

# The Commonwealth Society of Teachers of Dancing

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## GUIDE TO EXAMINATION FORM COMPLETION

### Entry Form "A"

Please complete the following sections:

1. Teacher entering candidates
2. CSTD Membership No
3. Tel No (*where you wish to be reached if there are any queries*)
4. Exam Venue (*name of school or studio*)
5. Address (*street name, unit no, etc of exam venue*)
6. Time of examination (*leave blank if you have less than one day of exams*)  
Please note (*exam requirement no 8*): The minimum examination session to be conducted at one location is two hours.  
For centres with at least six hours (1 day) of examinations:
  - (i) consult Entry Fees leaflet issued to teachers for exam lengths
  - (ii) enter times for exams starting from 9:30am (9:00\*); alternate groups of Grades, with the maximum continuous number of sessions of one Grade as follows:  
Pre-Grades (Pre-Ballet & Primary) – **three** (\*for longer days)  
Lower Grades (Grade 1- Grade 3) – **three**  
Upper Grades (Grade 4-Grade 6) – **two**
  - (iii) allow **15** min morning break after 1<sup>1</sup>/<sub>4</sub> – 1<sup>1</sup>/<sub>2</sub> hours
  - (iv) allow **45** minutes lunch break after 1<sup>1</sup>/<sub>2</sub> - 1<sup>3</sup>/<sub>4</sub> hours
  - (v) allow **15** min afternoon break after 1<sup>1</sup>/<sub>2</sub> - 1<sup>3</sup>/<sub>4</sub> hours
7. Exam code to be entered as stated in Entry Fees leaflet and in Summary Form "B."
8. Name of candidate to be typed or printed in block letters in black ink; enter the names in 2's, 3's or 4's as required. Ensure that names are correct as submitted by parent/guardian/candidate and are as they wish them to appear on the Report and Certificate. There will be a charge of **\$30** for a replacement Certificate and Report, or **\$10** for only a Certificate. Maximum number of letters for each candidate is **24**, not including spaces.
9. Age of candidate (*if under 17*) as of 1st January of year of examination  
Please note (*exam condition no 9*): Candidates who become the age for another level between 1st January and the date at which the examination is scheduled have the option to sit for that higher level.
10. Enter fee as payable to CSTD
11. Total of fees on this page (*auto-add feature available in on-line forms*)
12. Email the Exam Form file to the Organiser at [bshannan@pacific.net.sg](mailto:bshannan@pacific.net.sg). If you are sending by mail, make **two** copies of exam forms, retain one copy and send original to the Organiser

### Summary Form "B"

1. Please sign the form as an indication of your acceptance of the Examination Conditions\* and complete all relevant sections. Print out and mail with your payment to the above address, whether you are sending your Exam Form entry by email or mail.
2. One Summary Form is used for all Entry Forms of one teacher or centre.

\* Exam Conditions leaflet is in the Membership Folder or available on request.