6.c Editing Candidate Exam Booking

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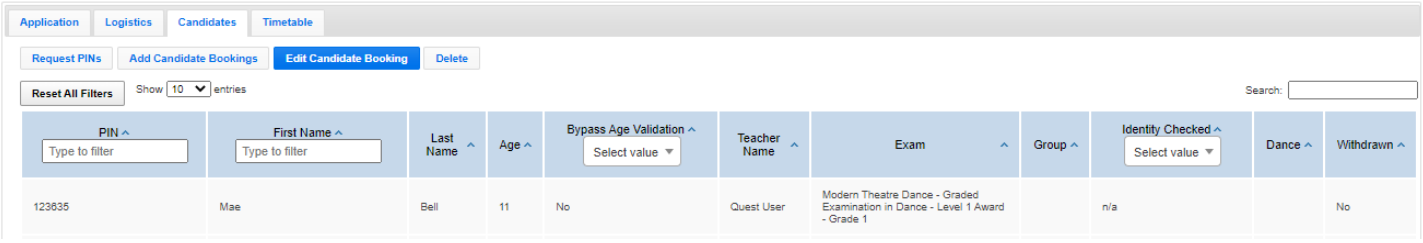
Editing Candidate Exam Booking



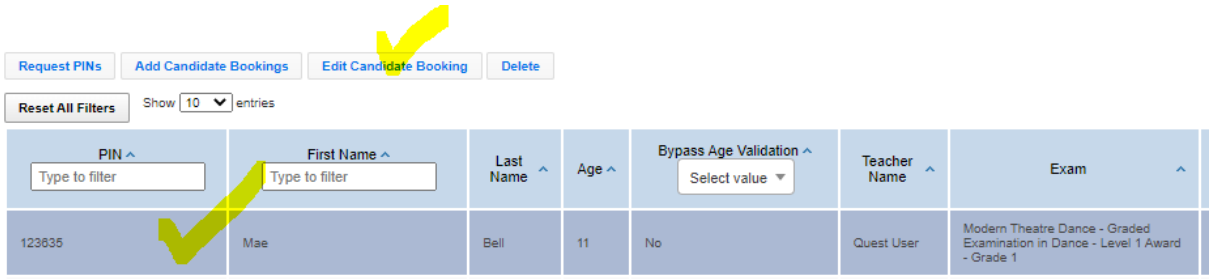
To edit a candidate booking please click through onto the 'Candidates' tab. The 'Edit Candidate Booking' button will allow you to make the following changes if required:

(a) Change the teacher assigned to a candidate exam.
(b) Change what exam a candidate is booked for.
(c) 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 Please note that you will still be charged for a candidate if they are withdrawn.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.

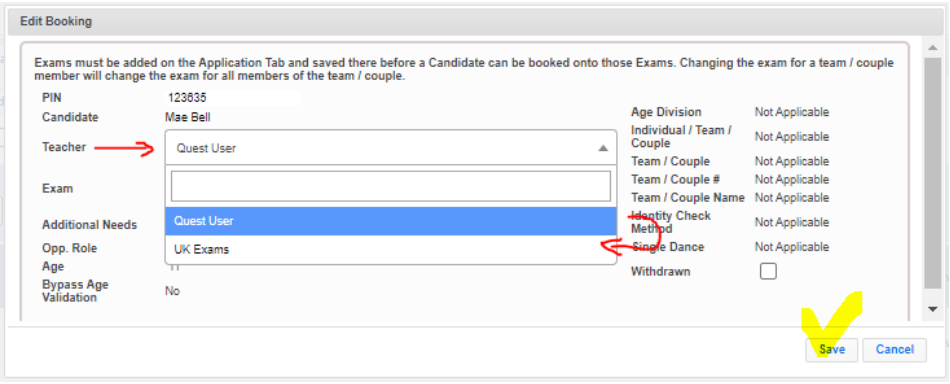
Changing Teacher Assigned to Candidate Exam

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.



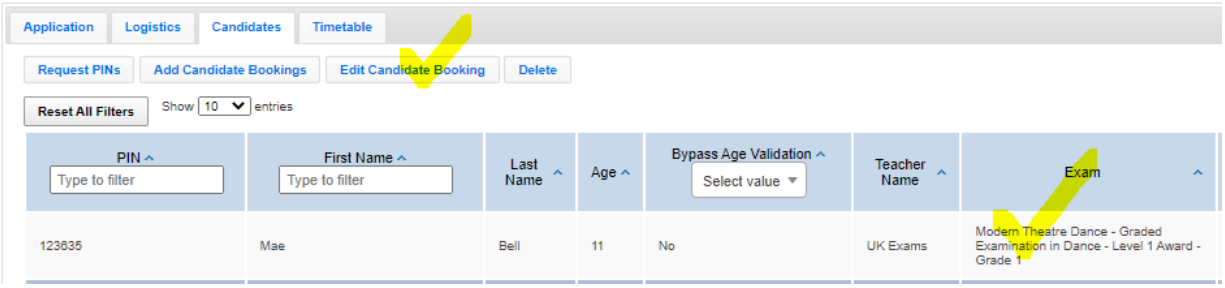
(b) Select a different teacher from the drop down and press the 'save' button.



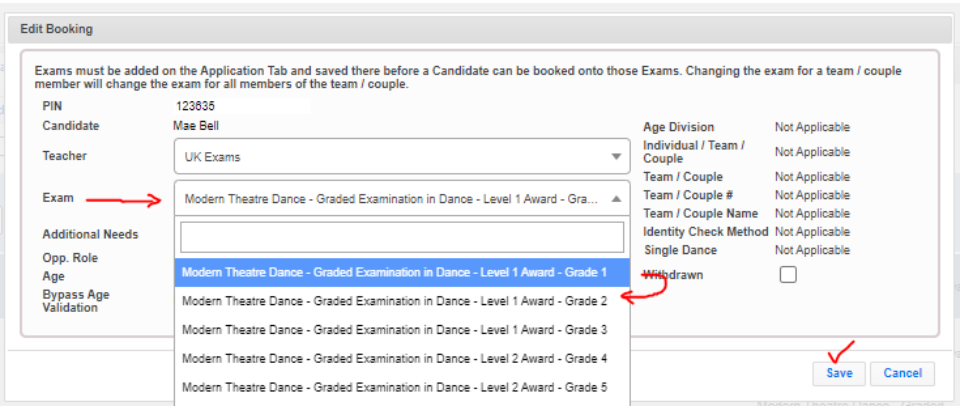
Changing Exam Candidate is Booked for

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.



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

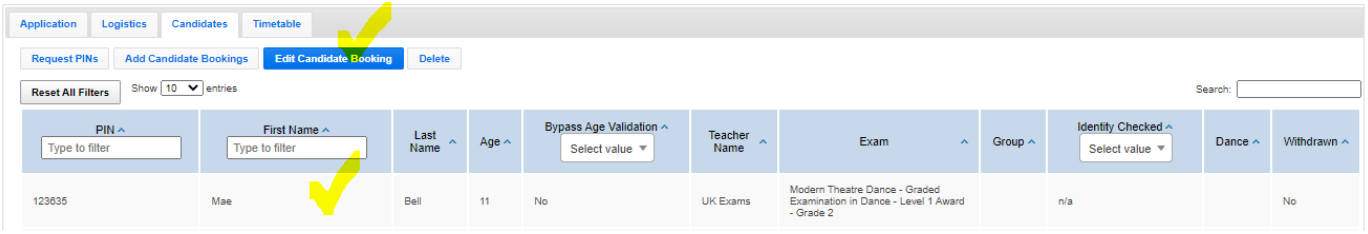


Withdrawing Candidate from Exam

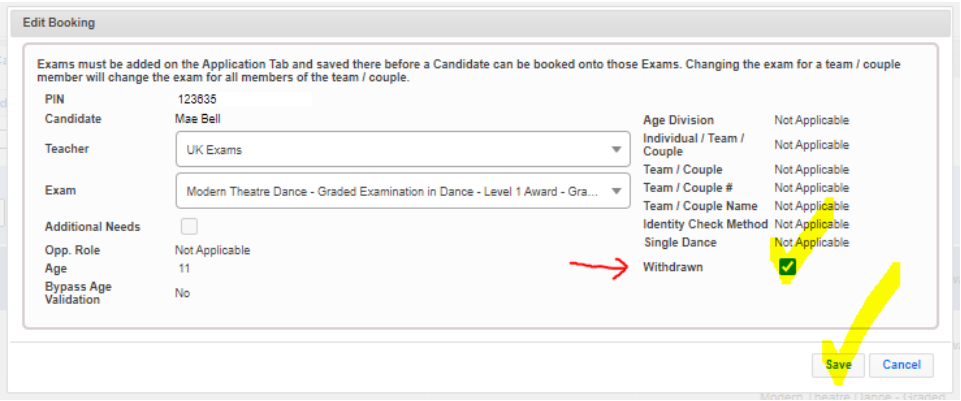
- Please note that you will still be charged for a candidate if they are withdrawn. To not be charged for a candidates exam please see the section below regarding deleting a candidate booking.
- To avoid being charged for a candidate unable to take their exam (before the timetable is submitted to us) 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

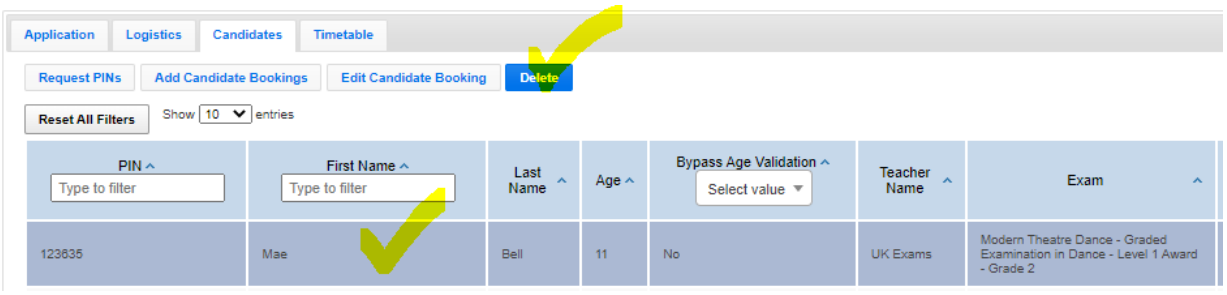


(b) Tick **Withdrawn** and press **Save**



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.



*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.*