

## 3.b Private and Centre Exam Sessions

Teachers can request a private exam session or they can join a London or Regional Exam Centre session.

### Private sessions

A private examination session is held at a Primary Organisers venue and comprises of candidates who attend their school.

A minimum daily fee must be met to ensure an examiner can be sent to examine this type of exam session in person.

To help teachers meet the minimum fee teachers may collaborate and jointly enter candidates, basing exams at one or two venues. However, if two venues are used, these should be close enough together for an examiner to travel to without exceeding the daily hours. This should be organised between both parties and should not involve the administration team at HQ. All payments must be made to the Primary Organiser of the examination session to then be paid to the ISTD.

Unless otherwise stated in the Teacher Notes box on the Application Page, all results will be sent to the Primary Organiser. Please note that the Primary Organiser of a session will be able to view the results for every candidate entered under the examination session on Quest.

### Centre sessions

London & Regional Exam Centres across the UK are also available for teachers to enter candidates. These sessions are suitable for teachers with small numbers of candidates as minimum daily fees do not apply. Please note there is a Centre fee per candidate.

At a Centre exam session, the ISTD is responsible for distributing all certificates & results to the teachers. You will only be able to see the details of the candidates that you have entered.

Centre examinations are held each term at the following locations:

- **London**
- **Bristol**
- **Southampton**

Please check on our ISTD website for dates.

Please email [ukdanceteachers@istd.org](mailto:ukdanceteachers@istd.org) to request an application for a Centre exam session.

## Tours

As we cannot accommodate single exam days in Scotland or the Channel Islands, we run termly tours for Central Scotland, Aberdeen and the Channel Islands to ensure teachers in these areas can apply for in person examinations.

Applications for these exams must be made through Quest by the closing date specified under the examination period.

To help us accommodate your request you will need to provide us with any exam dates you cannot do, and at least three preferred and three alternative exam dates. If you require more than one day of exams, please list as many available dates as possible.

If you wish to book exams outside of the tour dates, you will need to ensure that you have at least two days of exams in a single genre (or Modern with Tap). Please note that the dates must be consecutive, and the minimum daily fee must be met per day of exams you hold.

To help us accommodate your request, the Primary Organiser will need to provide us with any exam dates they cannot do, and at least three preferred and three alternative exam dates. If you require more than one day of exams, please list as many available dates as possible.

If you wish to book exams outside of the tour dates, you will need to ensure that you have at least two days of exams in a single genre (or Modern with Tap). Please note that the dates must be consecutive, and the minimum daily fee must be met per day of exams you hold.

## Identity Checks

All Vocational and Professional level candidates (Intermediate Foundation and above) who are aged 16 years and over, must also bring an official form of photographic identification to the examination session. Accepted forms of ID are:

- Valid Passport
- Driver's Licence
- Valid Photo identity card, including Citizen card, UK Railcard, NUS card, Portman card, PASS card and European identity cards

Candidates who do not provide photo ID will not be permitted to take their examination.