



# Exam Procedure & Regulations

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. Please check that all names are spelt correctly, if you fail to inform us and wish the certificate to be changed then there will be a charge.
2. Final Exam Timetable will be emailed to you a week before, it will also be posted onto Facebook, please make sure you double check the time on the Timetable as things can move 5-10 mins earlier/later.
3. Please arrive 20 minutes prior to your child's exam at the Studio, 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.
4. Exam fees must be paid no later than two weeks before the scheduled exam session.
5. **You will still be charged if you fail to turn up or cancel once the Timetable has been issued.**
6. Children are marked on appearance therefore hair MUST be neat and tidy.

**Graded/Rainbows/Trophies/Medal tests** – Ballet bun, fringes must be clipped back, no coloured nets or scrunches. Please purchase a Hair Donut for the perfect bun.

**Contemporary/Gymnastic Dance** – 2 French plaits with natural coloured hair bands

7. Clean Ballet/Tap shoes with baby wet wipes and make sure elastics are secure on both sides.
8. Please line up as normal and a Tiptoes Representative will come and collect your child, once the exam is done, they will bring them out to you.
9. No jewellery, nail varnish, Transfers or knickers can be worn. All Tattoos need to be covered.
10. All Graded Exams – Tiptoes Regulation uniform.

Intro & Class – Tiptoes regulation lilac leotard, lilac Ballet Skirt, white ballet socks, white Tap/Ballet Shoes, hair in ballet bun.

Prelim/Grade 1 – Delphinium regulation leotard, lilac Ballet Skirt, white ballet tights, white ballet shoes, black tap shoes

Grade 2 & above – Black regulation leotard, black ballet skirt, white ballet tights, white ballet shoes with ribbons, black tap shoes.

Contemporary/Gymnastic Dance – Black Contemporary leotard, dance skins, foot thongs or bare feet socks

11. Trophies/Rainbows – Costume will be based on Black Showcase Leotard; we will provide the rest.

- 12.** Ballet Skirts must be around their waist, if too big please adjust
- 13.** Make sure you check on the Timetable which discipline they are doing so you bring the correct footwear.
- 14.** The exam session may sometimes run early or slightly late, if this happens, we will post a note on the individual What's App Groups.
- 14.** Please let us know prior to the exam day if you have any queries as on the day we are unable to have our phones on.