



School and Candidate Registration Guidelines

All schools and students need to be registered with identification (ID) numbers before they can be entered for RAD examinations. Registration requests can be submitted by post, fax or email (preferably to registration@rad.org.uk), but cannot be taken verbally (whether in person or over the phone).

School registration

In order to register a school with an ID number, a responsible person at the school (principal, teacher or administrator) should complete a School Registration form. The information requested on this form is as follows:

1. The name of the school.
2. The name of the principal. This may or may not be an RAD registered teacher. While we can allocate an ID number to a school where the principal is not an RAD registered teacher, we need the name and ID number of an RAD registered teacher associated with the school before any candidates can be assigned to it (and entered for examinations).
3. The correspondence address of the school. This is the address to which correspondence will be sent, and will probably be either the address of the studio or that of the principal / main teacher.
4. School telephone number.
5. School fax number.
6. School email address.
7. School website.

The essential information required to register the school with an ID number is the name and correspondence address of the school. We will accept this information in a letter or email as well as on a registration form.

Once the school is registered with an ID number, this ID will be posted, faxed or emailed to the contact details given on the registration form.

Candidate registration

In order to register candidates with ID numbers, a Candidate Registration form should be completed. The information requested on this form is as follows:

1. The name of the school. This should be the name of the school as already registered with the RAD.
2. The ID number of the school. If the school does not already have an ID number then a School Registration form should be completed. This can be submitted at the same time as the Candidate Registration form.
3. The name of the main teacher at the school. This should be an RAD registered teacher.
4. The RAD ID number of the main teacher.

For each student to be registered:

5. The name of the student. All parts of the name that the student wants to have included on any certificates subsequently issued should be given.
6. Date of birth. Students will not be registered with ID numbers unless a valid birth date is given.
7. Gender of the student.

8. Ethnic group of the student. This information is collected as part of our on-going monitoring of equality, diversity and inclusion compliance, as required by the examinations regulators and UK legislation and in accordance with the RAD's Equality, Diversity and Inclusion Strategy. Providing this information is entirely voluntary. The information given is in confidence and will be used solely for statistical purposes to monitor the operation of the RAD's Equality, Diversity and Inclusion Strategy and ensure regulatory compliance. The person completing the registration form should refer to the table on the reverse of the form for indication of which code should be used in this section. If they prefer not to give this information then they should use code "99" ("not disclosed"). If the section is left blank, this is the code that will be assumed.
10. The candidate's Unique Learner Number (ULN) [UK only]. This must be included if the candidate wishes to have their examination results uploaded to the Personal Learning Record (PLR). The student's school or college will usually have already registered them with this number and, if required, it should be requested from them in the first instance. If they have not registered the student with a ULN and they require one, then the RAD Examinations Department should be contacted.

The essential information required in order to register students with ID numbers is the school name or ID number, and each student's name, date of birth and gender. We will accept this information in a letter or email as well as on a registration form.

Once all the students on the registration form have been registered on the RAD database, a list of all the students currently registered against the school (the Pupil List) will be posted, faxed or emailed to the school for checking. Any corrections should be requested in writing before the examinations take place.

Registration and amendment requests can be made at any time and can be made in anticipation of a student being entered for an exam in the future even if it is not imminent or certain. Up to two weeks should be allowed for the registration of candidates with ID numbers and so it is better to ask for these well in advance of examination closing dates.

Data protection

The RAD complies with the requirements of the UK Data Protection Act 1998 (DP Act). The full RAD Data Protection Policy and Procedures are available at: <http://www.rad.org.uk/about/about-the-rad/rules-regulations-and-policies>

The RAD privacy statement is available at: <http://www.rad.org.uk/cookies-and-privacy>

In accordance with its obligations as a recognised awarding organisation, the RAD maintains a database of all candidates who take RAD examinations, including a record of results, which is kept throughout their examination history. This information is confidential to the RAD and the Applicant, according to the terms of the RAD's contract to provide an examination service to the Applicant. However, the RAD may make statistical information available to government bodies and associated agencies, as required by the regulators and statutory authorities. This data will always be handled in a way that is compliant with the DP Act and with the RAD's own published policies.

Mark Rogers
Examinations Results and Certification Manager

March 2017