

EXAM GUIDE

2024-2025

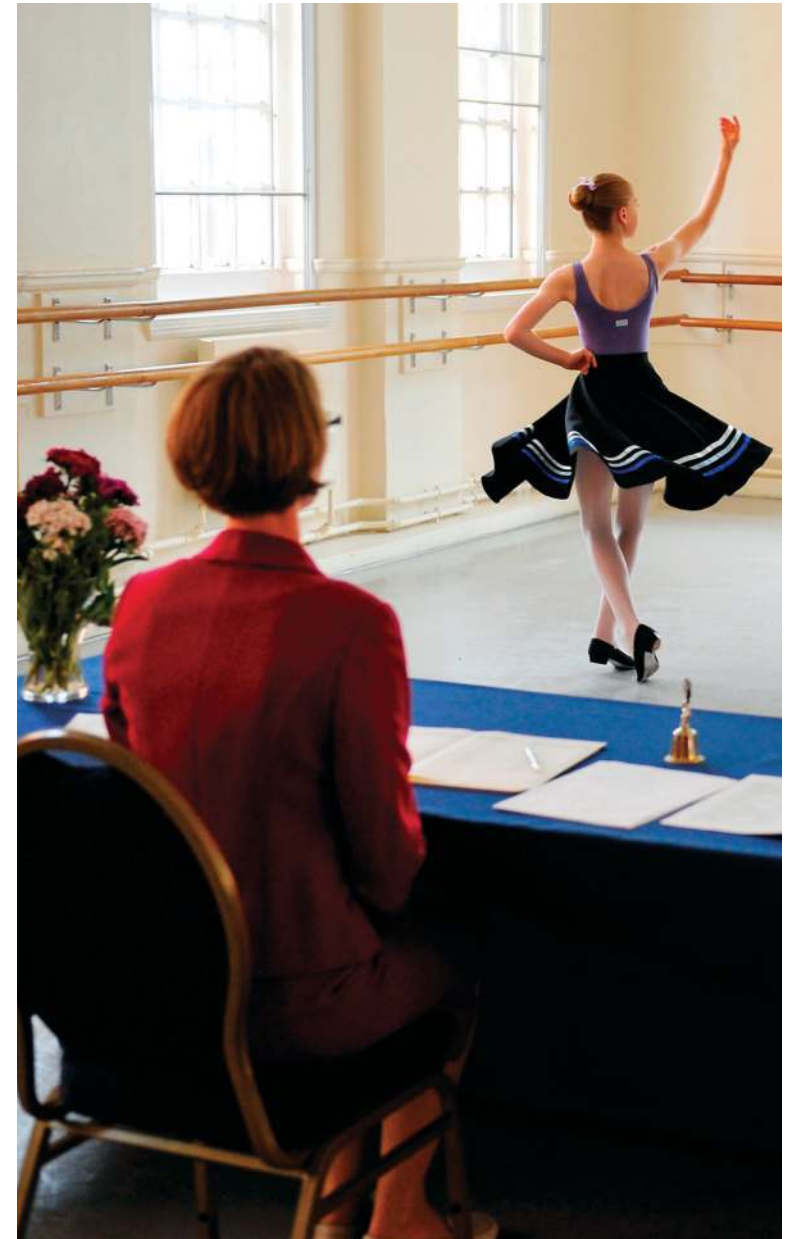


ROYAL ACADEMY
OF DANCE

Table of Contents



- 3** Quick Links to Webpages
- 4** Exam Entry Options
- 5** Completing Your Exam Entry
- 9** Exam Scheduling and Forms
- 10** AEC Filmed Exams
- 11** AEC and Filmed Exam Fees
- 12** RAV Exam Fees
- 13** Results, Replacements, Specials
- 14** Candidate Information
- 15** Changes and Music
- 16** Sessions and Closing Dates
- 17** Contacts



Quick Links to Webpages



- [Set Timings](#)
- [Exam Fees](#) (*Exam Guide pgs 11-12*)
- [Sessions & Closing Dates](#) (*Exam Guide pg 16*)
- [Prerequisites & Age Requirements](#)
- [Reasonable Adjustment](#) (*Exam Guide pg 14*)
- [Result Enquiry & Special Consideration](#) (*Exam Guide pg 14*)
- [Specifications](#)
- [Free Enchaînement Music](#)



Exam Entry Options



AEC “Approved Examination Centre”

In Person

- The examiner conducts exams at the applicant’s studio.
- The applicant is responsible for providing the approved music, including the new (2023) [Free Enchaînement music](#) for vocational exams, via download or CD purchase, and providing a music operator or pianist.
- Exam entries must total at least 3 hours or \$1,710.

Filmed

- Exams are filmed at the applicant’s studio.
- The applicant is responsible for providing the approved music, including the new (2023) [Free Enchaînement music](#) for vocational exams, via [download](#) or [CD purchase](#), and providing a music operator or pianist.
- Exam entries can be any length or dollar value.

RAV “RAD Approved Venue”

- Exams take place at a studio designated by the RAD.
- The exam schedule and sets are arranged by the RAD. The location will only be made available once entries are confirmed, approximately one month prior to the start of the session.
- Students may not be kept in the same order you have indicated in your entry and may be mixed with students from other studios.
- At RAV venues, pianists will be used whenever possible for vocational levels. Candidates should be prepared to be accompanied by live or recorded music.



Completing Your Exam Entry




Step 1 Log into the Members' Area and navigate to the [Online Exam Entry](#) section.

Step 2 Register your candidates

- If you have a candidate who is new to RAD exams, please register them. (See [pg. 7](#) for detailed information on how to register a candidate).
- If you have a candidate who previously took exams with another school, contact your Exam Planner to have the student transferred to your school. **Please DO NOT create a new ID number for them.**

Step 3 Pay membership dues

- Teachers are not able to submit entries or be linked to any candidates on an exam entry unless their membership is "Active". To pay your membership fees, log into the Members' Area and navigate to [My Account/My Renewal](#).
- If you have vocational candidates who wish to take advantage of the Member discount on exam fees, **ensure that their membership is active at least 48 hours before you add them to your entry.** (If they are added to your entry before the membership payment goes through, the full exam fee will be charged.)
- **Note:** you will see an  beside the candidate's name once they are a Member.

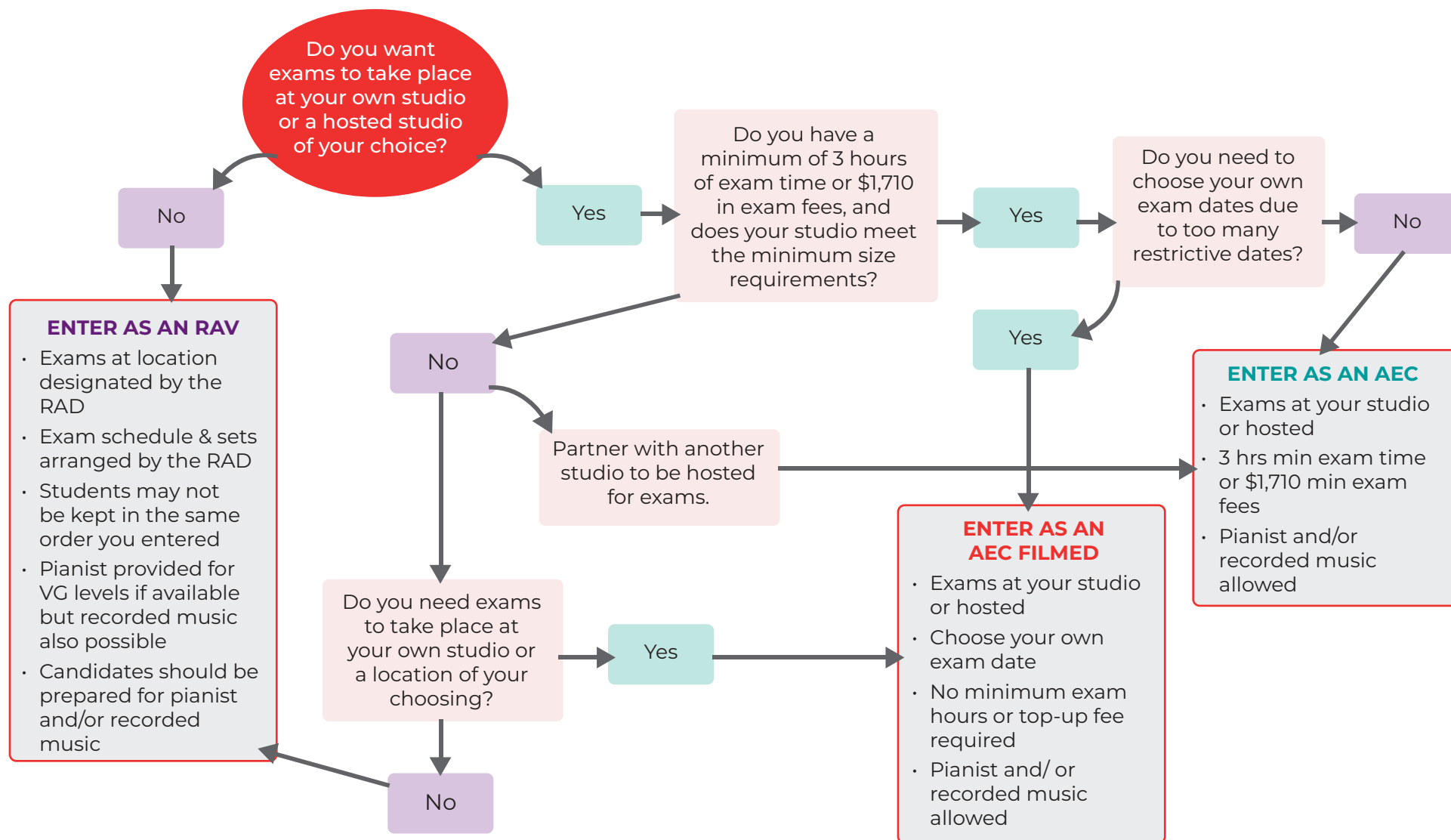
Step 4 Start your exam entry

- Click on "MY EXAM ENTRIES" and then either "NEW AEC ENTRY" or "NEW RAV ENTRY".
- For an AEC entry, choose Exam Location (Venue) from the drop-down list.
- Choose Exam Session (filmed or live).
- Select or fill in the delivery address, e-mail, phone number and card billing address. (Note: the delivery address is where we send the certificates. The billing address is the address connected to the credit card you are using for payment).
- Enter your candidates.

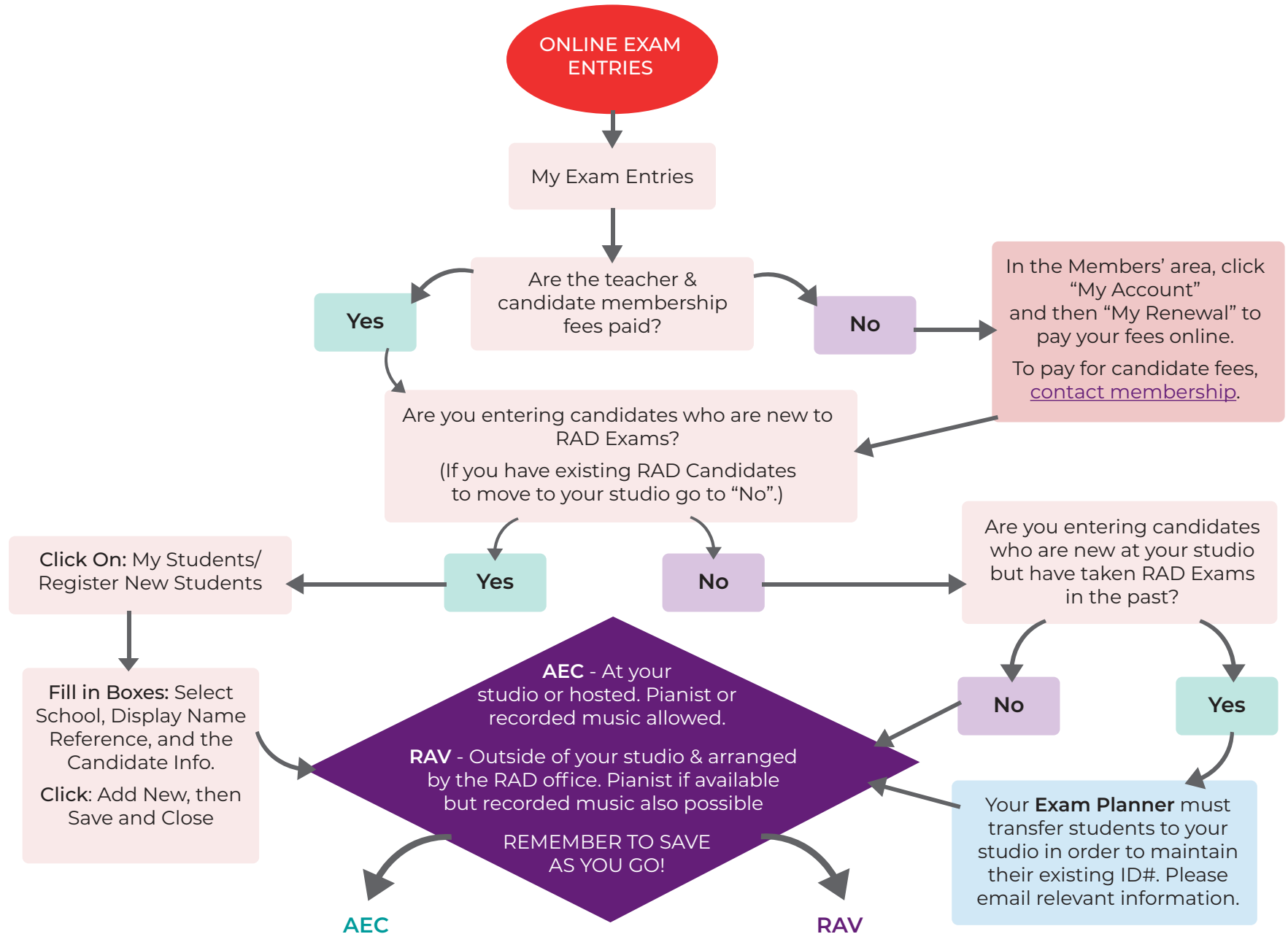
Step 5 Save and submit

- If your entry does not meet the minimum three hours of exam time, or \$1,710 in exam fees, you have the following options:
 - **Film** – Film your entry (no minimum requirement).
 - **Hosting/Hosted** – Make arrangements to join with another studio entered for the same session. If the hosting site you wish to use does not appear on your school's profile, contact your exam planner **in advance of the closing date** to have this site added. Please note, the RAD is not permitted to make hosting arrangements for schools.
 - **Fees** – Pay the top-up fee to bring your entry to the minimum \$1,710 exam fee requirements. (Upon submitting your entry, the system will automatically charge you the minimum fee).
 - **RAV** – Have your candidates take their exams at an RAV. (If you have already started an AEC entry, you must delete it and start over with an RAV entry).

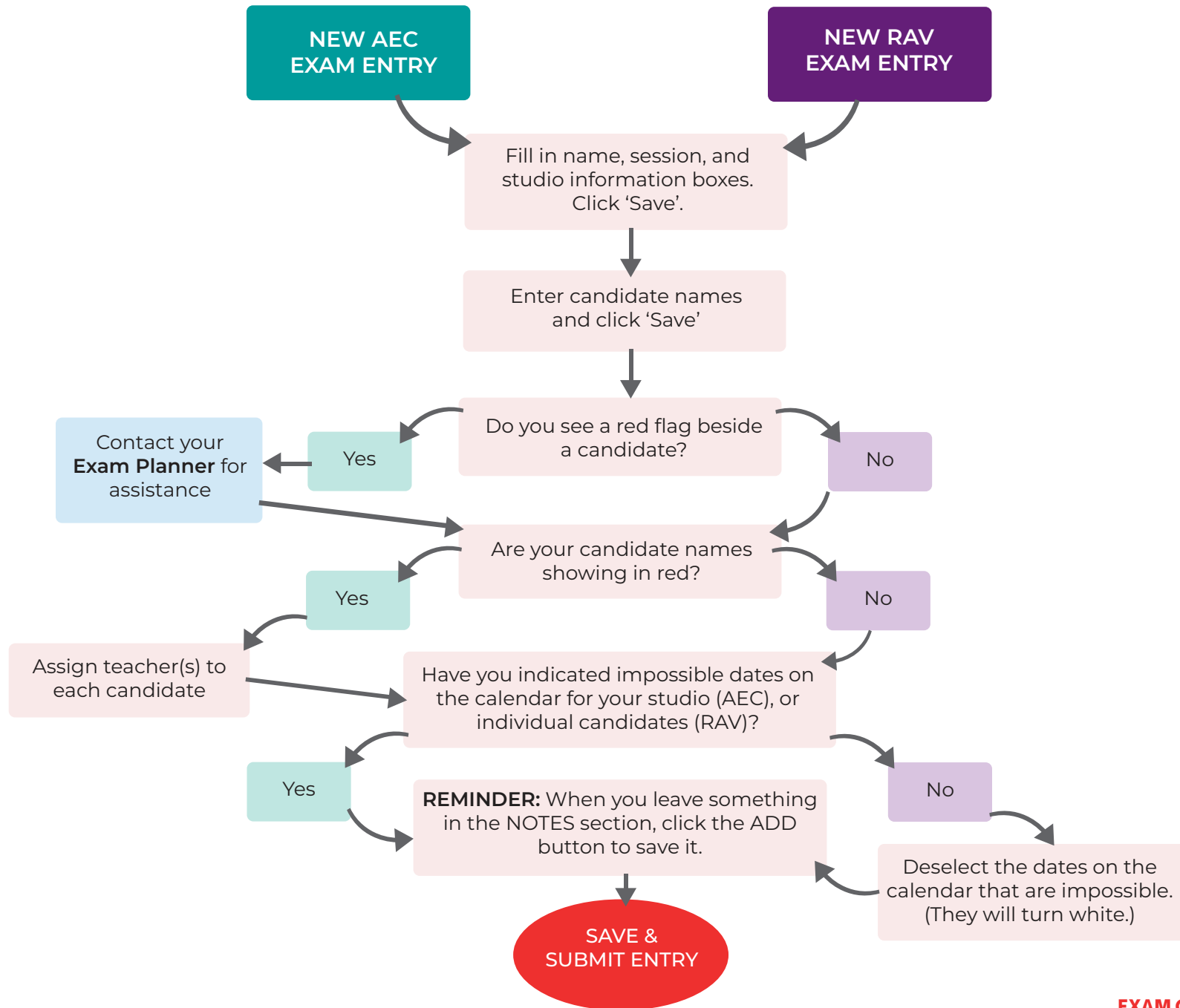
AEC (In-Person + Filmed) vs RAV



Exam Entry Flowchart



Exam Entry Flowchart (continued)

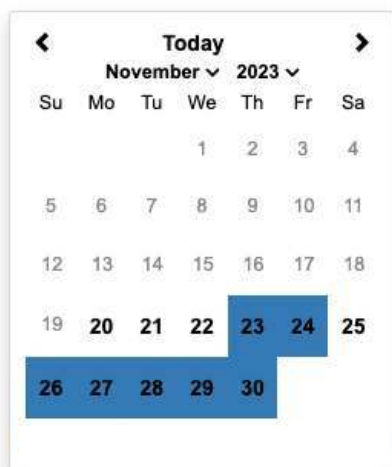


Exam Scheduling



How to Schedule Your Exams

Exams may be scheduled on any day of the week, between 9am and 5pm, including weekends and some holidays. For this reason, it is crucial that you identify any days during the session as 'unavailable.' Please use the entry calendar to deselect up to 8 impossible dates.



Click to indicate availability (blue shaded dates = available, unshaded = unavailable)

Late Entries

Late entries are accepted at the RAD's discretion and are subject to the following late fees:

- 10% surcharge up to 1 week late
- 20% surcharge after that

Forms

Pre-Exam Day

- [Reasonable Adjustment](#) - used for examiner awareness of special education needs, disabilities or medical conditions for which accommodations are requested. **To be submitted at the time of entry.**
- [Music Choice forms](#) – must be completed for graded exams taking place at an RAV. **Send the completed form to your Exam Planner at least 2 weeks before the exam date.**

Post Exam Day

- [Result Enquiry](#) - a written report with details on the results awarded. **Must be submitted within 10 days of the online results becoming available.**
- [Special Consideration](#) - a post-examination adjustment due to adverse circumstances that arose immediately before or during an examination. **Must be submitted within 5 days of the examination date.**

AEC Filmed Exams



Documentation to guide you through the filmed exam process is available in the Members' Area in "[Exams/Policy & Guidelines](#)". **Please read the new filmed documents carefully, as the information has recently changed.**

In Canada, filmed exam registrations have the same closing dates as in-person exams.

If you wish to film your exams, follow these steps:

- Start a new AEC entry and choose the relevant Filmed Exam Session from the drop-down session field.
- Arrange your students in the order in which you plan to film.
- In the NOTES section of the entry, state the date(s) and start time of your filming.
- Before filming, you will receive a **Submitted Exam Report** to reference during filming. (Please note that Confirmed Exam Reports are issued for in-person entries, only.)
- You will need a Planet eStream link and password so you can upload your exam videos. Please email your Exam Planner to request this.
- Once the videos are uploaded, **you must create a playlist which matches the set order of your exam entry.** When completed, please paste the playlist link into the NOTES section of your online exam entry and click the green ADD button.
- Please review the [Free Enchaînement Guidelines](#) carefully before you film, to ensure you understand how to lead this exercise.



AEC & Filmed Exam Fees



AEC Examinations			Class Awards	Solo Performance Awards	Demonstration Classes (Level 1 or 2)	
Effective 01 August 2024 - 31 July 2025 (Fees per candidate)						
Dance to Your Own Tune					\$52	
Pre-Primary in Dance			\$69			
Primary	\$89		\$79			
Grade 1	\$94		\$83	\$79		
Grade 2	\$98		\$87	\$83		
Grade 3	\$103		\$90	\$86		
Grade 4	\$107		\$93	\$89		
Grade 5	\$112		\$98	\$93		
Grade 6	\$117		\$99	\$97		
Grade 7	\$121		\$103	\$100		
Grade 8	\$126		\$109	Discovering Repertoire		
Intermediate Foundation	\$162				Exam	Class Award
Intermediate	\$177			Level 2 Class	\$73	\$51
				Level 2 Variation 1	\$73	\$51
Advanced Foundation	\$192	\$327		Level 2 Variation 2	\$73	\$51
Advanced 1	\$197	\$332		Level 3 Class	\$82	\$59
Advanced 2	\$207	\$342		Level 3 Variation 1	\$82	\$59
				Level 3 Variation 2	\$82	\$59
				Level 4 Class	\$91	\$69
				Level 4 Variation 1	\$91	\$69
				Level 4 Variation 2	\$91	\$69

Late entries may be accepted, at the discretion of RAD Canada, with surcharges applied — 10% up to a week late, and 20% after that. After the closing date, change requests must be in writing, and if approved, will incur a minimum fee of \$100.

RAV Exam Fees



RAV Examinations			Class Awards	Solo Performance Awards	Demonstration Classes (Level 1 or 2)	
Effective 01 August 2024 - 31 July 2025 (Fees per candidate)						
Dance to Your Own Tune					\$72	
Pre-Primary in Dance			\$89			
Primary	\$109		\$99			
Grade 1	\$114		\$103	\$99		
Grade 2	\$118		\$107	\$103		
Grade 3	\$123		\$110	\$106		
Grade 4	\$127		\$113	\$109		
Grade 5	\$132		\$118	\$113		
Grade 6	\$137		\$119	\$117		
Grade 7	\$141		\$123	\$120		
Grade 8	\$146		\$129	Discovering Repertoire		
Intermediate Foundation	\$182				Exam	Class Award
Intermediate	\$197			Level 2 Class	\$93	\$71
				Level 2 Variation 1	\$93	\$71
Advanced Foundation	\$212	\$347		Level 2 Variation 2	\$93	\$71
Advanced 1	\$217	\$352		Level 3 Class	\$102	\$79
Advanced 2	\$227	\$362		Level 3 Variation 1	\$102	\$79
Solo Seal	\$369	\$504		Level 3 Variation 2	\$102	\$79
				Level 4 Class	\$111	\$89
				Level 4 Variation 1	\$111	\$89
				Level 4 Variation 2	\$111	\$89

Late entries may be accepted, at the discretion of RAD Canada, with surcharges applied — 10% up to a week late, and 20% after that. After the closing date, change requests must be in writing, and if approved, will incur a minimum fee of \$100.

Results, Replacements, Specials



Results Process

- When **exam results** are available, a notification will be sent to the email indicated in the Exam Entry. You can then access the results online.
- [Result Enquiries](#), if desired, must be submitted within 10 days after receipt of results email.
- **Certificates, Result Forms and Medals** will be sent out to the delivery address indicated in your Exam Entry. Please ensure that this information is correct in your entry. Any changes to this information after the entry has been submitted should be sent to your Exam Planner.
- **Demonstration Class Certificates** are sent directly to the studio in advance of exams. (For Demonstration Classes only, absent candidates who have been regularly attending classes with the teacher may still receive a certificate listing their achievements.)

Replacement Certificates, Result Forms, and Medals

- In accordance with equalities law and best practice, the Academy will re-issue (for a fee) a certificate or result form under a new name for a candidate who subsequently changes their gender identity. The result form will reflect the assessed syllabus.
- **Replacement certificates and result forms** are available by written request. The cost is \$40 per page.
- Replacement certificates and results forms are labeled as such.
- **Replacement medals** are available by written request. The cost is \$20 per medal.

AEC Special Exam Sessions

- **AEC Specials** can only be arranged outside of the assigned session dates for each province.
- Exam Specials cannot take place within two weeks before or after an assigned session for each province.
- All Specials are subject to an entry surcharge of **\$325**.
- The minimum examining time for a Special is **6 hours**.
- The **cost of examiner travel** must be paid by the applicant.
- All Specials are subject to examiner availability.
- **To request a Special**, please contact your Exam Planner.



Candidate Information



Absent Candidates

- Teachers should inform the Examiner of any absent candidates on the day of the exam. For absent RAV candidates, please notify your exam planner.
- The order of the remaining candidates in a set should not be altered (i.e., if candidate #2 is absent, candidates #3 and #4 should still wear the numbers 3 and 4).

Refunds

- Candidates who are absent due to injury or illness are eligible for a 50% refund of the entry fee. Send a signed medical certificate or doctor's letter to your Exam Planner. Refunds will be payable to the studio.
- All refund requests must be submitted within 4 weeks of the examination date.
- No refunds are given for candidates switching from Exams to Class Awards.

Reasonable Adjustment

- Candidates who are concerned about entering for an exam due to a barrier such as a disability or medical condition may submit a [Reasonable Adjustment application](#).
- If your candidate is performing an examination in their opposite gender, please click on the pencil in your online exam entry to add a Reasonable Adjustment and select, "The candidate to be examined according to the syllabus criteria for the alternative gender". A Reasonable Adjustment form must be attached to your entry.

Transferring Candidates

- If an injured or ill candidate wishes to transfer to a filmed exam **within the same session**, a \$100 change fee will apply.
- Transferring candidates between sessions and carry forward credits are not permitted in Canada.

Special Consideration

- [Special Consideration](#) is a post-exam adjustment to the mark of a candidate who was prepared for and took an exam, but who may have been disadvantaged by temporary adverse circumstances that arose prior to, or at the time of the exam.
- Such circumstances could include an illness, injury, or some other event outside of the candidate's control which had, or was reasonably likely to have had, a material effect on their exam performance.

Result Enquiry Service

- If a teacher, candidate, or parent/guardian wishes to have further information regarding the reasons for a result, a [Result Enquiry](#) report may be requested. This is a written report with details on the results awarded and a fee is payable.
- A result enquiry takes approximately 40 working days to process, and the application must be made **within 10 days of the online results notification**.

Changes & Change Fees

- After the closing date, requests for any changes must be submitted to your Exam Planner in writing.
- If approved, all changes will incur a minimum fee of \$100.
- **The following are examples of changes which would incur a fee:**
 - Adding one or more candidates to an entry (a 10-20% surcharge would also apply).
 - Changing the exam level for a candidate.
 - Changing the order of the sets.
 - Moving candidates between sets.
 - Moving candidates between in-person and filmed exams within the same session.

Music

At an AEC

- Teachers have the option to choose recorded music (CD/Download), and/or a pianist for all levels.
- Please review regulations for Music in the [Specifications](#), as certain sections of exams must be accompanied by recorded music.
- DVD tracks are NOT permitted for use in any exams.
- Pianists are encouraged but not mandatory for Vocational Graded exams.
- If you are not using a pianist, **Free Enchaînements** in Intermediate Foundation, Intermediate, and Advanced Foundation exams must be conducted using the newly issued official recordings. These are available for purchase ([as CD through RAD Canada](#)) or download ([through the UK office](#)).

At an RAV

- Recorded music will be used for all Graded levels.
 - [Music Choice Forms](#) must be completed for Graded exams. If not attached to your entry upon registration, please email the forms to your Exam Planner **at least 2 weeks before the exam date**.
- Where possible, pianists will accompany Vocational Graded levels, including the Free Enchaînement. Alternatively, recorded music will be used. Please ensure your candidates are prepared for either eventuality.

Sessions and Closing Dates: AEC & RAV (In-Person & Filmed* Exams)



Exam entry portals close at midnight in your local time zone. Any late entries will be subject to a surcharge.

SESSION	REGION	CLOSING DATE	SESSION DATES	TARGET DATE
FALL 2024	British Columbia	27 Sep 2024	20 Nov - 12 Dec	23 Jan 2025
	Alberta		13 Nov - 06 Dec	20 Jan 2025
	Saskatchewan		20 Nov - 06 Dec	21 Jan 2025
	Ontario		20 Nov - 13 Dec	24 Jan 2025
	Ottawa / Quebec		20 Nov - 06 Dec	17 Jan 2025

SESSION	REGION	CLOSING DATE	SESSION DATES	TARGET DATE
WINTER 2025	British Columbia	22 Nov 2024	18 Feb - 14 Mar	11 Apr 2025
	Yukon		03 Feb - 07 Feb	07 Mar 2025
	Alberta		18 Feb - 21 Mar	18 Apr 2025
	Saskatchewan		01 Mar - 28 Mar	25 Apr 2025
	Manitoba		09 Mar - 14 Mar	11 Apr 2025
	Ontario		18 Feb - 05 Mar	02 Apr 2025
	Ottawa / Quebec		20 Feb - 08 Mar	07 Apr 2025

SESSION	REGION	CLOSING DATE	SESSION DATES	TARGET DATE
SPRING 2025	British Columbia	24 Jan 2025	07 Apr - 09 May	06 Jun 2025
	Alberta		21 Apr - 09 May	06 Jun 2025
	Ontario		01 Apr - 09 May	16 Jun 2025
	Ottawa / Quebec		01 Apr - 19 Apr	20 May 2025
	Atlantic Provinces		30 Mar - 19 Apr	20 May 2025

SESSION	REGION	CLOSING DATE	SESSION DATES	TARGET DATE
LATE SPRING 2025	British Columbia	07 Mar 2025	26 May - 26 Jun	24 Jul 2025
	Alberta		26 May - 24 Jun	22 Jul 2025
	Saskatchewan		01 Jun - 26 Jun	24 Jul 2025
	Ontario		26 May - 27 Jun	25 Jul 2025
	Ottawa / Quebec		07 Jun - 24 Jun	22 Jul 2025

SESSION	REGION	CLOSING DATE	SESSION DATES	TARGET DATE
SUMMER 2025	British Columbia	23 May 2025	07 Jul - 20 Jul	18 Aug 2025
	Ontario		07 Jul - 18 Jul	15 Aug 2025

SOLO SEAL Examination (subject to minimum enrollment)

SESSION	REGION	CLOSING DATE	EXAM DATE
2025	Winter – British Columbia (Vancouver)	22 Nov 2024	18 Feb 2025
	Winter - Alberta (Edmonton)	22 Nov 2024	Feb 2025
	Late Spring – Ontario (Toronto)	25 Jan 2025	28 May 2025

At least 48 hours before submitting your exam entry:

- Ensure your membership is current for 2024/25 and paid at least 48 hours before the exam entry deadline.
- Ensure your Vocational students have a current membership before adding them to your exam entry. Memberships must be paid at least 48 hours before the entry deadline, and before you add students to the entry. Exam pricing is locked in at the time a student is added to the entry.

It is Essential to Contact Your Exam Planner:

- If you have any new students at your school who have already taken RAD exams. We can then transfer the student registration to your school.

Exams Calendar

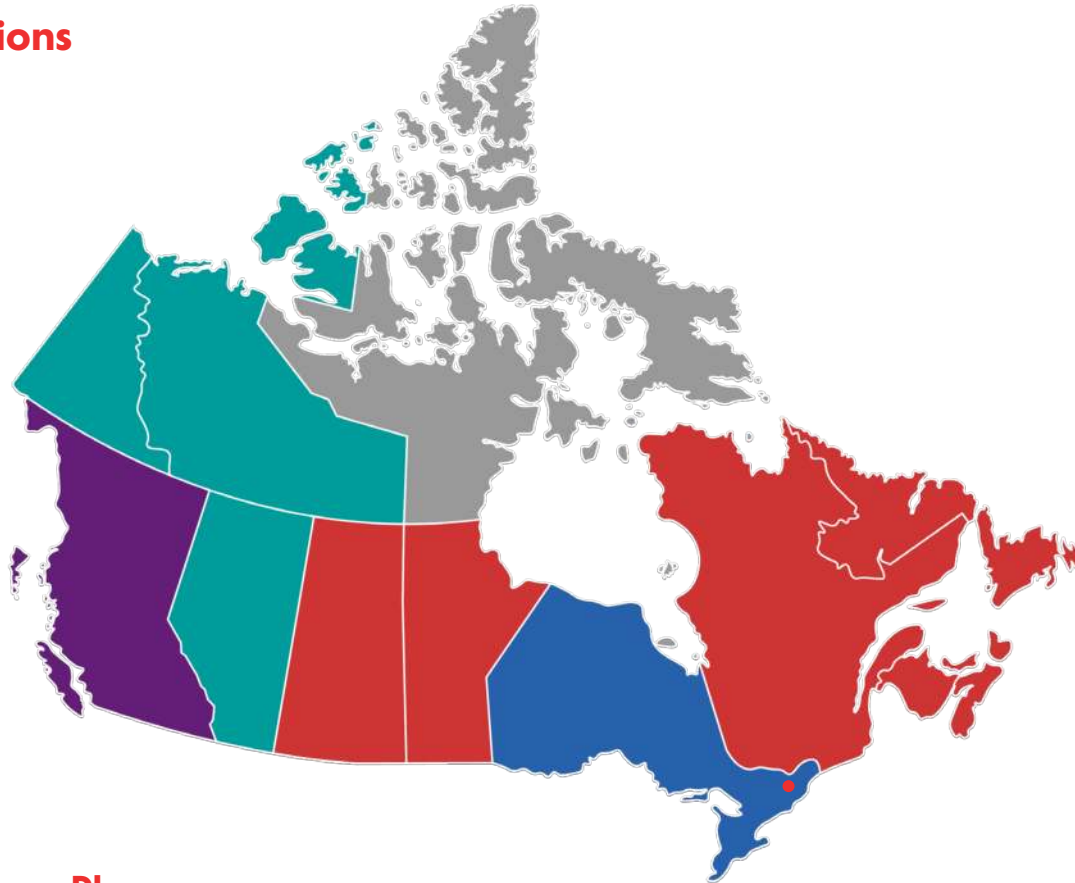
- Subscribe to our [Exams Calendar](#) to receive all Exam entry deadlines and reminders automatically added to your phone calendar.

**Target dates for filmed exams cannot be predicted.*

Contacts



Exam Regions



Regional Exam Planners

Charlie Carrier
British Columbia
ext. 238
ccarrier@radcanada.org

Zoe Fong
Alberta/Yukon/Northwest Territories
ext. 231
zfong@radcanada.org

Kat Salvador
Saskatchewan/Manitoba/Ottawa/Quebec/Atlantic
ext. 224
ksalvador@radcanada.org

Christine Bacci
Ontario (excluding Ottawa)
ext. 234
cbacci@radcanada.org

Examinations Manager

Carolyn Jones
ext. 221
cjones@radcanada.org

Membership Manager

Akobi Adams
ext. 228
aadams@radcanada.org

If you still have questions regarding syllabus uncertainty, please contact:
artistic@radcanada.org

telephone: 416.489.2813
toll-free: 1.888.709.0895

**ROYAL ACADEMY
OF DANCE**