

THE LISA JANE SCHOOL OF DANCE

EXAMINATIONS POLICY

This Policy

This policy explains how:

- students are selected to participate in an exam through one of our affiliated examining bodies
- we can support students with additional needs that may need reasonable adjustments within an exam
- we distribute & record examination results
- we will advise and support students if they are unhappy with their result or would like to make an appeal to the exam board

Examinations are not compulsory at The Lisa Jane School of Dance. Students should be aware that choosing to participate in an examination does require additional time when attending exam coaching classes and the payment of exam fees to professional accredited exam boards. With this in mind, we understand it may not be possible for all students to participate. Should you choose not to participate it is possible to progress to the next level alongside your current class.

Higher level examinations do have a pre-requisite that the examination prior has been successfully passed. We are happy to advise which levels this refers too and make students aware at the time of the possible exam session.

All exam communication is clearly sent via email to parents/guardians. Only students that have submitted their consent via an online form are entered into exam sessions. We do not enter students without parents/guardians written permission.

We feel examinations are extremely valuable to provide students with a sense of achievement, external professional feedback & the experience to perform under different circumstances outside of their usual class.

It is our aim for all examination candidates to have a positive experience, we will do all we can to support our students through our professional knowledge & experience.

How students are selected to take an examination:

Students are deemed ready to take their examination by their registered teacher. The teacher must feel the student is able to show proficient ability to demonstrate all required elements to fulfil the exam criteria set by the examination board. Many of our exam boards give recommended hours of study per grade and students should reach the suggest hours. Teachers should feel satisfied that a student could perform under exam conditions without teacher assistance. Under most exam circumstances the teacher will not be present, so the student must be confident to present their work and respond the exam conditions appropriately.

All teachers are aware that students have varying levels of ability, different strengths & areas of weakness. Staff members will do their very best to support students in reaching their full potential, providing them with a thorough understanding of the exam syllabus. Graded syllabi are created for students to learn through logical progressions & we understand the importance of building good foundations rather than rushing the process. Before a student is considered for an examination, it should be evident in class that any individual student is working to the best of their ability.

If a student is unable to meet the required level according to their teacher, they will be advised to do one of the following:

- Attend additional classes to prepare for an upcoming exam session
- Attend an alternative class that will give the individual more time to prepare for an exam session in the future
- If available, participate in a class award rather than an examination. This provides students with the exam day experience, examiner feedback and a sense of achievement. However, some elements of the syllabus may not need to be shown or may be performed as part of a group setting helping the students feel more confident.
- We understand students build relationships with their classmates and a student may prefer to stay with their current group, progress to the next level without participating in an exam.

Depending on the individual circumstances and taking into consideration the age of the student, we will communicate initially with the parent/guardian and potentially the pupil, to take their feelings into account. All will be handled sensitively & discreetly.

Students will not be invited to participate in an exam session if they have outstanding fees on their account. All class fees should be paid before taking on additional financial commitment.

All exam entries will comply with the individual exam boards entry requirements, this refers to age requirements, costs, required entry dates and policies regarding withdrawals, injuries, illness & refunds. We fully respect all policies, rules & regulations that our exam board have in place.

How we can support students with additional needs and apply for reasonable adjustments for examinations:

We acknowledge that students attending our classes may have additional needs with regards to physical, educational or emotional development. When registering for classes we encourage parent/guardians to disclose all relevant information. Should the information need to be updated, all parents/guardians have access to a customer portal to keep all records current.

As we offer examinations with various exam boards, the process to submit a request for reasonable adjustments vary according to their regulations. If we feel there is sufficient reason to make this application, we will first ask for parents/guardians'

permission to disclose the required information and in some circumstances may require supporting documentation.

After our initial submission we will communicate with parents/guardians if the application has been successful and if it is possible to proceed with the examination entry based on the advice of the exam board.

Distribution of results & record keeping:

We initially receive results digitally before receiving official certificates & marksheets. Recommended times for results to be processed vary according to the exam board.

Individual examination results will be sent via email to the student's parent/guardian. We will aim to do this as quickly as possible and no more than 7 working days after receiving exam results.

Individual exam results will never be published, except for a particularly outstanding result for which we will only communicate with others with the student's prior permission.

For our records we keep both digital and physical copies of exam results. Physical copies are kept in a secure student's file within the school office which only dance school staff have access to.

Supporting students if they wish to enquire or appeal a result:

If a student is unhappy with the outcome of their examination, we are happy to discuss their result with them. Please contact us to arrange a meeting at a suitable time. We may be able to help provide areas to improve or give a more in-depth explanation of what the examiner was looking for in a particular area. With experience of entering students into examinations we may be able to give some insight as to whether we feel the result is what we were expecting based on the level we saw during class preparation.

Should a student wish to enquire to the examination board about the result and gain further clarification we are able to support them with this process and can go through this process on their behalf.

If a student feels strongly that they would like to appeal their result and feel they have been unfairly awarded their result we will also support this process.

If the examination board charges a fee for either an enquiry, examiner feedback or a result appeal it will be the responsibility of the students' parent/guardian to make payment for this.

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