

3. New Exam Application

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Requesting new session

(a) Select exam period you want to apply for – in the example the **‘England Summer Term’** has been used

Exam Period ▾

Select values

- England Summer Term
- ISTD 2 - DDE, DDI and DDP
- Southampton Centre Session - Spring
- Scotland Spring Term

(b) Press **‘New Exam Session Booking / Request’** button

[Close](#)

Exam Period	England Summer Term	Department	UK	Country/Region	ENGLAND/Not Set	Faculty	Theatre
Start Date	01/06/2018	End Date	31/07/2018	Off Peak	False		

Exam Session Bookings and Requests in this Exam Period

[New Exam Session Booking / Request](#)

[Reset All Filters](#) Show entries

Session Reference ▾	Centre Session ▾	Teacher MemNo ▾	Teacher Name ▾ Select value	First Exam Date ▾	Exam Days ▾
No data available in table					

3. New Exam Application

Application tab

Your contact details will be filled automatically from your membership address. If any of these details are incorrect, please either update them in your 'My ISTD' account at <https://www.istd.org/membership/> or contact the Membership Department immediately. Please note that any changes will take approximately 24 hours to show on QUEST.

Please remember to save after every action you do throughout the whole application.

EXAM MANAGEMENT

Primary Organiser	Sally Upton	No of Days	0	Date Request Received	02/11/2017	Status	Not Submitted	Genres
First Exam Day	Not Assigned	Town / City	Southampton	Session Reference	1050	Pianist(s)	None specified	Examiner(s)

Close Delete Copy Session Split Session

Application Logistics Candidates

Save Print Submit Application

Details

Status	Not Submitted	Centre Session	No
Session Reference	<input type="text" value="1050"/>	Estimated No of Days *	<input type="text"/>
Estimated Hours Required *	<input type="text"/>	Estimated No of Candidates *	<input type="text"/>
Venue	<input type="text" value=""/> Edit		
Pianist Required	<input type="checkbox"/>		
Dance School Name	<input type="text"/>		
Membership Address	<input type="text" value="Wellington Road, Southampton, Hampshire, SO14 4D, ENGLAND"/>		
Exam Day Telephone	<input type="text" value="07"/>		
Exam Email	<input type="text" value="@hotmail.co.uk"/>		
Certification Contact	<input type="text"/>		

Teachers *

Add Delete Set as

Membership No

og

Exams *

Add Exams Edit

Delete

Additional Staff

- Press the **'Add'** button if there is a Teacher 2, Teacher 3 etc. in your application

Teachers *

Add Delete Set as Primary

Membership No	Name	Role
9	Dorothy	Teacher
9	Sally	Primary Organiser

- Enter teacher's membership number and press the **'Add'** button

Add Teacher to Exam Session

Membership Number

Role

Add Cancel

By default the teacher, who is logged in, is the **'Primary Organiser'**, but if you set another teacher as **'Primary Organiser'** then the system will not allow you to continue, as the new **'Primary Organiser'** will need to log in with his/her credentials to continue and submit the application.

Adding genres and exams to the application

Please note: When creating an **'Exam Session'**, add all the **'Exams'** you wish to present within each faculty. Complete the total estimated number of days only at the highest level for each faculty plus estimated no of candidates for vocational and/or professional exams. The number of days for any lower level exams must be left blank. Once your application has been submitted, only the ISTD can amend these on request.

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Exams *

When creating an Exam Session, add Exams for the highest level Exam requested within each faculty. Complete estimated number of days for each faculty against these, to 1 decimal place, plus estimated no of candidates for vocational / professional exams. Once application is submitted, only ISTD can change amend these on request. Later, more lower-level Exams within the same faculties must be added here before candidates can be booked onto these Exams, with estimated days / candidates of zero.

Exam	Short Code	Estimated Candidates	Estimated Days
No data available in table			

- In the example below we have **'Imperial Classical Ballet'** as the selected genre, **'Intermediate'** as the highest examination level in this genre, 2 is the number of **'Estimated candidates'** being entered for examinations in this genre and 1 is the number of **'Estimated Days'** worth of exams

Add exam to session ✕

Estimated Candidates

Estimated Days

Show entries Search:

Exam	Short Code
Imperial Classical Ballet - Vocational Graded Examination in Dance - Level 2 Certificate - Intermediate Foundation	IMB INTF
Imperial Classical Ballet - Vocational Graded Examination in Dance - Level 3 Certificate - Intermediate	IMB INT

Showing 1 to 2 of 2 entries (filtered from 229 total entries) Previous 1 Next

- Should you need to make changes here, select the genre and press **'Edit'** or **'Delete'** button

Exams *

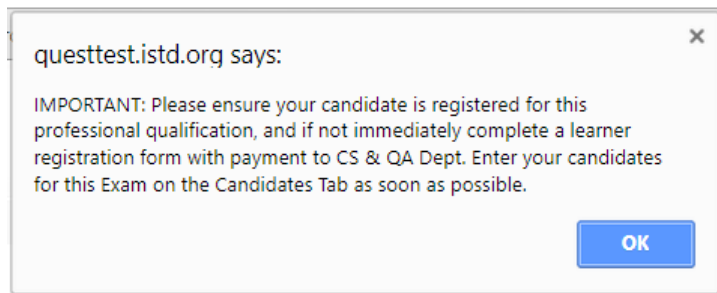
When creating an Exam Session, add Exams for the highest level Exam requested within each faculty. Complete estimated number of days for each faculty against these, to 1 decimal place, plus estimated no of candidates for vocational / professional exams. Once application is submitted, only ISTD can change amend these on request. Later, more lower-level Exams within the same faculties must be added here before candidates can be booked onto these Exams, with estimated days / candidates of zero.

Exam	Short Code	Estimated Candidates	Estimated Days
Imperial Classical Ballet - Vocational Graded Examination in Dance - Level 3 Certificate - Intermediate	IMB INT	2	1.00
Modern Theatre Dance - Graded Examination in Dance - Level 3 Certificate - Grade 6	MTH G6	30	1.00

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Adding Professional Exam Candidates

- Please ensure that all your candidates taking professional exams are entered on the **'Candidates'** tab before you submit your **'Intent to Enter'** application, otherwise your application may be rejected
- Please note that for candidates taking 'DDE' or 'DDP' examinations, teacher will be asked to have the candidates registered first and once they are registered by the Customer Services and Quality Assurance department, they will be able to be added on the **'Candidates'** tab



- Please see **'Adding Candidates'** chapter for more information

Adding Lower Level Exams

- In this example we will add lower level examinations in **'Modern Theatre Dance'** Faculty

(a) Press **'Add Exams'** button

Exams *

Add Exams Edit Delete

When creating an Exam Session, add Exams for the highest level Exam requested within each faculty. Complete estimated number of days for each faculty against these, to 1 decimal place, plus estimated no of candidates for vocational / professional exams. Once application is submitted, only ISTD can change amend these on request. Later, more lower-level Exams within the same faculties must be added here before candidates can be booked onto these Exams, with estimated days / candidates of zero.

Exam	Short Code	Estimated Candidates	Estimated Days
Imperial Classical Ballet - Vocational Graded Examination in Dance - Level 3 Certificate - Intermediate	IMB INT	2	1.00
Modern Theatre Dance - Graded Examination in Dance - Level 3 Certificate - Grade 6	MTH G6	30	1.00

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(b) You can use the Search box – in this example we typed ‘mth graded exam’ to display a list of examinations matching this criteria

(c) We selected ‘Grade 1, Grade 2, Grade 3, Grade 4’ and ‘Grade 5’ exams in ‘Modern Theatre Dance’ and pressed the ‘Add’ button

Add exam to session ✕

Estimated Candidates

Estimated Days

Show entries Search:

Exam	Short Code
Modern Theatre Dance - Graded Examination in Dance - Level 1 Award - Grade 1	MTH G1
Modern Theatre Dance - Graded Examination in Dance - Level 1 Award - Grade 2	MTH G2
Modern Theatre Dance - Graded Examination in Dance - Level 1 Award - Grade 3	MTH G3
Modern Theatre Dance - Graded Examination in Dance - Level 2 Award - Grade 4	MTH G4
Modern Theatre Dance - Graded Examination in Dance - Level 2 Award - Grade 5	MTH G5
Modern Theatre Dance - Vocational Graded Examination in Dance - Level 2 Certificate - Intermediate Foundation	MTH INTF
Modern Theatre Dance - Vocational Graded Examination in Dance - Level 3 Certificate - Intermediate	MTH INT
Modern Theatre Dance - Vocational Graded Examination in Dance - Level 4 Certificate - Advanced 1	MTH V1

(d) Lower level exams in ‘Modern Theatre Dance’ have been added to the application

Exams *

When creating an Exam Session, add Exams for the highest level Exam requested within each faculty. Complete estimated number of days for each faculty against these, to 1 decimal place, plus estimated no of candidates for vocational / professional exams. Once application is submitted, only ISTD can change amend these on request. Later, more lower-level Exams within the same faculties must be added here before candidates can be booked onto these Exams, with estimated days / candidates of zero.

Exam	Short Code	Estimated Candidates	Estimated Days
Imperial Classical Ballet - Vocational Graded Examination in Dance - Level 3 Certificate - Intermediate	IMB INT	2	1.00
Modern Theatre Dance - Graded Examination in Dance - Level 1 Award - Grade 1	MTH G1		
Modern Theatre Dance - Graded Examination in Dance - Level 1 Award - Grade 2	MTH G2		
Modern Theatre Dance - Graded Examination in Dance - Level 1 Award - Grade 3	MTH G3		
Modern Theatre Dance - Graded Examination in Dance - Level 2 Award - Grade 4	MTH G4		
Modern Theatre Dance - Graded Examination in Dance - Level 2 Award - Grade 5	MTH G5		
Modern Theatre Dance - Graded Examination in Dance - Level 3 Certificate - Grade 6	MTH G6	30	1.00

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Unavailable Exam Dates

- **'Dates'** section is located at the bottom screen area

Dates *

Date	Type
No data available in table	

- Press **'Add'** button
- Select **'Unavailable'** date, and press **'Add'**
- Repeat with more dates if needed

Add date preference ✕

Oct 2018

Su	Mo	Tu	We	Th	Fr	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

Type:

Please note that any unavailable dates have to be selected prior to submitting your application. You may also add your preferred dates, which are taken into consideration, however ISTD will allocate your exam dates based on unavailable and not on preferred dates.

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Venue and school contact details

- **‘Estimated No of Candidates’** is obligatory and it has to be equal or higher of the total amount of the estimated number of candidates entered in the **‘Exams’** section
- **‘Venue’** is the exam venue and it’s required before the application can be submitted - Please note that if you have multiple studios located at different addresses, you need to submit an application for each studio separately
- To add your examination venue to the session go to the **‘Application’** tab and select the **‘Edit’** button found to the right of the **‘Venue’** heading

- A pop up window will come up giving you the option to **‘Pick Existing Venue’**, **‘Add New’** or **‘Edit Selected Venue’**. Before adding a new venue please check if your venue already exists in our database by selecting the **‘Pick Existing Venue’** tab and using the **‘Search’** field.

3. New Exam Application

The screenshot shows a 'Set Venue' window with a search bar containing 'school name'. Below the search bar is a table with the following columns: Name, Street 1, Street 2, Street 3, Town / City, County, Postcode, and Country. The table contains one row of data:

Name	Street 1	Street 2	Street 3	Town / City	County	Postcode	Country
School Name	Street line 1	line 2 Street	line 3 street address	THESSALONIKI		12-345	GREECE

At the bottom right of the window are 'Set Venue' and 'Cancel' buttons.

If your venue is not found, go to the **'Add New'** tab where you can input the address and details of your venue. Once this is completed please select the **'Add Venue'** button at the top left of the pop up window, followed by selecting the **'Set Venue'** button at the bottom right of the pop up window.

The screenshot shows the 'Set Venue' window with the 'Add New' tab selected. A yellow 'Add Venue' button is highlighted. The form fields are as follows:

- Name: Fake Venue
- Street 1: 1 Smith Street
- Street 2: (empty)
- Street 3: (empty)
- Town / City: Athens
- County: (empty)
- Postcode: 11474
- Country: GREECE
- Phone: (empty)
- Email: (empty)
- Fax: (empty)

At the bottom right of the window are 'Set Venue' and 'Cancel' buttons.

- If later on you wish to amend the venue. Follow the same steps to open the pop up window and then select **'Edit Selected Venue'** to make your changes. You must **'Save Venue'** and then **'Set Venue'** to save your changes.

The screenshot shows the 'Set Venue' window with the 'Edit Selected Venue' tab selected. A yellow 'Save Venue' button is highlighted. The form fields are as follows:

- Name: Dance Studio 1
- Street 1: 1 Smith Street
- Street 2: (empty)
- Street 3: (empty)
- Town / City: Athens
- County: (empty)
- Postcode: 11474
- Country: GREECE
- Phone: (empty)
- Email: (empty)
- Fax: (empty)

At the bottom right of the window are 'Set Venue' and 'Cancel' buttons.

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- **'Pianist Required'** - please tick the box if a pianist is required for your exams and provide the name and contact details
- **'Dance School Name'** - please enter the name of your school
- **'Exam Day Telephone'** – please enter the exam venue’s or any other relevant person’s telephone number
- **'Exam email'** – please enter the exam venue’s or any other relevant person’s email address – please note that all the automated emails from QUEST will be directed to the primary organiser’s membership email address only
- **'Certification Contact'** and **'Address'** – please press the **'Edit'** button if you wish the report sheets, certificates and trophies to be sent to a different address than your membership address
- **'Teacher Notes'** - Should the Examination Department require any amendments being made to the application before it can be accepted, notes will be made in this area

Pianist Required	<input checked="" type="checkbox"/>
Pianist	Stevie Wonder
Pianist Telephone	078 [redacted] 78
2nd Pianist	
2nd Pianist Telephone	
Dance School Name	
Membership Address	[redacted] Court, [redacted], Southampton, Hampshire, SO30 [redacted] ENGLAND
Exam Day Telephone	079 [redacted]
Exam Email	[redacted]@hotmail.co.uk
Certification Contact	Sally Upton
Certification Address	[redacted] Court, [redacted], Southampton, Hampshire, SO30 [redacted] ENGLAND
	Edit

- Please remember to press the **'Save'** button after making any changes

Private Coaching

- If **'Private Coaching'** is requested, you can make a note in the dedicated box at the bottom of the **'Application'** tab. Please enter details for your request eg. *2 hours 'Set work MTH G6' and 1 hour 'Free work TAP INT'*

Private Coaching Requests

[Save](#)

Logistics tab

- Airport First Choice and Nearest Train Station to Studio are two obligatory fields in the 'Logistics' tab

Application | **Logistics** | Candidates

Save **Print**

Venue Details
 Name B'studio
 Address 62-22 New Road, London, EC2 ABC, ENGLAND

Travel Arrangements
 Airports Airport First Choice * Boris Island Airport Second Choice
 Nearest Train Station to Studio * Chester Central
 Nearest Coach Station to Studio n/a

Recommended Hotel
 Recommended Hotel Best Eastern
 Street 1 The Strand
 Street 2
 Street 3

- Additional info like name of the nearest hotel, suggested taxi company or distance from hotel to Studio can be entered here. This is helpful information that the examiner will be able to see.

	Distance	Journey Time	Taxi Cost	Are you willing to transport the examiner?
Hotel ↔ Studio				<input type="checkbox"/>
First Airport ↔ Studio				<input type="checkbox"/>
First Airport ↔ Hotel				<input type="checkbox"/>
Second Airport ↔ Studio				<input type="checkbox"/>
Second Airport ↔ Hotel				<input type="checkbox"/>
Train Station ↔ Studio				<input type="checkbox"/>
Train Station ↔ Hotel				<input type="checkbox"/>
Coach Station ↔ Studio				<input type="checkbox"/>
CoachStation ↔ Hotel				<input type="checkbox"/>

Info for Teachers

Distance Unit Miles KM

Does the studio have a USB/MP3/iPod connection? Yes No

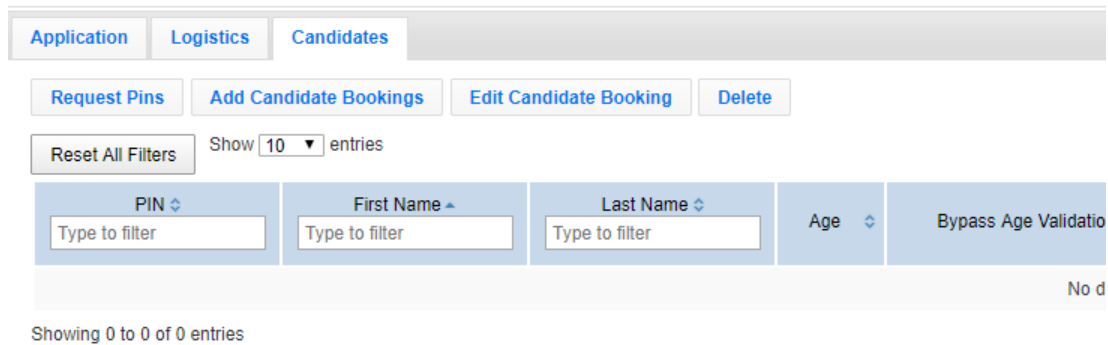
Save

3. New Exam Application

- It is important you confirm if the studio have a USB, MP3 or iPod connection
Please remember to press **'Save'** after making any changes

Candidates tab

- New candidate PINs can be requested here – this is done through the **'Request Pins'** button
- Once you have a list of candidates available under your name from either previous examination sessions or newly registered ones, you can start adding entries to the session application – this is done through the **'Add Candidate Bookings'** button
- Should you need to make alterations to any entry you can use either the **'Edit Candidate Booking'** or **'Delete'** buttons



Please see the relevant guide section on **'Adding Candidates'** for a complete explanation on requesting new candidate PINs, adding candidates to an application, editing and deleting candidate bookings.

Submitting Application

You need to include all the details of additional staff, genres and highest level of examinations, preferred and/or unavailable dates and logistics details before you can submit your application. You may revisit your application and make alterations and save those changes until you submit the application.

The screenshot shows a web interface with three tabs: 'Application', 'Logistics', and 'Candidates'. The 'Application' tab is selected. Below the tabs are three buttons: 'Save', 'Print', and 'Submit Application'. Underneath is a 'Details' section with the following information:

Status	Not Submitted
Session Reference	1050

- When you are ready to submit your application press the **'Submit Application'** button
- The **'Primary Organiser'** will receive an automatic email confirming that the application has been submitted

Intent to Enter

After the session is submitted the status will change to **'Intent to Enter'**.

The screenshot shows the same web interface as above, but the 'Status' is now 'Intent to Enter'. The 'Session Reference' is '1377'. There are additional fields for 'Estimated Hours Required' (empty), 'Estimated No of Candidates' (25), and 'Venue' (New Dance Academy, 21-25 Paul Street, Sydney, 524130) with an 'Edit' button.

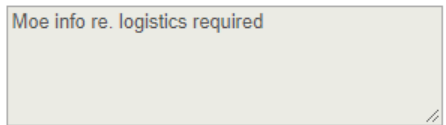
Status	Intent to Enter	Centre Session	<input type="checkbox"/>
Session Reference	1377	Estimated No of Days *	1
Estimated Hours Required *		Estimated No of Candidates *	25
Venue	New Dance Academy, 21-25 Paul Street, Sydney, 524130		Edit

- **'Genre' / 'Exam Groups'** can no longer be changed by the Teacher. New exams can be added by the Primary Organiser only, where they are of a lower level than the ones already added. ISTD can still add any new Genres/Exams.
- The **'Logistics'** and **'Candidates'** tabs are still available for you to amend
- The ISTD reviews application details and if everything is fine, moves it to **'Intent to Enter Accepted'** status. However, if the number of candidates is too low, additional information is required or

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alteration to the number of examinations or days are necessary, your session may be rejected and the status changed to **'Intent to Enter Rejected'**.

Teacher Notes



More info re. logistics required

- When an application is rejected the ISTD will provide more information and the reasons the application has been rejected in the **'Teacher Notes'** section of the **'Application'** tab
- Please amend your application as necessary and re-submit by pressing the **'Submit Application'** button
- The **'Primary Organiser'** will receive an automatic email confirming that the application has been submitted