

Checklist for Examination Administration

Step 1

- All membership and registration should be up to date. This includes all teachers who will be taking candidates through the examinations or have been involved in preparing the candidates for the examination.
- Centres must be approved. The Centre Approval Form should be completed at the same time as teacher membership and registration. Once approved, full approval only needs to be applied for every other year. Centre Policy, Procedures and Licence Checklist should be completed every year.
- Make sure you are aware of all requirements in the ARBTA Programmes of Study, the ARBTA GQAL Dance Handbook (Teacher and Centre Handbook) and the relevant specification where applicable.

Step 2

3 Months Before

- Examination Application Form sent to info@arbta.org.uk to book session.
- Application for Reasonable Adjustment Forms returned if applicable.

Step 3

6 Weeks Before

- Written or recorded example of examination class for Ballet Examinations only.

Step 4

1 Month Before

- Examination Timetable and Entry Form submitted
- Candidate Registration and Filming Consent Forms submitted
- Examination Payment Form Submitted and Total Fees Paid