**Application for Special Examinations (UK and Republic of Ireland)**

|  |  |
| --- | --- |
| **Applicant name** |  |
| **RAD teacher name** (if different) |  |
| **Membership no.** |  |
| **School name** |  |
| **School ID no.** |  |
| **Tel** |  |
| **Email** |  |

|  |  |
| --- | --- |
| **Requested exam date(s)** | |
|  | |
| *If you have a selection of possible dates, please indicate order of preference.* | |
| **Number of days needed** |  |

**If after submitting this form, your exam dates need to increase or decrease inform the office immediately**

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| **Examination studio address, including postcode** |
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**Examination times**  
Minimum - 3 hours (on first day)  
Maximum - 6 hours (per day)

**Special examination surcharge**   
£160.00 - one day  
£50.00 - each consecutive day

**Examiner allocation – IMPORTANT PLEASE READ**

**Special exam sessions are dependent on examiner availability and so cannot be guaranteed at the point of entry.** Examiners will be contacted as soon as entry forms are received. It usually takes 3-4 weeks to allocate an examiner to a session. If after this time we have not found an examiner for your session we will contact you to discuss alternative options including different dates or postponement. A full refund will be given if no examiner is found.

Return this form to **Carys MacDermot Barbour** – [cbarbour@rad.org.uk](mailto:cbarbour@rad.org.uk).