

March 2015

Dear parent/guardian

### **Examination results and certificate processing (UK)**

The target date for the issue of provisional RAD examination results is four working weeks after the end of an examination session, and the target date for receipt of certificates and medals is a further two working weeks after that. These timescales can be longer when this period includes Easter, Christmas, New Year, and/or other bank holidays when we are unable to process results. The target dates for the provisional results of examinations are published in *Focus on Members* so that teachers are fully aware of when to expect results and can let students and parents know this.

The reason for this timescale is two-fold:

Firstly, the UK examination sessions (three each year: Spring, Summer and Winter) generally involve between 10,000 and 20,000 students each. The results for overseas sessions are being processed alongside these, leading to a significant volume of work for examinations processing staff.

Secondly, in order to ensure that results received are as accurate and reliable as possible, and in accordance with the requirements of the UK examinations regulators (Ofqual, the Welsh Government, and SQA Accreditation), every result has to be monitored and this can only be done once *all* the results for a tour (a series of examinations delivered by a single examiner, typically over a period of 3-4 weeks) have been entered on the system, in order for meaningful statistical analysis to be undertaken. This means that we cannot send out any results for a tour until they have all been processed, checked and monitored.

When provisional results are emailed out, we give teachers a date by which they should get back to us with any spelling corrections. Although we ask that all students are registered with ID numbers before examination entry forms are submitted, there is always the possibility of a name being misspelt and this gives teachers the opportunity to inform us about any corrections before certificates and result forms are printed and despatched. If we don't find out about an error until later then the original certificate will need to be returned to us before we can issue the new one. We want students to get their certificates as quickly as possible and for them to be accurate when they do, and so a delay of a few days at this stage is better than a longer delay later.

Royal Academy of Dance incorporating The Benesh Institute

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*Patron:* Her Majesty Queen Elizabeth II *President:* Darcey Bussell CBE

*Chairman:* Kerry Rubie *Chief Executive:* Luke Rittner

36 Battersea Square  
London SW11 3RA  
tel: +44 (0)20 7326 8000  
fax: +44 (0)20 7924 3129  
info@rad.org.uk  
www.rad.org.uk



Of course it also takes some time to print 20-40,000 certificates and result forms, collate these with the medals and bars, package them up for each school and send the parcels out by courier. This sometimes takes longer than the two weeks that we allow for this, which is why the target date for the issue of certificates remains at six working weeks after the end of the tour, even when the provisional results have been sent out early.

We appreciate that this can be a long wait for younger students (particularly when they have had their exams in the early part of a session). We do try to get the results and certificates out as quickly as possible and usually teachers will have them before the published date.

I hope that this helps to explain why it takes the time it does to process results and certificates. Fuller details can be found in the policies and guidelines on the RAD website. If you want to check the result target dates for UK sessions, these can be found under 'Dates' in the Examinations section of the RAD website.

Yours sincerely

A handwritten signature in purple ink, appearing to read 'M Rogers', with a long horizontal flourish extending to the right.

Mark Rogers  
Examinations Results Manager