



# Exam Procedure

All of our Exams are accredited with the National Association Teachers of Dance. We have listed below certain things that may help to prepare your child for these, we like to keep these Exams as relaxed and as much fun as possible.

1. Final Exam Timetable will be emailed to you a week before, it will also be on the Notice Board, please make sure you double check the time on the Timetable as things can move 5-10 mins earlier/later.
2. Please arrive 15 minutes prior to your child's exam, if you are late then the exam will go ahead at the scheduled time. It is at the Examiners discretion if they will see your child at a later time.
3. Exam fees must be paid no later than one week before the scheduled exam session.
4. **You will still be charged if you fail to turn up or cancel four weeks prior to the scheduled exam session.**
5. Children are marked on appearance therefore hair MUST be neat and tidy. In Ballet Bun with no hanging bits or fringes, or French plaits – depending on exam.
6. Clean Ballet/Tap shoes with baby wet wipes and make sure elastics are secure on both sides.
7. We only have a small waiting area and it must be kept as quiet as possible so the children can focus and concentrate. **Therefore, only one parent, no siblings, car seats for pushchairs.**
8. No jewellery/knickers can be worn.
9. Any costumes that we are providing must be handed to the parent at the Studio and will be issued prior to the exam day, these must be left behind at the end of the exam.
10. PARENTS – please **TURN YOUR MOBILE PHONES OFF**
11. All Graded Exams – Tiptoes Regulation uniform.
  - Class & Prelim – Tiptoes regulation lilac leotard, lilac Ballet Skirt, white ballet tights, white Tap/Ballet Shoes, hair in ballet bun.
  - Grade 1 & 2 – Delphinium regulation leotard, lilac Ballet Skirt, white ballet tights, white ballet shoes, black tap shoes
  - Grade 3 & above – Black regulation leotard, black ballet skirt, white ballet tights, white ballet shoes with ribbons, black tap shoes.
12. All Trophies/Rainbows – Black leotard as a base, Black Dance Shorts, White ballet tights/socks, all costumes will be issued prior to Exam day.
13. Contemporary Exams – Black Leotard, dance skins/flesh coloured tights, bare feet or foot thongs, hair in 2 French plaits.
14. Please let us know prior to the exam day if you have any queries as on the day we are not able to have our phones on.