (2) certificate; the candidate will qualify to enter candidates for the Graded Examinations in Dance Syllabus, Primer Año Estudiante and Segundo Año Estudiante examinations.

PROFESOR de BAILE DIPLOMA CATEGORY A, B, C

1. Minimum age 23 years old and with teaching experience of the Vocational Graded Examinations in Dance Syllabus.
2. Candidate must hold Tercer Año Estudiante and Instructor de Baile (Part II) certificates.
3. Candidate 23 years old:
Examination can only be taken 7 years after Ingreso or the candidate's first SDS examination.
4. Candidate 24 years old and over:
Examination can be attempted 6 years after Ingreso or the candidate's first SDS examination.
5. Depending on in which category the candidate has obtained the PdB Diploma certificate; the candidate will qualify to teach the Graded Examinations in Dance and Vocational Graded Examinations in Dance Syllabi depending on which category they have qualified in, and train future teachers.

An interpreter is allowed at all Teachers' Examinations, but at the expense of the candidate. The written paper for the IdB (2) and PdB can be written in the candidate's spoken language, but a translation into English must be included. The candidate is advised to employ a translator for this purpose.

The main compulsory components of the Teachers' Examinations are:

- Attending courses/lectures
- Teaching experience in a responsible position
- Entering candidates for SDS Graded Examinations in Dance between obtaining IdB (I) and IdB (II)
- Entering candidates for SDS Vocational Graded Examinations in Dance between obtaining IdB (II) and PdB
- Personal Study

- Attending Revision classes
- Attending SDS Summer School (where possible)
- Attending Teachers' Courses
- An understanding of:
 - Music related to Spanish dance
 - Anatomy related to Spanish dance
 - Child Development
 - Health and Safety
 - Business Studies related to "running your own schools"
 - Upholding the Code of Practice

Teachers must not enter pupils for examinations that they themselves are not qualified to enter candidates for. These entries will not be accepted and no pupil can be entered under another teacher's name. If the teacher has not taken the IdB Part I, IdB Part II, or PdB Diploma, but would still like to enter pupils for examinations, she may have an IdB or PdB member teaching for her on a permanent basis. The qualified member under whose name candidates will be entered must personally sign the entry form and results will be given to the teaching member.

ONLY IN EXCEPTIONAL CIRCUMSTANCES CAN A TEACHER APPLY FOR EXEMPTION FROM ANY OF THE ABOVE RULES. THE RESPECTIVE EXECUTIVE COMMITTEE MAY ONLY GRANT PERMISSION.

D. REGISTRATION

Prospective teachers must be studying under the supervision of a PdB teacher.

PROVISIONAL REGISTRATION

- (a) Provisional Registration can only take place after Instructor de Baile (I) has been passed. An application for Provisional Registration must be made to the International Board of Examiners and Management.
- (b) Registration forms must be signed by the teacher who entered the member for IdB(I).
- (c) Provisional Registration is for members who will be teaching and entering candidates for the SDS Graded Examinations in Dance. It is valid for 3 consecutive years during which the member must enter candidates for 2 out of 3 examination sessions. During this period the compulsory components of the Teachers' Examinations must be fulfilled, as without these IdB (II) cannot be attempted.
- (d) Provisional Registration is not a full qualification, but entitles the member to teach and enter candidates for all SDS Graded Examinations in Dance Syllabus and SDS Graded Examinations in Dance Flamenco Syllabus.
- (e) The entries of the student's first set of candidates must be accompanied by the official Society letter and signed by the teacher with whom the member studied the IdB (I) certifying that the member is teaching in a responsible position.
- (f) The Teaching Profile Booklet should be filled in during the period between IdB (I) and IdB (II).
- (g) The member is requested to register annually.
- (h) Upon gaining IdB (I) and without taking up Provisional Registration, your IdB (I) status will still remain valid (as long as your membership subscriptions are kept up to date). However, you cannot enter candidates without applying for Provisional Registration.

FULL REGISTRATION

- (a) Full Registration can only take place after Segundo Año Estudiante and Instructor de Baile (II) have been passed. An application for Full Registration must be made to the International Board of Examiners and Management.
- (b) Registration forms must be signed by a registered teacher who is training the member for PdB Diploma (if applicable).
- (c) Full Registration entitles the member to teach and enter candidates for the Graded Examinations in Dance Syllabi, Primer Año Estudiante and Segundo Año Estudiante Syllabi in the category in which they have qualified. Only fully registered members are allowed to enter PAE and SAE candidates. A fully registered teacher is required to enter 2 sessions in a 3-year period to remain on the register. Failure to do so will result in the teacher being “de-registered”. The teacher will be obliged to “re-register” if he/she wishes to recommence entering students for examinations. The teacher may be asked to attend a SDS course before re-registering.
- (d) During full registration the compulsory components of the Teachers’ Examinations must be fulfilled, as without these the Profesor de Baile Diploma cannot be attempted.
- (e) The Teaching Profile Booklet should be filled in during the period between obtaining IdB (II) and PdB.
- (f) Full Registration means that the member is registered as a qualified teacher of the SDS.
- (g) The member is requested to register annually.

POST REGISTRATION

- (a) Post Registration can only take place after the Profesor de Baile Diploma has been passed.
- (b) Post Registration entitles the teacher to teach and enter candidates for the Graded Examinations in Dance and Vocational Graded Examinations in Dance in the category in which they have qualified. Registered teachers are required to enter 2 sessions in a 3-year period to remain on the register. Failure to do so will result in the teacher being “de-registered”. The teacher will be obliged to “re-register” if he/she wishes to recommence entering students for examinations. The teacher may be asked to attend a SDS course before re-registering.
- (c) The member is requested to register annually.

GENERAL RULES OF REGISTRATION

1. The Teaching Profile Booklet should be presented to the residing examiners before the commencement of the IdB (II) and PdB Diploma examinations.
2. Signed copies of your examination results for the last two sessions, should be presented to the presiding examiners before the commencement of the IdB (II) and PdB examinations.
3. All teachers’ results are carefully monitored. Results must reach the required standard of the SDS. Failure to do so could result in the teacher being de-registered for any fixed time set by the International Board of Examiners and Management. The de-registered teacher will be expected to attend further SDS

courses and possible private coaching by a senior examiner. The teacher has the right to appeal to the International Board of Examiners and Management.

E. ADVERTISING

The only initials that may be used by teachers for advertising (irrespective of which 'Vocational Graded Examination in Dance' examinations that have been passed) are for example:

On passing the IdB (I) examination, teachers may advertise as follows:

Susan Smith IdB (I), Spanish Dance Society

On passing the IdB (II) examination, teachers may advertise as follows:

Susan Smith IdB (II), Category A, Spanish Dance Society

On passing the PdB Diploma, teachers may advertise as follows:

Susan Smith PdB, Category B, Spanish Dance Society

F. CHANGE OF ADDRESS

The Executive administrator must be notified of any change of address. The society is not responsible for any notices, accounts, entry forms, reports, etc that may go astray due to incorrect addresses.

G. EXAMINATIONS

1. GRADED EXAMINATIONS IN DANCE SYLLABUS

All graded examinations in dance do not necessarily have to be taken, although it is recommended by the Society that they are, but Quinto Año has to be passed before attempting the Primer Año Estudiante.

VOCATIONAL GRADED EXAMINATIONS IN DANCE SYLLABUS

All 3 vocational graded examinations in dance have to be taken and passed.

TEACHERS' EXAMINATIONS

The complete examination, and not sections thereof, must be attempted at one session.

All the sections of the IdB (I), IdB (II) and PdB Diploma must be passed. If the candidate is unsuccessful in any section, only that section has to be re-taken and paid for. This includes the written paper of the IdB (2) and PdB Diploma.

Re-takes of any unsuccessful section(s) must be taken within 3 years otherwise the entire examination must be re-taken. If a candidate is completely unsuccessful in IdB examinations or the PdB Diploma, the candidate will be entitled to 3 re-takes.

As far as possible 2 examiners will preside at the IdB examinations, but 2 examiners will always preside at the PdB Diploma. The same applies to the re-take of a section.

2. EXAMINATION MUSIC

Spanish Dance Society music must be used and no other recordings can be substituted. The teachers prepare the music for their candidates' examinations. Music cannot be slowed down for examination purposes. The examiner is at liberty to stop the examination if the person working the music is not efficient. A schedule must be provided for the individual working the equipment. The examiner cannot be expected to play the music.

Teachers are not permitted to operate the music for another studio or within their studio. Equipment must be in good working order, be loud enough for candidates to hear and preferably have a number counter.

3. EXAMINATION ETIQUETTE AND UNIFORM

Candidates must be fully instructed by the teacher before entering the examination room to be correctly dressed and:

- (a) Not to sit during the examination
- (b) Not to hold converse with the other candidate(s)
- (c) Not to prompt each other
- (d) Candidates are to remain still and quiet if only one candidate is dancing
- (e) Nobody is to enter the room when the examination is in progress

4. EXAMINATION CENTRE

As far as possible candidates must take their examination in their own country. Only in unforeseen circumstances will the respective Executive Administrator consider allowing an examination in another country. The teacher's permission must be obtained.

5. AGES AND TIMING OF EXAMINATIONS

Teachers must fill in the candidate's age for all examinations. There is a minimum age limit for children. The examiner is at liberty to ask for the candidate's birth certificate

(Number of candidates in brackets)

Preparación de Ingreso	6 - 8 years	20 minutes (8)	
Ingreso	8 years	15 minutes (2),	10 minutes (1)
Primer Año	9 years	20 minutes (2),	15 minutes (1)
Segundo Año	10 years	25 minutes (2),	20 minutes (1)
Tercer Año	11 years	30 minutes (2),	25 minutes (1)
Tercer Año Flamenco	11 years	30 minutes (2),	25 minutes (1)
Cuarto Año	12 years	40 minutes (2),	35 minutes (1)
Cuarto Año Flamenco	12 years	40 minutes (2),	35 minutes (1)
Quinto Año	13 years	45 minutes (2),	40 minutes (1)
Quinto Año Flamenco	13 years	45 minutes (2),	40 minutes (1)
Primer Año Estudiante	14 years	60 minutes (2),	45 minutes (1)
Primer Año Estudiante Flamenco	14 years	60 minutes (2),	45 minutes (1)
Segundo Año Estudiante	15 years	60 minutes (2),	45 minutes (1)
Segundo Año Estudiante Flamenco	15 years	60 minutes (2),	45 minutes (1)
Tercer Año Estudiante	16 years	60 minutes (2),	45 minutes (1)
Tercer Año Estudiante Flamenco	16 years	60 minutes (2),	45 minutes (1)
Instructor de Baile (Part I)	18 years	approx 5 hours	
Instructor de Baile (Part II)	21 years	approx 5 hours	
Profesor de Baile Diploma	23 years	approx 5 hours	

PART EXAMINATIONS SDS OR FLAMENCO

Nivel Tres	11 years	20 minutes (2),	15 minutes (1)
Nivel Cuatro	12 years	20 minutes (2),	15 minutes (1)
Nivel Cinco	13 years	25 minutes (2),	20 minutes (1)
Nivel Seis	14 years	25 minutes (2),	20 minutes (1)
Nivel Siete	15 years	25 minutes (2),	20 minutes (1)
Nivel Ocho	16 years	25 minutes (2),	20 minutes (1)

DANZA ASSESSMENTS SDS OR FLAMENCO

Danza	8 years	15 minutes (4),	10 minutes (3)
Danza 1	9 years	15 minutes (4),	10 minutes (3)
Danza 2	10 years	15 minutes (4),	10 minutes (3)
Danza 3	11 years	15 minutes (4),	10 minutes (3)

Danza 4	12 years	15 minutes (4),	10 minutes (3)
Danza 5	13 years	15 minutes (4),	10 minutes (3)
Danza 6	14 years	20 minutes (4),	15 minutes (3)
Danza 7	15 years	20 minutes (4),	15 minutes (3)
Danza 8	16 years	20 minutes (4),	15 minutes (3)
Medalla Artistica	16 years		
Certificado Artistico	17 years		

6. SALUDO

Candidates must be prepared to take the saludo with or without music.

7. STUDIO PROVISIONS AND REQUIREMENTS

- (a) Centres with a hot climate should provide a fan.
- (b) Centres with a cold climate should provide a heater and blankets if required.
- (c) Teachers are responsible for all refreshments, tea, lunch, etc during the time of their examinations. Should the lunch or tea break fall between two studios having their examinations, the studio having had the examinations is responsible for the lunch or tea.
- (d) Teas should be brought to the examiner in the examination room to save time.
- (e) The examiner can stay at the desk during lunch to complete the morning's reports. This may not apply in some countries where it is customary to have a long break in the middle of the day and when arrangements more convenient to the teacher and the area may be made.
- (f) Examiners do not smoke during examinations, but a few may wish to do so during the breaks. If you prefer them not to smoke in your studio, could you please arrange for the examiner to take scheduled breaks in another room.
- (h) As many examination sessions are conducted in public halls, church rooms, etc, it would be appreciated if the necessary toiletry items – soap, towel etc were made available to the examiner's use.
- (i) The room should be of adequate size, and well lit. Curtained entrances to a studio are not satisfactory as they fail to provide the degree of privacy required for the examinations. Mirrors should be covered if their situation is likely to distract the candidates. If the floor is at all slippery, resin should be available. The examiner requires a firm and reasonable sized table and comfortable chair. The provision of a cushion is thoughtful. The examiner will also need a bell, a jug of water, a glass and the schedule for the day. A "No Entry" sign placed at the entrance to the studio will prevent interruptions. Everyone should be made aware that noise outside the examination room is very distracting to the candidates.
- (j) The examiner will plan to arrive at your studio approximately 15 minutes before the examinations are scheduled to begin. The offer of a cup of tea or coffee on arrival is most welcome.

8. SCHEDULES

The examination schedule cannot be changed and teachers cannot ask the examiner to change the schedule.

9. RESULTS

Examiners will leave the results in an envelope for the teachers with the local organiser or at the hotel or in some cases at the end of the revision class. Under no circumstances will the examiner be allowed to discuss the results with the teachers or representatives/organisers.

10. EXAMINATION DATES AND FEES

- (a) Examinations are conducted at various times throughout the year. The dates are advertised in the Teachers' Bulletin. While the Spanish Dance Society will normally adhere to the published dates, these are subject to alteration if deemed necessary by the Society. Closing dates are vital to ensure efficient preparation for the examination session. Entries received by the local organisers on or before the published date are accepted at the published fees. Late entries can only be accepted at the discretion of the Executive Administrator and are subject to surcharge:

Up to 1 week after the closing date: + 20% of the published fee.

Up to 2 weeks after the closing date: + 30% of the published fee.

Up to 3 weeks after the closing date: + 50% of the published fee.

Over 3 weeks after the closing date: + 100% of the published fee.

No entries can be accepted less than 2 weeks before the examination session commences in the centre.

- (b) Examination fees cannot be transferred for use in the following session or year. Substitution of one candidate for another will not be permitted.
- (c) Teachers must inform their candidates of the exact examination fee charged by the society. Any additional costs must be accounted for separately.

H. DEMONSTRATIONS

Teachers wanting to hold demonstrations of the Spanish Dance Society Syllabus can only do this with the approval of the respective Executive Committee or the Executive Administrator. No reasons need be given for such approval being withheld.

I SOCIETY COPYRIGHT

The syllabus, theory, music, newsletters and Teachers' Bulletins are the sole property of the Spanish Dance Society and no part of them can be used for competitions, shows, concerts etc (with the exception of anything that is strictly traditional) or an individual's website or advertisement.

The reproduction of any materials belonging to the society by photocopying, copying, taping or any other means is forbidden.

J. ENTRY FORMS AND GENERAL EXAMINATION INFORMATION

In order to facilitate the organising of examinations and to make them run smoothly and faultlessly, it is in everyone's interest to follow these guidelines:

1. The fees in the form of one cheque should accompany all entry forms. The cheque (s) must be made out to the Spanish Dance Society. A direct debit into the Society's account is also permitted provided that the teacher pays the bank charges.
2. Please check all the forms, to ensure that the ages, entry fees (on the entry form) and grouping of candidates and times (on the schedule) are all correct. Enter all Ingresos together, all Primer Años etc. on the entry form. The schedule of each day can be put into any order and does not have to follow the order of names on the entry forms. If 3 candidates to go into the examination together, please bracket their

names together on the schedule. Kindly refrain from putting the times down as 1400, 1540 etc, use 2.00pm, 3.40pm.

3. Please state clearly on the entry form and schedule the address and telephone number at which the examinations will be held. If there is 3 hours examining or more it can be held at the teacher's studio. If the teacher is sharing premises with another teacher kindly put that address on the entry form. Examiners will only go to outlying districts if the distance involved still makes this financially possible. Teachers in outlying districts may bring their pupils to the main centre if so desired.
4. Candidates' names must be printed in block letters. Kindly write the candidate's name first, followed by the surname. Teachers are responsible for seeing that the candidates' names are correctly entered on the entry forms. Incorrect entries of names will not be changed. Reports and certificates will only be re-done if incorrect on the part of the Society. No alterations are to be made by the teachers, pupils, or parents on any reports. Candidates will not be permitted into the examination with a report or certificate that has any alteration on it, other than one made by the organiser. Teachers must fill in the reports, examiners' rough reports and mark sheets and certificates for all examinations. The candidate's name, age and registration number; the examination date (for example 2005), and the centre (for example, Spain) must be filled in on the requisite forms.
5. For an entry for Primer Año Estudiante to be valid and acceptable, the vocational graded examination in dance form must be sent with the teachers' entry forms.
6. Please do not arrange studio shows, school concerts, etc during the time of the examinations. Ensure that the pianists and guitarists are available during the examination period, as no requests for particular days or times can be allowed other than: (a) because of non availability of a studio, in the case of teachers who hire space for the examinations or (b) for religious reasons. Teachers must please be prepared to have SDS examinations on any given day or time.
7. Examinations will be conducted from approximately 9.00 - 1.00 and 2.00 - 6.30. Business candidates must please make arrangements to leave work early on the day of their examinations, as it is not possible to put everyone between 5.30 and 6.30. Times may vary in the European Centres.
8. Candidates are requested to be ready for their examinations at least 15 minutes before the stated time. The examiner will keep to the schedule and candidates will automatically miss the examination if they are not there at the stipulated time.
9. Teachers are responsible for seeing that candidates are correctly dressed in the stipulated uniform. All candidates from one studio must be dressed alike. All hair must be worn in a bun no matter how short. See section "Regulation Examination Uniform".
10. There will be no change of schedule whatsoever by the teacher or examiner. Please do not ask the examiner to change a schedule. According to the rules he/she is unable to comply. In the graded examinations in dance, if one or two candidates cancel, the remaining candidate should go in alone and must not be changed on the schedule to go in with another candidate who is alone. This can only lead to the mixing up of reports. In the vocational graded examinations in dance, if one of two candidates cancels, only the organiser may change the schedule to put three candidates together, if candidates so desire.

If anything is incorrect, contact the office immediately, as the examiner cannot rectify this at the time of the examination.

11. Only on presentation of a doctor's certificate, not later than 14 days after the examination date, will half the entry fee of Graded Examinations in Dance and Vocational Graded Examinations in Dance be refunded. Candidates who are ill or injured may not attempt any SDS examination. The examiner and the Society cannot be held responsible for any problems arising in the examination room. There is NO refund for Teachers' Examinations and fees for these examinations cannot be transferred to another session.
12. Teachers are requested not to change any arrangements made by the organiser to do with transport, lunches, dinners, etc. Please confirm all arrangements with the local organiser. Teachers are responsible for the travel arrangements of the examiner to and from their studio. Please notify the examiner and local organiser of the times you will be fetching the examiner.
13. Teachers and parents are asked not to discuss the standard or results of the candidates with the examiner, particularly when travelling to and from the examination.
14. The society will only recognise results written in FULL on the reports and certificates

Graded Examinations in Dance Syllabus (SDS or Flamenco):
Unsuccessful, Pass, Pass with Merit, Pass with Distinction

Preparación de Ingreso:
Unsuccessful, Successful

Graded Examinations in Dance Part Syllabus (SDS or Flamenco):
Unsuccessful, Bronze, Silver, Gold

Vocational Graded Examinations in Dance Syllabus (SDS or Flamenco):
Unsuccessful, Pass, Pass with Merit, Pass with Distinction

Vocational Graded Examinations in Dance Part Syllabus (SDS or Flamenco):
Unsuccessful, Bronze, Silver, Gold

Teacher's Examinations:
Unsuccessful, Pass

Danza Assessments (SDS or Flamenco):
Not awarded, Awarded

Certificado Artístico:
Not awarded, Awarded

15. Teachers wishing to hold their studio examinations at a time other than their centre's examinations, may do so on the understanding that the entry fee of each candidate will be treble, plus the session must be financially viable for the Society.
16. Throughout all examinations from Ingreso - Tercer Año Estudiante, castanet rhythms, arm positions and movements of the dances, are left to the choice of the teachers (except where indicated), but correct style of arms must be used for the different types of dances.

17. Two dances should be taught for the Graded Examinations in Dance, Ingreso - Tercer Año. Of these, the candidate's choice gains the marks. The remaining dance is for demonstration only, at the examiner's request. Cuarto Año requires 2 dances and Quinto Año requires 3 dances.

18. Examining Hours

Examiners are not permitted to examine longer than 7 hours per day. This includes their 15-minute tea breaks but excludes their lunch breaks.

19. Examiner's Mark Sheets

Teachers are required to complete the first 3 columns of this form in groups of the examinations. Only examinations marked out of a hundred need be included on this form. If teachers have more than one day or one school, they need not fill in a separate examiner's mark sheet, but continue on the same form, provided that there is sufficient space. Photocopy the sheet double sided if necessary.

20. Pupils' Registration Forms

- 1) The pupil's registration form must be completed in order to obtain an identification number. This form must be sent as soon as possible to the Executive Administrator before submitting the entry forms.
- 2) No candidate can be examined without an identification number. The identification number must appear on the entry form, schedule and candidate's report.
- 3) Once a pupil has obtained an identification number there is no need to re-register the pupil.
- 4) Pupils who change teachers/schools must retain their original identification number therefore they do not need to re-register.

K. DISABLED/SPECIAL NEEDS CANDIDATES

The Society's aims and objectives are to promote the skills of Spanish Dancing. The expectations of the physical involvement of the examinations would not always be appropriate for disabled or special needs candidates.

It would be impossible to award a fair mark to disabled or special needs candidates in accordance with the Society's published criteria.

Nevertheless, the Society wishes to encourage the disabled or special needs students to participate in dance in one way or another. Parents should take advice from an appropriate professional person.

L. REGULATION EXAMINATION UNIFORM

Please Note: No jewellery is allowed
The only items that are optional are as follows:

For the Graded Examinations in Dance the leotards can be another colour other than black, but any colour trimming on the skirt must be the same colour as the leotard. This is not recommended by the Society, as it will mean added expense when reaching the Vocational Graded Examinations in Dance, as the set colour is red and black. However, trimmings like ruffles, bias binding etc are not compulsory and skirts can be plain black. Character shoes are only worn for certain dances (see syllabus), and alpargatas may be worn in the Vocational

Graded Examinations in Dance examinations instead of ballet shoes for certain regional dances (see syllabus).

CANDIDATES ARE REQUIRED TO WEAR:

FEMALES

Spanish shoes	Black
Tights	Light-coloured or sheer black
Ballet shoes	Black, pink or white with elastic across instep
Character shoes	Black
Alpargatas	
Leotard	Black or colour of your choice, short or long sleeve or thin straps over shoulders
Short Flamenco skirt	Black. Skirt can be cut in panels or circular with or without a basque. It has an optional frill at the bottom and another frill (colour of your studio), exactly the same length as the top one, can be added underneath if you wish. Frill can be edged in binding (colour of your studio). The length of the skirt should be 8" from floor in Spanish shoes. This length is important, as the examiners should be able to see the candidate's feet. Skirts must be uniform in one studio
Tail skirt	Black with or without red trimmings
Escuela Bolera skirt	Black with full circle fitted onto a basque or in the waist. The length should be just below the calf muscle. Compulsory for the Vocational Graded Examinations in Dance examinations. Optional from Tercer Año – Quinto Año
Hair	Neatly groomed in a bun (use false piece for short hair) A rose or small bow can be worn

MALES

Boots	Black
Ballet shoes	Black or white with elastic over instep
Alpargatas	
Pants and Waistcoat	Black high waisted Spanish pants with black waistcoat or
Trousers	Black trousers with black waistcoat
Tracksuit Trousers	Black tracksuit trousers may be worn for the classical and regional sections
Shirt	Standard white shirt or white shirt with fairly full long sleeves closing in front, trimmed as required or shirt of studio's colour or
T-shirt	Black with short or long sleeves

TEACHERS' EXAMINATIONS:

Teaching section: The candidates may choose what to wear. It is recommended that females wear a skirt (of any colour), but the students should be able to see their feet. A leotard or suitable top may be worn. Flamenco shoes of any colour are acceptable. Hair should be neat. A watch can be worn but avoid wearing too much jewellery. Male candidates should wear comfortable trousers, a shirt or suitable top and flamenco boots.

Syllabus demonstration section: The candidates should wear the regulation uniform. During this section the candidate is expected to bring in all the extra requisite regulation uniform and props (see Teachers' Manual).

Oral section: The candidates should remain in the regulation uniform as they could be required to demonstrate. Candidates are required to bring in their syllabi and theory books as well as their Teachers' Manual for this section.

PREPARACIÓN DE INGRESO:

Teachers should dress neatly and appropriately for this examination.