



Examination Request Form

Teacher/School: _____

Mailing Address: _____

Daytime Phone: () _____ **Evening Phone:** () _____

Number of Examination Days Required: _____

Date(s) Requested: Choice #1 _____ **Choice #2** _____

Please specify number of male candidates and their levels:

Please specify number of teacher candidates and their levels:

In order to aid with the processing of the above, please note the following terms and conditions:

- a) This form is due no later than six weeks prior to the requested examination date.
- b) All teachers must have purchased an authorized copy of the syllabus to be granted an examination session.
- c) Once a Confirmation of Examination Form has been issued, teachers/schools must contact their assigned examiner directly regarding examination scheduling. (Note: Examination entry fees are due no later than six weeks prior to the confirmed examination date.)
- d) An examination day shall be seven hours in length or the equivalent in examiner's fees. Examination days longer than seven hours are subject to the agreement of the assigned examiner. Changes to confirmed examination dates are subject to the agreement of the assigned examiner. In order to facilitate economical air travel arrangements for examiners confirmed examination dates may not be changed up to and including six weeks prior to the confirmed examination dates.
- e) In the event that examination dates must be changed or cancelled within the six weeks prior to the confirmed examination dates, the teacher/school will be responsible for any expenses incurred by an examiner, which are non-refundable. These expenses shall include travel arrangements, accommodation, meals, and salaries of substitute teachers at the Examiner's own studio.
- f) Confirmed examination dates may be cancelled prior to the above six-week period by writing to the Society's secretary. Any associated deposits will be refunded, less an administration charge of twenty-five dollars (\$25.00).
- g) In the event that an assigned Examiner is unable to fulfil their commitment to an exam session, due to illness or injury, a substitute Examiner will be assigned by the Society's Executive.
- h) All examinations are subject to the examination directives.
- i) All examination results will be sent to the above address unless the Society is notified otherwise.

I, (please print) _____ hereby agree to the terms and conditions as stated in this form.

(Teacher or signing officer of school)

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