

6.c Editing Candidate Exam Booking

Contents

Editing Candidate Exam Booking	1
Changing Teacher Assigned to Candidate Exam.....	2
Changing Exam Candidate is Booked for	3
Withdrawing Candidate from Exam	4
Deleting a Candidate Exam Booking.....	5

Editing Candidate Exam Booking

PIN ^	First Name ^	Last Name ^	Age ^	Bypass Age Validation ^	Teacher Name ^	Exam ^	Group ^	Identity Checked ^	Dance ^	Withdrawn ^
123635	Mae	Bell	11	No	Quest User	Modern Theatre Dance - Graded Examination in Dance - Level 1 Award - Grade 1		n/a		No

To edit a candidate booking please click through onto the 'Candidates' tab. The 'Edit Candidate Booking' button will allow you to make the following changes if required:

- Change the teacher assigned to a candidate exam.
- Change what exam a candidate is booked for.
- Withdraw a candidate from their exam. Please note that you will still be charged for a candidate if they are withdrawn. To avoid this charge please see the section below regarding deleting a candidate booking.

Changing Teacher Assigned to Candidate Exam

To change the Teacher assigned to a candidate exam please follow the below instructions:

- (a) Select the candidate you wish to edit the details of (should turn a darker blue once selected) and click on the 'Edit Candidate Booking' button.

Request PINs Add Candidate Bookings **Edit Candidate Booking** Delete

Reset All Filters Show 10 entries

PIN ^	First Name ^	Last Name ^	Age ^	Bypass Age Validation ^	Teacher Name ^	Exam ^
123835	Mae	Bell	11	No	Quest User	Modern Theatre Dance - Graded Examination in Dance - Level 1 Award - Grade 1

- (b) Select a different teacher from the drop down and press the 'save' button.

Exams must be added on the Application Tab and saved there before a Candidate can be booked onto those Exams. Changing the exam for a team / couple member will change the exam for all members of the team / couple.

PIN 123835

Candidate Mae Bell

Teacher → Quest User

Exam

Additional Needs Quest User

Opp. Role UK Exams

Age 11

Bypass Age Validation No

Age Division Not Applicable

Individual / Team / Couple Not Applicable

Team / Couple Not Applicable

Team / Couple # Not Applicable

Team / Couple Name Not Applicable

Identity Check Method Not Applicable

Single Dance Not Applicable

Withdrawn

Save Cancel

Changing Exam Candidate is Booked for

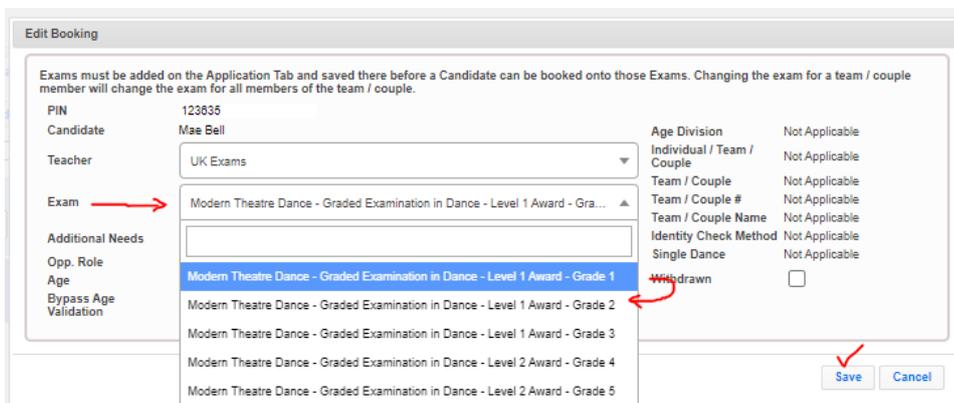
To change the Exam a candidate is booked to take please follow the below instructions:

- (a) Select the candidate you wish to edit the details of (should turn a darker blue once selected) and click on the 'Edit Candidate Booking' button.



PIN ^	First Name ^	Last Name ^	Age ^	Bypass Age Validation ^	Teacher Name ^	Exam ^
123835	Mae	Bell	11	No	UK Exams	Modern Theatre Dance - Graded Examination in Dance - Level 1 Award - Grade 1

- (b) Select the correct exam from the drop down and press the 'Save' button.



Exams must be added on the Application Tab and saved there before a Candidate can be booked onto those Exams. Changing the exam for a team / couple member will change the exam for all members of the team / couple.

PIN 123835
Candidate Mae Bell
Teacher UK Exams
Exam Modern Theatre Dance - Graded Examination in Dance - Level 1 Award - Gra...
Additional Needs
Opp. Role
Age
Bypass Age Validation
Age Division Not Applicable
Individual / Team / Couple Not Applicable
Team / Couple Not Applicable
Team / Couple # Not Applicable
Team / Couple Name Not Applicable
Identity Check Method Not Applicable
Single Dance Not Applicable
Withdrawn

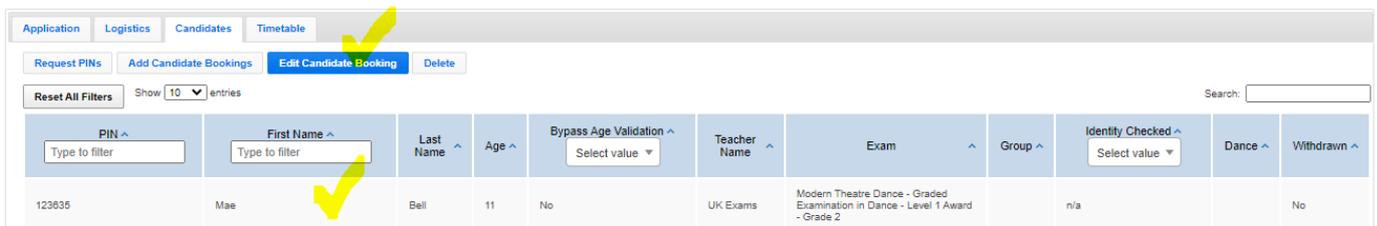
Save Cancel

Withdrawing Candidate from Exam

- Please note that you will still be charged for a candidate if they are withdrawn. To not be charged for a candidates exam please see the section below regarding deleting a candidate booking.
- To avoid being charged for a candidate unable to take their exam (before the timetable is submitted to us) please see the section below regarding deleting a candidate booking.
- If you wish to withdraw a candidate after payment has been made and your timetable has been submitted to us, please contact the UK Exams Department regarding your options on ukdanceteachers@istd.org.

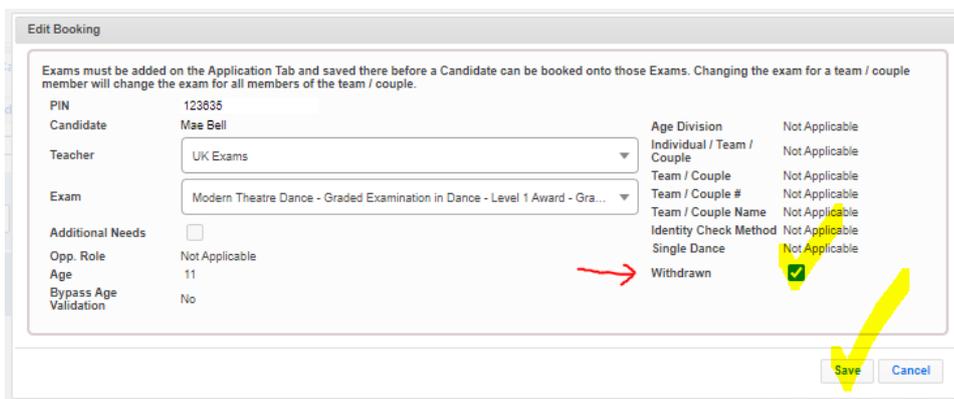
To withdraw candidates from an Exam please follow the below instructions:

(a) Click on the candidate exam booking then press **Edit Candidate Booking** button



PIN ^	First Name ^	Last Name ^	Age ^	Bypass Age Validation ^	Teacher Name ^	Exam ^	Group ^	Identity Checked ^	Dance ^	Withdrawn ^
123835	Mae	Bell	11	No	UK Exams	Modern Theatre Dance - Graded Examination in Dance - Level 1 Award - Grade 2	n/a	Select value v		No

(b) Tick **Withdrawn** and press **Save**



Exams must be added on the Application Tab and saved there before a Candidate can be booked onto those Exams. Changing the exam for a team / couple member will change the exam for all members of the team / couple.

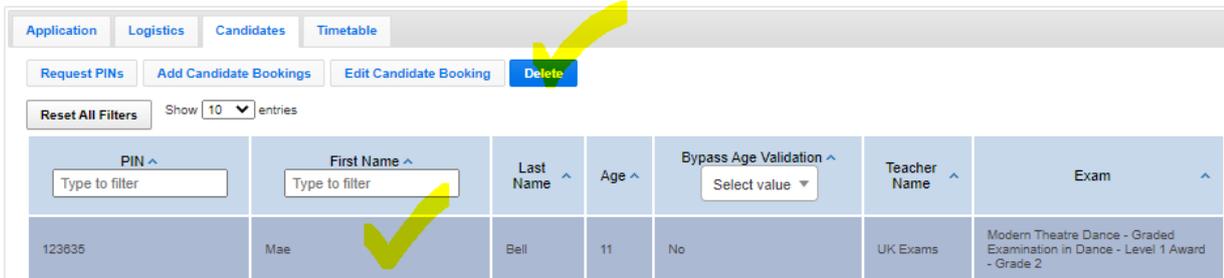
PIN: 123835
Candidate: Mae Bell
Teacher: UK Exams
Exam: Modern Theatre Dance - Graded Examination in Dance - Level 1 Award - Gra...
Additional Needs:
Opp. Role: Not Applicable
Age: 11
Bypass Age Validation: No

Age Division: Not Applicable
Individual / Team / Couple: Not Applicable
Team / Couple: Not Applicable
Team / Couple #: Not Applicable
Team / Couple Name: Not Applicable
Identity Check Method: Not Applicable
Single Dance: Not Applicable
Withdrawn:

Save Cancel

Deleting a Candidate Exam Booking

If you wish to delete a candidate after payment has been made and your timetable has been submitted to us, please contact the UK Exams Department regarding your options on ukdanceteachers@istd.org.



The screenshot shows the 'Candidates' tab in the ISTD QUEST interface. At the top, there are navigation tabs: 'Application', 'Logistics', 'Candidates', and 'Timetable'. Below these are buttons for 'Request PINs', 'Add Candidate Bookings', 'Edit Candidate Booking', and 'Delete'. A yellow checkmark is placed over the 'Delete' button. Below the buttons is a 'Reset All Filters' button and a 'Show 10 entries' dropdown. The main part of the screenshot is a table with the following columns: PIN, First Name, Last Name, Age, Bypass Age Validation, Teacher Name, and Exam. The first row of data shows a candidate with PIN 123635, First Name Mae, Last Name Bell, Age 11, Bypass Age Validation No, Teacher Name UK Exams, and Exam Modern Theatre Dance - Graded Examination in Dance - Level 1 Award - Grade 2. A yellow checkmark is placed over the 'Mae' in the First Name column.

PIN ^	First Name ^	Last Name ^	Age ^	Bypass Age Validation ^	Teacher Name ^	Exam ^
123635	Mae	Bell	11	No	UK Exams	Modern Theatre Dance - Graded Examination in Dance - Level 1 Award - Grade 2

*Remember, you can **save** and come back to the Timetable at any stage before you submit it, but once submitted, you won't be able to alter it, and would need to speak to the Examinations department for any amendments.*
