

RAD Online Exams

These guidelines are subject to change and will alter with various software upgrades and procedural changes

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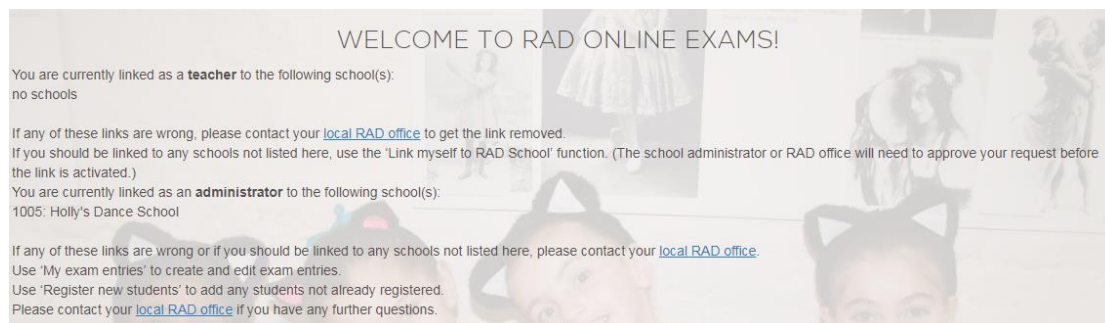
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1. Initial log in

a. Welcome message

When you log in via the Members' Area you will be greeted with a welcome message. This will list the schools that you have job roles with – if any of them are incorrect, please contact your local office.

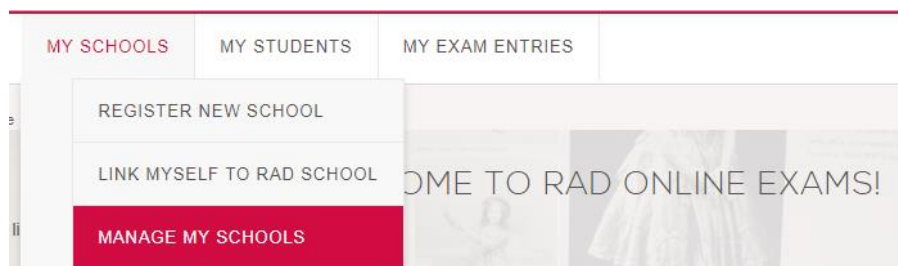
Teachers can use the 'link myself to RAD school' menu option to link themselves to a new school. Note that the link request needs to be approved by the School Administrator or the local office before it becomes active:



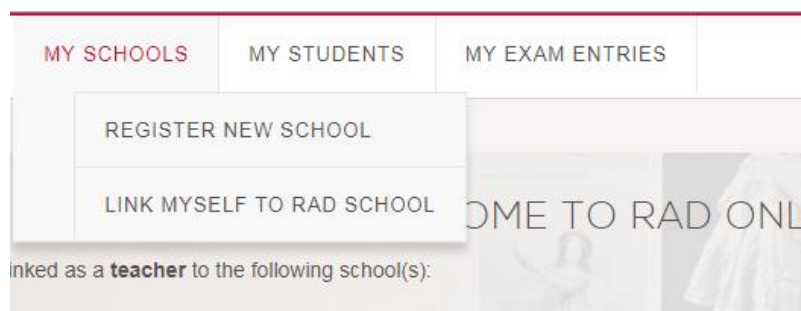
b. Teachers & School Administrators

- School administrators have more permissions than a teacher
- A school administrator is able to manage school and student data, i.e. edit site details, edit student spellings, withdraw students from school once they have left etc.
- Both are able to enter candidates for examinations and register new students for IDs
- If you are the teacher and should also have a school administrator role, please contact your local office to have this function added
- However, only teachers can be linked to a student in an exam entry

School Administrator menu:

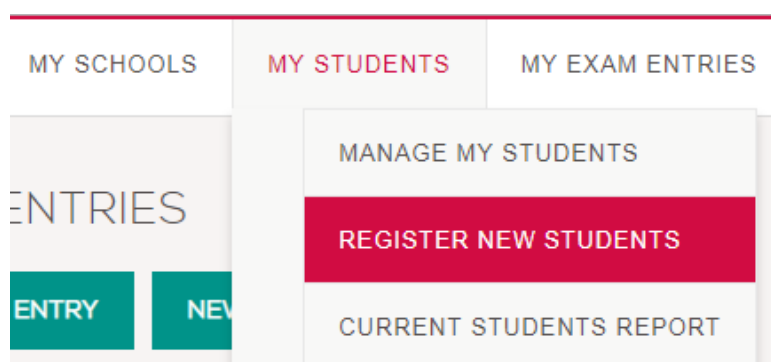


Teacher menu (note the 'Manage' option is not available):



2. AEC Entries

a. Register new students for IDs



Only register students that don't already have an RAD ID number.

Select – My Students>Register New Students:

A screenshot of the 'Register New Students' form. At the top, there is a 'Select school' dropdown menu with '1005: Holly's Dance School' selected. Below this are several input fields: 'FIRST NAME', 'MIDDLE NAME', 'LAST NAME', 'DISPLAY NAME', 'DATE OF BIRTH', and 'GENDER'. There are also 'SAVE' and 'CANCEL' buttons at the bottom. The form is set against a light gray background.

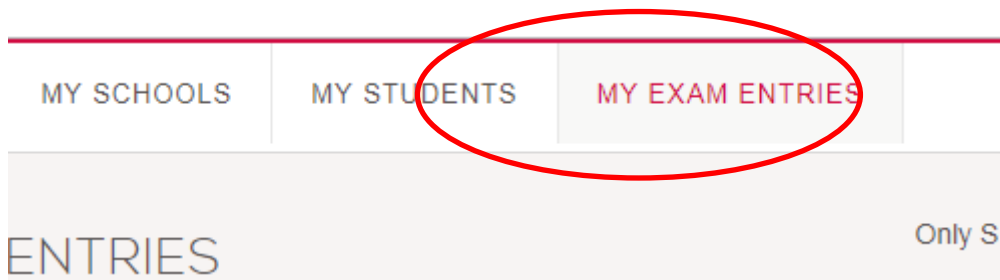
Notes:

- Don't enter additional spaces into text boxes
- Display name – this will be displayed in the entries, all reports and also certificates
- Once complete, **click save once**, wait for a confirmation message
- **Student transferred from another school?** Contact your local office or email ldregistration@rad.org.uk to have their School Registration transferred to your school

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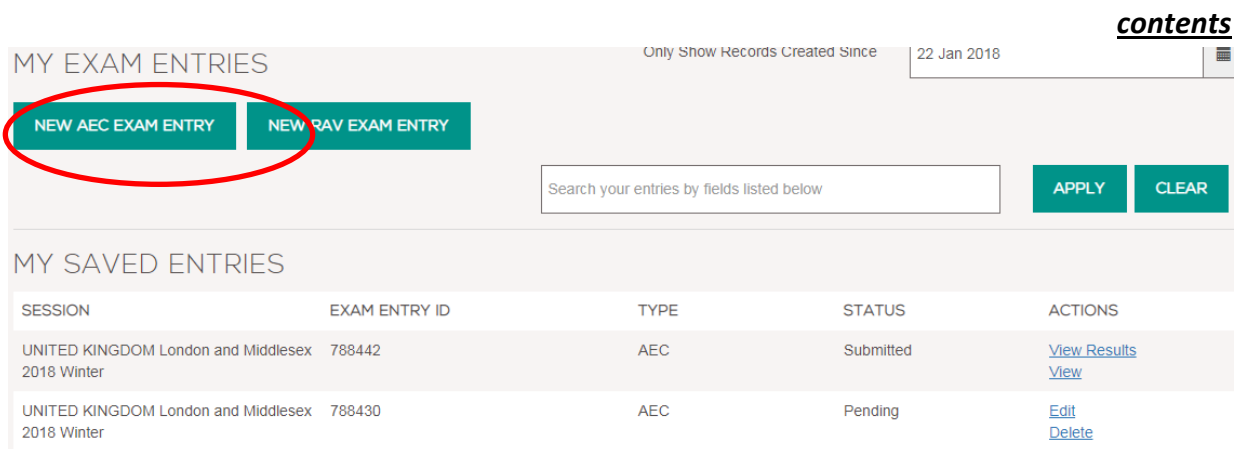
b. Create an exam entry

- Select - My Exam Entries



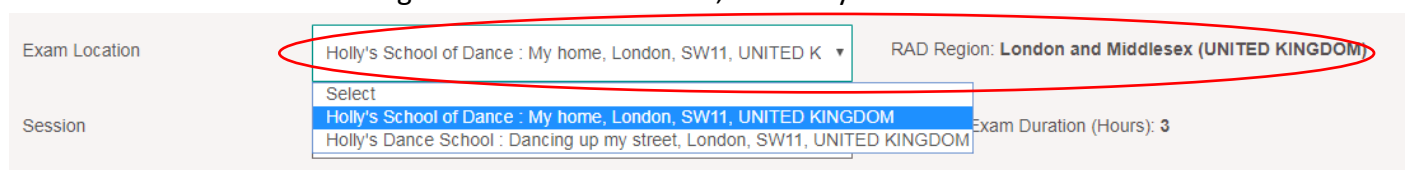
- Select - type of exam session

AEC – examinations in your own studio



c. Choose a session

- Select your exam location from the dropdown box
- Check that the RAD Region is correct – if it isn't, contact your local office



- Select session – delete any session that shows in the box and select required session from the drop down list. **The session list will not appear until you delete the current session in the box. If you're unsure about which session to select, contact your local office**
- Select certificate delivery address, or opt to enter alternative address
- Update email address if necessary – a valid email address is required
- Enter pianist details (only applicable in Canada and Australia)
- Select your payment method (where offered)*
 - *Payment Card* will take you directly to the payment portal once you have completed and submitted your exam entry
 - *Invoice* is to be selected for cheque payments and bank transfers

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- If you have a credit from a previous session, select *Invoice* and contact your local office to make your payment. (If *Invoice* is not available in your Country, contact your local office before submitting your entry).
 - *payment methods will be set by your local office and they will advise further
- Update billing address

d. Select grade and student

- Exams/awards are listed in alphabetical order:

Invoice Address: Holly's School of Dance : My home, London, SW11, UNITED K

Select exam: Select

Reasonable Adjustments?

ADV1: Advanced 1 Exam
 ADV2: Advanced 2 Exam
 ADVF: Advanced Foundation Exam
 G1: Grade 1 Exam
 G2: Grade 2 Exam
 G3: Grade 3 Exam
 G4: Grade 4 Exam

- To select your student, start typing name or ID. The text box will filter as you type:

Select student: Enter student surname or number

30027971 - Milly Jones (23/10/2001)
 30027972 - Tilly Thomas (23/10/2002)
 30027973 - James Barns (23/10/2002)
 30027974 - Harry James (23/10/2002)

+ ADD STUDENT

- Once the correct student is selected, click **+ ADD STUDENT**
- Keep going to build your entry (see below about splitting and editing sets)
- Save your work as soon as you start working on it and regularly throughout (**do not submit until you are finished and ready to pay**)
- Always reference your exam entry ID number when contacting your local office with a query
- You can save your work and build your entry over a series of weeks up until your closing date

e. Edit exam entry

- Your entries are saved in the My Exams Entries screen
- You can work on your entry as soon as your session is live and up until the closing date
- Select 'edit' against your pending entry
- You can also delete your entry if you have decided against entering in an exam session or need to start your entry from scratch:

MY SAVED ENTRIES				
SESSION	EXAM ENTRY ID	TYPE	STATUS	ACTIONS
UNITED KINGDOM London and Middlesex 2018 Winter	788442	AEC	Submitted	View Results View
UNITED KINGDOM London and Middlesex 2018 Winter	788430	AEC	Pending	Edit Delete

- To move individual candidates, click and drag the 3 dots to the left of the candidate record and drop into preferred location
- To move a set, click and drag the 3 dots to the right of the set, and drop where required:

EXAM	STUDENT	DELETE
- 10:00 45m G4: Grade 4 Exam - (3 candidates)		
G4: Grade 4 Exam	30027971 - Milly Jones	
G4: Grade 4 Exam	30027972 - Tilly Thomas	
G4: Grade 4 Exam	30027973 - James Barns	
- 10:45 25m G3: Grade 3 Exam - (1 candidates)		
G3: Grade 3 Exam	30027974 - Harry James	
- 11:10 20m G2: Grade 2 Exam - (1 candidates)		
G2: Grade 2 Exam	30027988 - Sharon Parks	
- 11:30 25m G3: Grade 3 Exam - (1 candidates)		
G3: Grade 3 Exam	30027975 - Sarah Down	

f. Splitting sets

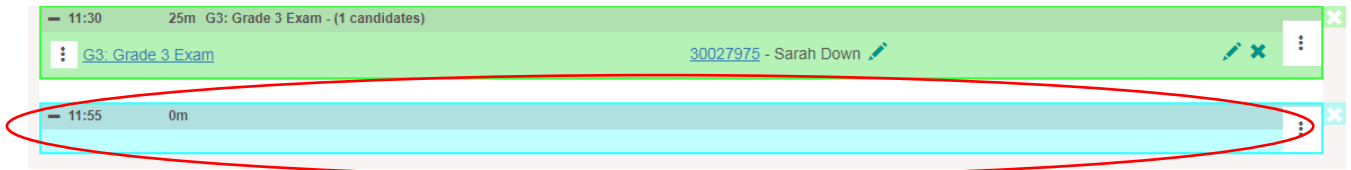
RAD Online Exams assumes that each set is grouped by 4 (or the appropriate number of candidates, e.g. 8 for a class award). However, you may have 5 x G3 candidates that you would like to split into a 3 and a 2.

- Select 'Add Exam Set':

G2: Grade 2 Exam	30027988 - Sharon Parks	
- 11:30 25m G3: Grade 3 Exam - (1 candidates)		
G3: Grade 3 Exam	30027975 - Sarah Down	
Overall time: 1h 55m		Overall time without breaks: 1h 55m
+ ADD EXAM SET		

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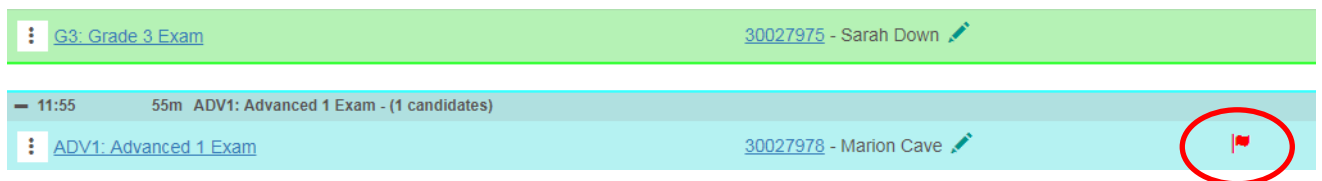
- Either select a grade from the dropdown list or drag a candidate record into the new exam set:



g. Flags

Red flags

- You cannot submit and pay for an entry if you have a red flag:



- Click on the red flag to see a description – in this case the candidate is too young and also hasn't taken the prerequisite exam. Either delete the candidate from the entry or contact your local office for further advice.

Validation results

The candidate will not have reached the minimum age by the Minimum Age Cut-Off Date for this session

Prerequisite qualifications have not been completed: INT: Intermediate Exam RAD Level 3 Certificate in Vocational Graded Examination in Dance: Intermediate (Ballet)

CLOSE

- If your local office approves the candidate, the flag will turn green and you may submit your entry

Amber flags

- These are information flags
- You may still submit an entry with an amber flag
- This example is a flag for a candidate taking an exam more than once in your entry:

contents

11:55	55m	ADV1: Advanced 1 Exam - (1 candidates)	ADV1: Advanced 1 Exam	30027978 - Marion Cave		
12:50	25m	G3: Grade 3 Exam - (1 candidates)	G3: Grade 3 Exam	30027974 - Harry James		

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Validation results

The candidate appears more than once on this Exam Entry

CLOSE

Green flags

- Candidates approved by local office, proceed with submitting entry

h. Reasonable adjustments

- Reasonable adjustments may be added either when adding the student to the entry - [more information and forms are available from the RAD website:](#)

Select exam: Select student:

Reasonable Adjustments? Reasonable adjustments are applied on a case by case basis. The nature of the adjustment applied will be based on the candidate's condition or circumstances and the request made to the RAD. Examples of reasonable adjustments include, but are not necessarily limited to those shown. Please use 'load file' below to attach any supporting evidence.

Select

- Select
- Candidate to take the exam on his or her own
- Special access arrangements to the examination studio to be put into place
- Special lighting arrangements to be made in the examination studio
- The music for the examination to be amplified
- Agreement made for modifications to examination uniform (subject to health and safety considerations)
- Examination to take place at a specially appointed date and time
- Examination to take place at a specially appointed location
- The candidate to be examined according to the syllabus criteria for the alternative gender
- Example of action taken which is not classed as a reasonable adjustment
- Examiner Awareness
- Other

Or afterwards:

12:40	30m	G3: Grade 3 Exam - (2 candidates)	G3: Grade 3 Exam	30027974 - Harry James				
			G3: Grade 3 Exam	30027972 - Tilly Thomas				

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Notes

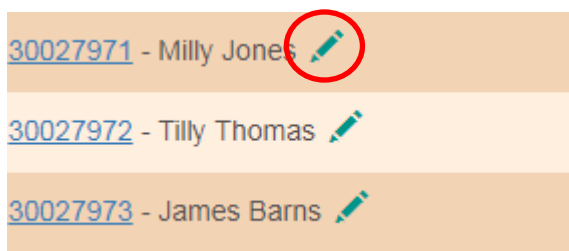
- For data protection reasons, please do not type medical information in the 'Notes' box, as the RAD cannot legally accept this without the consent of the candidate or their parents.
- Reasonable adjustment forms and supporting evidence, e.g. doctor's certificate, are to be sent to the Exams Dept. at HQ. Please quote your exam entry ID number in the correspondence – forms available from our website.

i. Special considerations

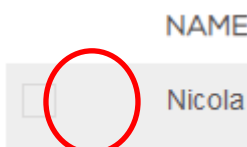
These are different to reasonable adjustments. A 'special consideration' is a post-examination adjustment to the mark for a candidate who was prepared for and present at an exam, but who may have been disadvantaged by adverse circumstances that arose immediately before or at the time. Applications should be made within five working days of the exam and submitted to exams@rad.org.uk. For more information please visit the RAD website.

j. Allocating teachers to students

- Select the pencil next to the candidate name



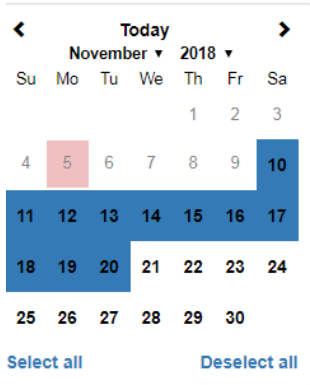
- Check the box to select 'active' teachers for each candidate



- Inactive teaching members cannot be allocated to candidates

k. Selecting dates

- The calendar tool enables you to indicate preferences for exam dates. The number of dates you can indicate depends on your county/location.
- Available dates are shown in blue. Click on dates to deselect (i.e. to indicate that these dates are **not** possible).



Use this calendar tool to indicate the days when students will take their exams, in particular the first day of the session.

I. The 'Notes' box

- Put your notes to local office here then click 'add', i.e. preferred start times, breaks, and details of session to be hosted or if you are hosting another school:

Notes

Please can I have a 9 am start and a break after the 2nd set.

Note type:

- Once you have clicked 'add' – the note will be listed beneath:

Notes

Enter your note here...

Note type:

NOTE	ADDED	USER	FILE	TYPE
Please can I have a 9 am start and a break after the 2nd set.	5 Nov 18 04:43 pm	Holly Black		General

m. Joint exam entries

If your candidates are being hosted at another school, or your school is hosting candidates from another school, please record this in the 'Notes' box.

- Note which school is hosting and which is to be examined first

- **If your session is less than the minimum time for your region/country (usually 3 hours) and you are being hosted, ensure you select this option when submitting your entry. If you are not being hosted, you will be charged the fee for the minimum exam time**

n. Submitting and paying for exams

Once you have completed your entry, select Save & Submit.

- *Card payments* – you will be directed to an online card payment portal (preferred, where available). Your receipt will be available to download from the exam entry screen
- *Invoice* – Select this option if you are paying by cheque or bank transfer. The invoice will be automatically downloaded upon submitting your entry and will also be available to download from the exam entry screen after you have submitted
- If paying by bank transfer please use your exam entry number as a reference. If paying by cheque put your exam entry number on the reverse of cheque
- **Once you have submitted your entry, you cannot make any amendments. All amendments must be made by your local office**
- If you have a credit from a previous session, contact your local office to make your payment

o. What happens next?

- Your local office will add breaks and extra days and allocate dates
- You can see the progress of this at any point in the exam entry screen
- You will receive a Confirmed Exam Report for AEC and RAV entries by email from your local office
- In the 'Additional information' box, the local office may list dietary requirements, travel details for the examiner, or any other relevant information

Confirmed Exam Report (AEC)

Entry ID: 788442

ROYAL ACADEMY OF
DANCE

Exam date(s):	10 Nov 2018, 13 Nov 2018-21 Nov 2018, 23 Nov 2018-08 Dec 2018		
Applicant & ID:	Holly Black	2000681	
School & ID:	Holly's Dance School	1005	

Exam location:	Holly's Dance School : Dancing up my street, London, SW11, UNITED KINGDOM		
Contact no.:			
School contact email:	HBlack@gmail		
Examiner:	Maria Rowland		

Additional information:			
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Day 1 - 10 Nov 2018

Time:	10:00	Set:	1	
Position:	Exam:	Candidate:	Gdr:	RA:
1	G6: Grade 6 Exam	30027976 - Caroline Manford	F	N
2	G6: Grade 6 Exam	30027972 - Tilly Thomas	F	N

[10:40]	BREAK			
---------	-------	--	--	--

Time:	10:55	Set:	2	
Position:	Exam:	Candidate:	Gdr:	RA:
1	G1: Grade 1 Exam	30027973 - James Barns	F	N

p. View exam results

When the results are released, a 'View Results' option will be available next to your entry:

UNITED KINGDOM South West England and Wales 2018 Summer 758435

AEC

Confirmed

[View Results](#)
[View](#)

Troubleshooting:

1. My exam location doesn't appear in the dropdown box

Contact your local office to have the exam location address added to your school.

2. I can't edit the exam location address

Contact your local office to get the address edited. If you have a School Administrator role you will have this facility.

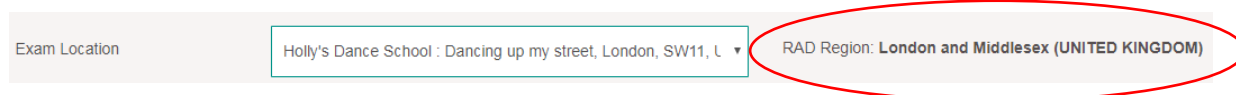
[contents](#)

3. How do I hold my exams at another school in a different region?

Contact your local office to have your school assigned to a different region. The correct session will then be available to you. If you have a School Administrator role you will have this facility.

4. I'm allocated to the wrong region

Contact your local office to have your school allocated to the correct region. If you have a School Administrator role you will have this facility.



5. There is no session available

You have to be allocated to the correct region for your sessions to be available. If you are allocated correctly and there is no session, contact your local office. The session may not be 'live' yet.

6. There are no exams or students available

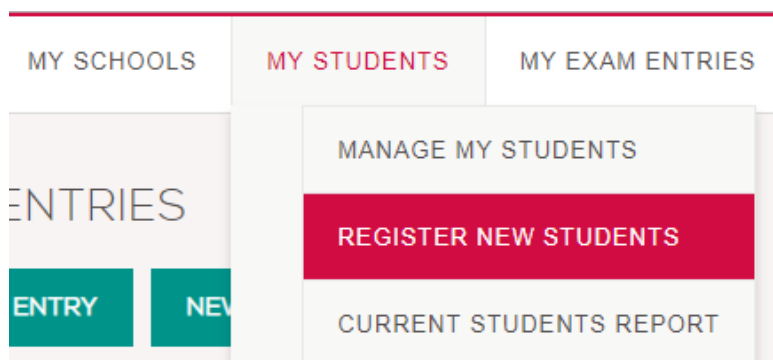
Ensure you are allocated to the correct region and that you have selected your session. Exams and students will be available after you have selected the session.

7. My student has studied with me for a while and also taken exams, why aren't they appearing in the student dropdown box?

They may not have a valid school registration. Contact your local office or idregistration@rad.org.uk to get the school registration updated. **Do not create a new ID.**

3. RAV Entries

a. Register new students for IDs



Only register students that don't already have an ID. Select – My Students>Register New Students:

Select school

FIRST NAME ⁱ MIDDLE ⁱ LAST NAME ⁱ DISPLAY NAME ⁱ DATE OF BIRTH GENDER ACTIONS

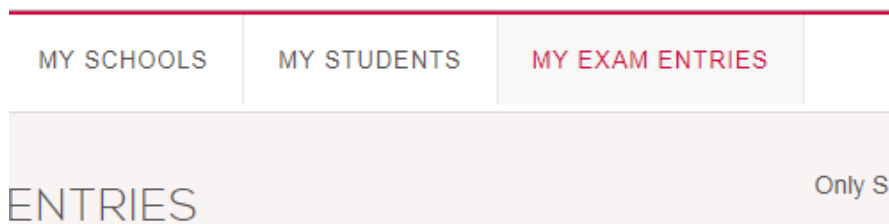
First Name Middle N Last Name Select Female [Add new](#)

Notes:

- Don't enter additional spaces into text boxes
- Display name – this will be displayed in exam entries, all reports and also certificates
- Once complete, **click save once**, and wait for a confirmation message
- **Student transferred from another school?** Contact your local office or registration@rad.org.uk to get the school registration updated. Do not create a new ID.

b. Create exam entry

- Select My Exam Entries:



- Select type of exam session

RAV – entering candidates at a venue provided by the RAD:

MY EXAM ENTRIES Only Show Records Created Since

MY SAVED ENTRIES

SESSION	EXAM ENTRY ID	TYPE	STATUS	ACTIONS
UNITED KINGDOM London and Middlesex 2018 Winter	788442	AEC	Submitted	View Results View
UNITED KINGDOM London and Middlesex 2018 Winter	788430	AEC	Pending	Edit Delete

c. Choose the correct session

- To enter candidates in an RAV session outside of your area, check the 'Show all RAV Sessions' box:

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Teacher school	Holly's Dance School : Dancing up my street, London, SW11, L	RAD Region: London and Middlesex (UNITED KINGDOM)
Session	Session <input type="text"/>	<input checked="" type="checkbox"/> Show all RAV sessions
Exam Venue(s)	UNITED KINGDOM South West England and Wales 2018 CM Test 02 11 18	<input type="checkbox"/> Use Alternate
Certificate Delivery Address	UNITED KINGDOM South West England and Wales 2018 CM test 24 10	<input type="checkbox"/> Use Alternate
Email	UNITED KINGDOM Scotland 2018 Glasgow Summer RAV	
Pianist	UNITED KINGDOM London and Middlesex 2018 HQ RAV Spring	

- Select the correct session from the drop down box. If you're unsure of the session please contact your local office
- Possible venues are listed beneath the session:

Session	UNITED KINGDOM South West England and Wales 2018 CM <input type="text"/>
Exam Venue(s)	14.001: Northern Ballet School 25977.001: Royal Conservatoire of Scotland 699.002: Ballet Cymru, Newport - RAV

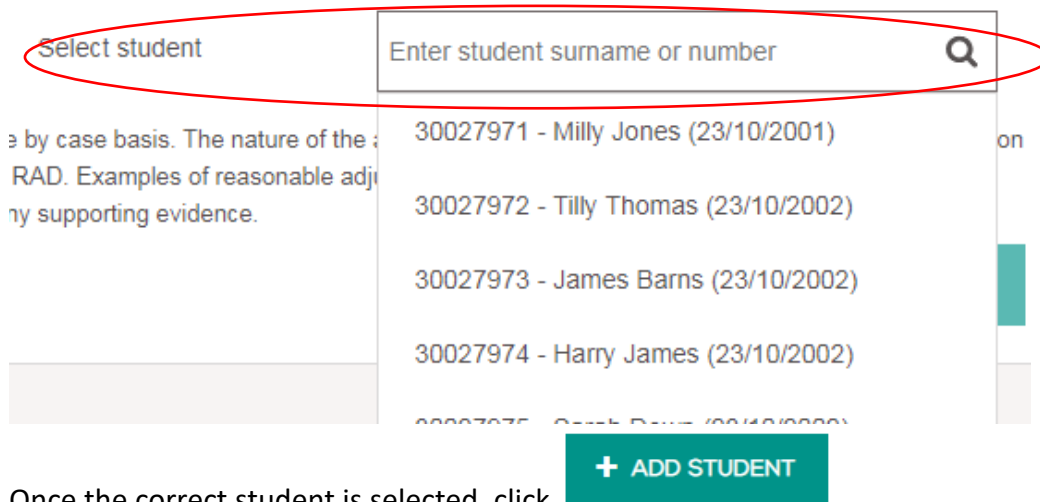
- Select certificate delivery address, or opt to enter alternative address
- Update email address if necessary – a valid email address is required
- Select your payment method (where offered)*
 - *Payment Card* will take you directly to the payment portal once you have completed and submitted your exam entry
 - *Invoice* is to be selected for cheque payments and bank transfers
 - If you have a credit from a previous session, select *Invoice* and contact your local office to make your payment. (If *Invoice* is not available in your Country, contact your local office before submitting your entry).
- *payment methods will be set by your local office and they will advise further
- Update billing address

d. Select Grade and Student

- Exams/Awards are listed in alphabetical order:

Invoice Address	Holly's School of Dance : My home, London, SW11, UNITED K
Select exam	Select
<input type="checkbox"/> Reasonable Adjustments?	Select ADV1: Advanced 1 Exam ADV2: Advanced 2 Exam ADVF: Advanced Foundation Exam G1: Grade 1 Exam G2: Grade 2 Exam G3: Grade 3 Exam G4: Grade 4 Exam
	Select student

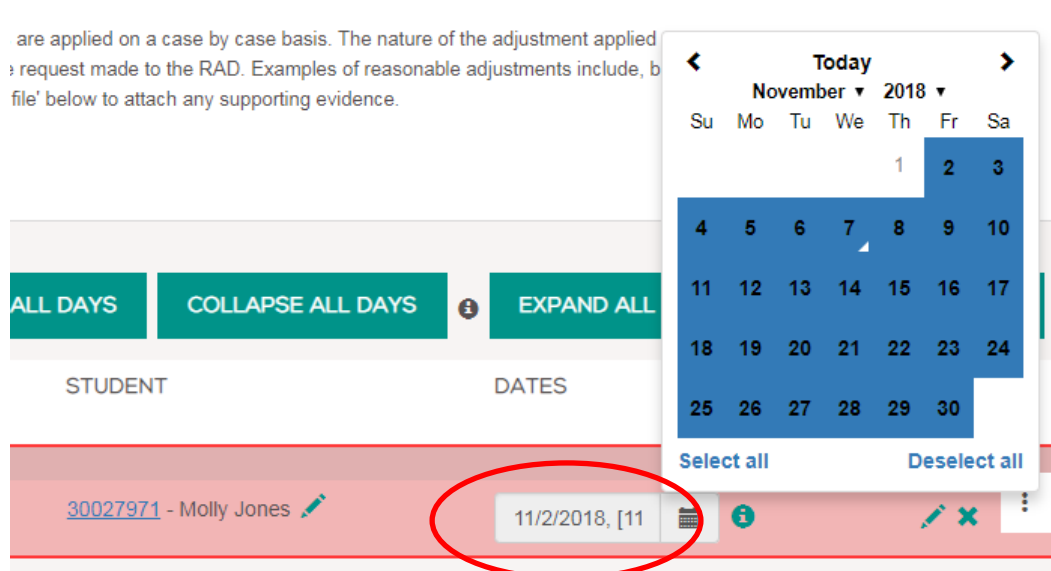
- To select your student, start typing name or ID. The text box will filter as you type



- Once the correct student is selected, click
- Keep going to build your entry
- Save your work as soon as you start working on it and regularly throughout (**do not submit until you are finished and ready to pay**)
- Always reference your exam entry ID number when contacting your local office with a query
- You can save your work and build your entry over a series of weeks up until the closing date

e. Specify preferred dates for RAV candidates

- Click on the calendar icon
- Dates left in blue will be considered for allocation



f. Editing my exam entry

- Your entries are saved in your exam entries screen

- You can work on your entry and get it exactly how you'd like it over a period of time
- Select 'edit' against your pending entry
- You can also delete your entry if you have decided against entering candidates in a particular exam session, or if you want to start working on your entry from scratch:

MY SAVED ENTRIES				
SESSION	EXAM ENTRY ID	TYPE	STATUS	ACTIONS
UNITED KINGDOM London and Middlesex 2018 Winter	788442	AEC	Submitted	View Results View
UNITED KINGDOM London and Middlesex 2018 Winter	788430	AEC	Pending	Edit Delete

- Exams at RAVs are scheduled by the RAD; therefore your candidates may not be timetabled in the order that you place them in your entry. However, individual graded candidates will remain in the sets in which you place them (except Grade 8)
- To move individual candidates, click and drag the 3 dots to the left of the candidate record and drop at preferred location
- To move a set, click and drag the 3 dots to the right of the set, and drop where required:

EXAM	STUDENT	DELETE
10:00 45m G4: Grade 4 Exam - (3 candidates)		
⋮ G4: Grade 4 Exam	30027971 - Milly Jones	
⋮ G4: Grade 4 Exam	30027972 - Tilly Thomas	
⋮ G4: Grade 4 Exam	30027973 - James Barns	
10:45 25m G3: Grade 3 Exam - (1 candidates)		
⋮ G3: Grade 3 Exam	30027974 - Harry James	
11:10 20m G2: Grade 2 Exam - (1 candidates)		
⋮ G2: Grade 2 Exam	30027988 - Sharon Parks	
11:30 25m G3: Grade 3 Exam - (1 candidates)		
⋮ G3: Grade 3 Exam	30027975 - Sarah Down	

g. Flags

Red flags

- You cannot submit and pay for an entry if you have a red flag:

⋮ G3: Grade 3 Exam	30027975 - Sarah Down	
11:55 55m ADV1: Advanced 1 Exam - (1 candidates)		
⋮ ADV1: Advanced 1 Exam	30027978 - Marion Cave	

- Click on the red flag to see a description of the warning – in this case the candidate is too young and also hasn't taken the pre-requisite exam. Remove the candidate, or contact your local office for advice:

Validation results x

The candidate will not have reached the minimum age by the Minimum Age Cut-Off Date for this session

Prerequisite qualifications have not been completed: INT: Intermediate Exam RAD Level 3 Certificate in Vocational Graded Examination in Dance: Intermediate (Ballet)

CLOSE

- If your local office has approved this candidate, the flag will turn green and you may submit your entry

Amber flags

- These are information flags
- You may still submit an entry with an amber flag
- This example is a flag for a candidate taking an exam more than once in your entry

11:55	55m ADV1: Advanced 1 Exam - (1 candidates)
⋮ ADV1: Advanced 1 Exam	30027978 - Marion Cave
12:50	25m G3: Grade 3 Exam - (1 candidates)
⋮ G3: Grade 3 Exam	30027974 - Harry James

Validation results ›

The candidate appears more than once on this Exam Entry

CLOSE

Green flags

- Candidate approved by local office, proceed with submitting your entry

h. Reasonable adjustments

- Reasonable adjustments may be added either when adding the student to the entry - [more information and forms available from RAD website:](#)

[contents](#)

Select exam: Select student:

Reasonable Adjustments? Reasonable adjustments are applied on a case by case basis. The nature of the adjustment applied will be based on the candidate's condition or circumstances and the request made to the RAD. Examples of reasonable adjustments include, but are not necessarily limited to those shown. Please use 'load file' below to attach any supporting evidence.

Select

- Candidate to take the exam on his or her own
- Special access arrangements to the examination studio to be put into place
- Special lighting arrangements to be made in the examination studio
- The music for the examination to be amplified
- Agreement made for modifications to examination uniform (subject to health and safety considerations)
- Examination to take place at a specially appointed date and time
- Examination to take place at a specially appointed location
- The candidate to be examined according to the syllabus criteria for the alternative gender
- Example of action taken which is not classed as a reasonable adjustment
- Examiner Awareness
- Other

- Or afterwards:

12:40	30m	G3: Grade 3 Exam - (2 candidates)
<input type="button" value="G3: Grade 3 Exam"/>	30027974	Harry James <input type="button" value="edit"/>
<input type="button" value="G3: Grade 3 Exam"/>	30027972	Tilly Thomas <input type="button" value="edit"/>

Notes

- For data protection reasons, please do not type medical information in the 'Notes' box, as the RAD cannot legally accept this without the consent of the candidate or their parent.
- Reasonable adjustment forms and supporting evidence, eg. doctors certificate are to be sent to the Exams Dept at HQ. Please quote your exam entry ID number in the correspondence – forms available from website.

i. Special considerations

These are different to reasonable adjustments. A 'special consideration' is a post-examination adjustment to the mark for a candidate who was prepared for and present at an exam, but who may have been disadvantaged by adverse circumstances that arose immediately before or at the time. Applications should be made within five working days of the exam and submitted to exams@rad.org.uk. For more information please visit the RAD website.

j. Allocating teachers to students

- Select the pencil next to the candidate name

30027971 - Milly Jones <input type="button" value="edit"/>
30027972 - Tilly Thomas <input type="button" value="edit"/>
30027973 - James Barns <input type="button" value="edit"/>

- Check the box to select teacher(s) for each candidate:

NAME

<input type="checkbox"/>	Nicola
--------------------------	--------

- Inactive teaching members cannot be allocated to candidates

k. The 'Notes' box

- Enter your notes (information, comments, requests etc.) to your local office here:

Notes

Please can I have a 9 am start and a break after the 2nd set.

Note type: General LOAD FILE... ADD

- Once you have clicked 'add' – the note will be listed beneath:

Notes

Enter your note here...

Note type: General LOAD FILE... ADD

NOTE	ADDED	USER	FILE	TYPE
Please can I have a 9 am start and a break after the 2nd set.	5 Nov 18 04:43 pm	Holly Black		General

l. Submitting and paying for exams

Once you have completed your entry, select Save & Submit.

- *Card payments* – you will be directed to an online card payment portal (preferred, where available). Your receipt will be available to download from the exam entry screen
- *Invoice* – Select this option if you are paying by cheque or bank transfer. The invoice will be automatically downloaded upon submitting your entry and will also be available to download from the exam entry screen after you have submitted
- If paying by bank transfer please use your exam entry number as a reference. If paying by cheque put your exam entry number on the reverse of cheque

- **Once you have submitted your entry, you cannot make any amendments. All amendments and additions to the exam entry must be made by your local office**
- If you have a credit from a previous session, contact your local office to make your payment

m. What happens next?

- Your local office will build the RAV session and allocate dates to your candidates
- You will receive a Confirmed Exam Report by email from your local office

Troubleshooting:

1. There is no session available

The RAV session may not be 'live' and open to schools yet. If you are looking to enter in a session outside your region, ensure the 'show all RAV sessions' checkbox is ticked.

2. There are no exams or students available

Ensure you are allocated to the correct region and that you have selected your session. Exams and students will be available after you have selected the session.

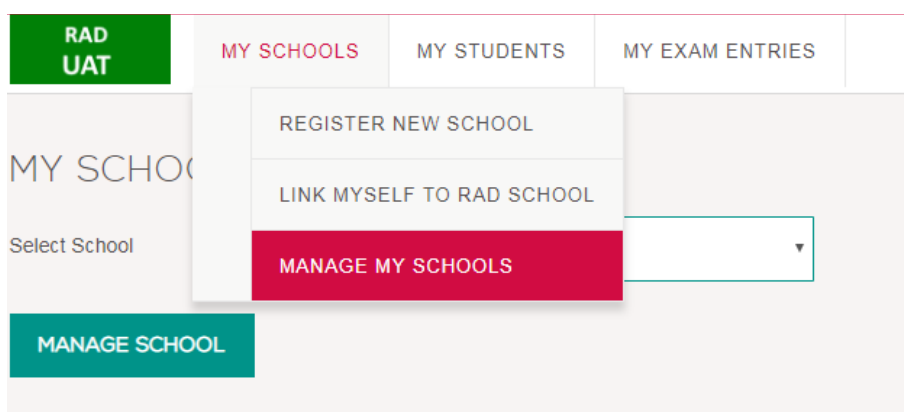
3. My student has studied with me for a while and also taken exams, why aren't they appearing in the Student drop-down box?

They may not have a valid school registration. Contact your local office or email registration@rad.org.uk to get the school registration updated. **Do not create a new ID.**

4. Manage My School (School Administrator role only)

a. Editing a site address

- My Schools>Manage My Schools – Select the school to edit



- Click on the Site to edit:

HOLLY'S DANCE SCHOOL (1005)

[School Home](#) | [Contacts](#) | [School Notes](#)

School Code 1005	School Status Approved	Date Registered 23 Oct 2018	Date Closed n/a
Main Site Telephone not supplied			
Main Site Email not supplied		Main Site Website not supplied	
Main Site Address ⓘ Dancing up my street, London, UNITED KINGDOM, SW11			

Sites

Site Name Holly's Dance School	Site Code 1005.001	Site Status Approved
Site Name Holly's School of Dance	Site Code 1005.002	Site Status Approved

- Select 'Edit Site Details':

ACTIONS

EDIT SITE DETAILS

SET AS MAIN SITE

- Make any amendments to name, address and region (change region to join session in another region). Then save. (see image on next page)

Notes:

- **School Home** – this takes you to the home screen for the school
- **Sites** – these are addresses associated with your school (studio address (AEC), certificate delivery etc.)
- **Contacts** – individuals associated with your school (school administrators and teachers)

EDIT SITE

Site Code
1005.002

Site Name *
Holly's Dance School

Email

Web Site

Prevent Registrations Direct Import

RAD Country
UNITED KINGDOM

RAD Region
London and Middlesex

Address

Street 1
My home

Street 2

Street 3

City/Town
London

County

Country
UNITED KINGDOM

Post Code
SW11

Telephone

Fax

b. Adding or removing a teacher from my school

If a teacher no longer works at your school, contact your local office to have them removed.

A teacher can request to be linked to your school via the 'link myself to RAD school' menu option (My Schools>Link myself to RAD school).

As school administrator, you have to approve this request.

- Go to My Schools>Manage my schools - Select 'Contacts':

MY SCHOOLS

Select School

MANAGE SCHOOL

HOLLY'S DANCE SCHOOL (1005)

[School Home](#) | [Contacts](#) | [School Notes](#)

School Code	School Status	Date Registered	Date Closed
1005	Approved	23 Oct 2018	n/a

Main Site Telephone
not supplied

- Teachers linked to your school will be listed here, along with those that have requested to be linked to it
- Click on the teacher's name to approve their request
- They will have a job role with the school and it will be 'Teacher' (Note: job roles are always linked to a site, not the main *school*, but contacts are able to access any site linked to the school when creating exams.)
- To approve the request, click on the 'Teacher' job role

Job Roles

Job Role	Status	School
Teacher	Inactive	1005 Holly's Dance School
Site		1005.001 Holly's Dance School

- Change status from Inactive to Active – then save

Associate role with Job Role

Status Approved From

You can also create new contacts (teachers and school administrators). However, teachers you create yourself will not have RAD Registered Teacher status and will not be able to validate entries. If you create a new School Administrator contact and want them to be able to log in and use the system, contact your local office.

Troubleshooting:

1. I don't have the Manage My School menu option on the screen

You don't have a School Administrator role added to your profile - contact your local office.

2. My school doesn't come up in the drop-down box

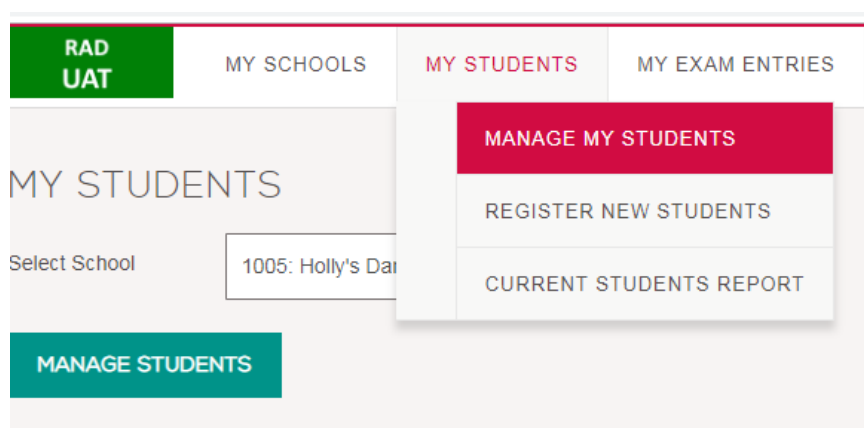
You don't have a School Administrator job role at the school - contact your local office.

4. Manage My Students (School Administrator role only)

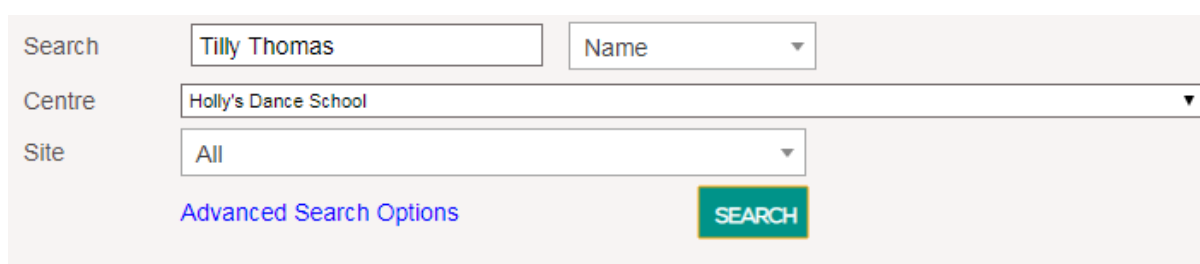
a. Withdrawing students from the school

This means removing students from your current school record so that they no longer come up in the drop-down list when creating exam entries.

- My Students>Manage My Students – select school from list



- Search for name or ID number of student:

A screenshot of a search form. It has three rows of input fields: 'Search' with a text box containing 'Tilly Thomas' and a dropdown menu set to 'Name'; 'Centre' with a dropdown menu set to 'Holly's Dance School'; and 'Site' with a dropdown menu set to 'All'. Below the 'Search' field is a blue link for 'Advanced Search Options'. At the bottom right is a teal 'SEARCH' button.


- Click on the blue arrow icon next to student:

Search

Centre


Site

[Advanced Search Options](#)

	NUMBER	FIRST NAME	LAST NAME	GENDER
	30027972	Tilly	Thomas	Female

- Click on the blue arrow icon next to School Registration

Further Details | Access | **Registrations** | Certificates | Student Images

	TITLE	REGISTRATION DATE	CENTRE - SITE	STATUS	STANDALON REGISTRATIC
	School Registration (SCHREG)	23/10/2018	Holly's Dance School - Holly's Dance School (1005.001)	In Progress	No

- Tick the 'Withdrawn' box and then 'Save & Close'

EDIT QUALIFICATION REGISTRATION - SCHOOL REGISTRATION

Qualification | Units | PLR | Event Info | Alternative Achievement | Entry Requirements | Qualification Prerequisites

Qualification School Registration

Centre/Site Holly's Dance School - Holly's Dance School (1005.001)

Pathway

Programme

Qualification Code Status

Registration Date Reg Group Code

Expiry Date Extend Expiry

Earliest Certificate Date Withdrawn

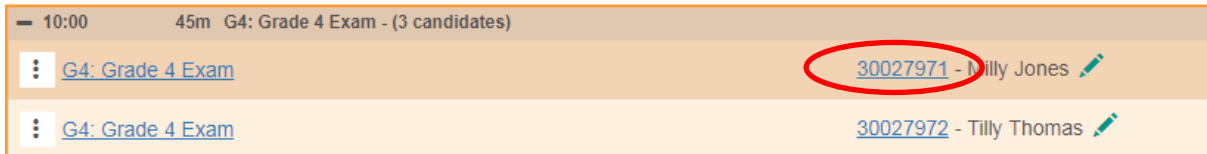
Last Assessment Date Request Full Certificate

Certificate Expires Date Assessment Language

Study Mode

b. Correct student details (eg. Spelling of name, date of birth etc)

- Either click on the Manage My Students menu option or on the student ID in the exam entry – both take you to the same place:



- Revise details (e.g. spelling of name):

STUDENT (FIELDS WITH RED ASTERISKS ARE MANDATORY)

SAVE CLOSE

Student First Name *	Milly	Middle Names		Last Name *	Jones
Title	Miss	Student Number	30027971	ULN +	
Date of birth (DD/MM/YYYY) *	23/10/2001	Gender *			Female

- **It's important to also update their display name - do this by selecting 'Further Details':**

Student First Name * Molly

Title Miss

Date of birth (DD/MM/YYYY) * 23/10/2001

SCN ⓘ

LUI Number

Further Details Access Registrations Certificates

TITLE REGISTF

School Registration (SCHREG) 23/10/20

- Amend Display Name accordingly, then save:

Further Details Access Registrations Certificates Student Images

Previous Surname(s)

Display Name ⓘ Milly Jones

RAD ID

Troubleshooting

1. **I don't have the Manage My Students menu option on the screen**

You don't have a School Administrator role added to your profile – contact your local office.

2. **My school doesn't come up in the drop-down box**

You don't have a School Administrator job role at the school – contact your local office.

3. **I accidentally registered a student twice**

Contact your local office to have these student details merged.