



## ***Examination Directives***

### **All Levels:**

- a) Examinations are presented as a class.
- b) Each student must have a clearly, visible number on their front and back. The teacher must ensure the correct number is on the examination comment report sheet.
- c) Candidates must be placed in order at the barre and in the centre in a manner that permits easy viewing by the Examiner. Lines should be changed frequently.
- d) The number of students per group and the age range for candidates is indicated on the syllabus for each level.
- e) If a pianist is not being used, pre-recorded music should be well presented and of a good quality.
- f) The class uniform of the school is acceptable for examinations, but must be free of any decorations; hair should be well groomed; shoes may have elastics or ribbons according to the school policy; no watches, nail polish or jewellery.
- g) Teachers requesting examinations must own an authorized copy of the syllabus.
- h) Schools requiring examinations must submit an Examination Request Form to the Secretary no less than six weeks prior to their requested date. Examination requests will be processed pending the availability of Examiners on a first come basis. The Examination Request Form may be submitted prior to the due date for submission of fees. An Examination Confirmation Form will be forwarded to teachers as soon as requests can be processed. The terms and conditions regarding the length of examination days, requesting changes to confirmed dates and cancellation of confirmed examination sessions are contained within the Examination Confirmation Form.
- i) Entries and fees must be submitted to the Secretary no less than six weeks prior to the examination date. There are no refunds once fees have been paid.
- j) A copy of the schedule must be sent directly to the assigned examiner no less than four weeks prior to the confirmed examination dates. The schedule must follow the scheduling guidelines as stated below.
- k) The examiner should be provided with two competent writers to enable examinations to run on time. The writers should have a good hand and some knowledge of French terminology.
- l) At the beginning of each examination session the examiner must be provided with one completed copy of the Comment Sheet(s) for each student and two completed copies of the Result Sheet. When completing the optional exercise sections of the Comment Sheets, syllabus should be listed in the order being presented within each exercise down the left side of the page, exactly as named in the syllabus.
- m) At the conclusion, within a reasonable time period, the examiner will provide each examining teacher with a Teacher's Report if necessary along with their Comment Sheets, Result Sheets, and Certificates for successful candidates. The Head Office will provide medals for successful candidates in Primary Level through Level Four, under separate cover. Please note that the purpose of the Teacher's Report is to aid teachers in their comprehension of the syllabus and to assist subsequent examiners in future examination sessions. Teacher's reports will contain information about syllabus, which is not being presented in the proscribed manner or syllabus, which was omitted in the examination.
- n) A file on each studio is held at Head Office with copies of Result Sheets and the Teacher's Report.

**83 de Peuter Crescent, Bradford, Ontario, L3Z 3A2 • (905) 778-8686**  
**[www.societyofrussianballet.org](http://www.societyofrussianballet.org) • [info@societyofrussianballet.org](mailto:info@societyofrussianballet.org)**

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- o) Any school or area that does not have sufficient entries/fees to cover the expenses of the examination session will be responsible for the expense shortfall, payable to the Secretary before examination results will be forwarded to the school/area.
- p) The examination must be presented in the order as stated in the syllabus. When male candidates combined with female candidates the order of the female and male syllabus must be merged together.
- q) In those Levels with optional exercises teachers must combine required elements in the number of exercises as stated in the syllabus. The number of exercises may not be increased or decreased. Any elements shown in additional exercises will be considered missing elements for marking purposes. Any exercises not shown will be considered missing exercises for marking purposes.
- r) Examiners reserve the right to end any examination that runs more than 10 minutes overtime. Any required elements not shown in this circumstance will be considered missing elements for marking purposes.
- s) A warning in writing will be forwarded from the Head Office to the teacher, if it has been reported by the Examiners that the teacher has consistently failed to present the full syllabus in the proscribed manner. After a warning has been issued the Examiner for any succeeding examination session reserves the right to reduce the marks of the teacher's students should the teacher fail to present the full syllabus.
- t) After a warning is issued, if the teacher does not correctly present the full syllabus in the proscribed manner in the following year the Executive Committee reserves the right to revoke the membership privileges of said teacher.

### **Primary Level:**

- a) Students may wear a short chiffon skirt to facilitate correct arm positions.

### **Levels Five through Pre-Professional:**

- a) The purpose of the prepared enchaînement is primarily to demonstrate the artistic development of the student. The examiner will be assessing only the general technical standard and primarily the artistic styling and presentation of the students. Required movements from the syllabus are not considered for technical evaluation during the enchaînement.
- b) The Elementary examination does not provide a student with teaching qualifications.

### **Advanced & Pre-Professional Levels:**

- a) Students may wear a chiffon skirt or practice tutu for the presentation of variations.

### **Affiliate, Associate, Intermediate & Advanced Teacher:**

- a) Syllabus and directives for these examinations are available upon request.

## **Examination Scheduling Guidelines:**

- a) An examination day is seven hours.
- b) A five-minute break must be scheduled between each examination.
- c) A meal break of no less than 30 minutes must be scheduled midway through the seven-hour day.
- d) The proposed schedule must be submitted in writing to the assigned examiner no less than four weeks prior to the confirmed examination dates. The proposed schedule must show the levels and exact times of all examinations, breaks and meals.
- e) Any alterations or changes to the above guidelines are subject to the approval of the assigned examiner.
- f) The Society reserves the right to cancel any confirmed examination session of any teacher who fails to submit a schedule in writing to their assigned examiner.

## Physical Requirements:

**Primary through Level Four:** Candidates should be capable of accepting the challenge of the required syllabus, but some consideration will be given to individual physical limitations. These levels will accept children of a slightly below average physical ability, if they are working to the full extent of their ability. Please note that children with severe physical and/or orthopaedic problems should not be subject to technical examinations although they should certainly be encouraged to study the material.

**Level Five through Pre-Elementary:** The ideal physique for classical ballet is not required, however, the average student is the minimum requirement.

**Elementary through Pre-Professional:** These examinations are designed for students in training for careers in dance and students with the physical capacity to handle the work well.

## Marking Criteria:

The Examiner marks students based on the following criteria:

- a) The student has a clear understanding of technical requirements.
- b) The styling & musicality is appropriate for the Level shown.
- c) The student is working independently and not reliant upon the other candidates for memorisation of exercises.
- d) All aspects of physical training are progressing in unison. (i.e. Footwork is good, but port de bras is not addressed.)
- e) The student displays professional conduct. Behaviour must be well disciplined with examination protocol exercised.
- f) The student is well groomed.

## Marks:

Examination marks will appear on the Result Sheets and Certificates as follows:

### NOT AWARDED

**PASS** - 50-60%  
- A minimum of necessary standard for the Level shown, major technical correction is needed or substantial physical limitations are present

**MERIT** - 60-69%  
- An acceptable standard for the Level shown  
- well-tried, good attempt

**COMMENDED** - 70-79%  
- A good standard for the Level shown, student works well to their ability  
- good work

**HIGHLY  
COMMENDED** - 80-89%  
- A very good standard in all areas for the Level shown  
- very good work

**DISTINCTION** - 90-100%  
- Outstanding standard for the Level shown  
- excellent work