



The Royal Scottish Country Dance Society New Zealand Branch Incorporated

JUNIOR ASSOCIATE MEMBERSHIP



MEDAL TESTS

November 2016

Who ...

Can apply – any Club, Region, School Organiser, JAM Camp Organiser at an event they are running, may apply to the National Medal Test Organiser of the JAM Committee to offer Medal Tests for Junior Associate Members (all candidates **MUST** be JAMs).

Pays – All costs associated with running Medal Tests, including examiners' travel and accommodation (if applicable) must be budgeted for and covered by the organising body. The Branch has set a fee of \$7.50 for each medal test to cover certificates, medals and postage etc. This must be sent to the JAM committee medal test organiser with the application forms or deposited into the Branch bank account and an e-mail sent to advise of the payment and copied to the Branch Treasurer. Candidates are expected to pay this fee in addition to any fee the local medal test organiser may set.

How to ...

Local Organiser

1. Contact the JAM Committee to request examiners for desired date. It is helpful to advise the levels to be examined. Examiners are selected by the National Organiser.

2. Following confirmation of the availability of examiners, the Local Organiser should advise the National Organiser of the venue, cost, time, reply address and closing date (ideally 3-4 weeks prior) so that application forms can be produced.

Advise applicants to obtain syllabus and dance instructions (and guidance notes) from RSCDS Branch website.

Send out application forms once these are received from National Organiser. Clearly written name and e-mail address are important for certificates and results to be sent out correctly.

Book venue (if not done already), arrange equipment and practice sessions.

Where multiple tests are to be held on the same day, please ensure there is another room/space for the next group to have a warm up and practice.

When booking, ensure time is allowed for examiners to write up results in a quiet, private venue. This does not need to be the same as the venue for the Medal Tests.

Liaise with examiners regarding travel and accommodation and ensure they know the venue and time etc.

3. Following close off date –

Send application forms and payments to the National Organiser who will arrange for receipts to be sent to you.

Confirm with candidates and send receipt and any additional information required or if the level applied for has insufficient numbers and required cancellation, send advice to those involved.

Candidates should be present at least 30 mins prior to examination time for walk-through.

Confirm and secure bookings for halls.

Arrange for other personnel to assist:

Dance 'helpers' also known as 'stooges'.

A qualified teacher in the exam room for briefing dances and putting on the music.

An assistant to wait with candidates to calm nerves, walk through dances, warm up and attach the bibs.

Bibs and numbers

Each candidate must wear a numbered bib – the stooges do not.

Red for the women's side. Blue for the men's side.

When the candidate list for each exam is known, allocate placements for all candidates and assign them a bib.

For each Medal Test make a list of names with the bib number allocation on the 'Set Identification' form available on the Medal Test Page.

Ensure a copy of this list is kept with the bibs for on the day.

Ensure a further copy of this list is given to the examiners prior to the medal test.

Dance 'helpers/stooges'

In the case where insufficient numbers of applicants apply to sit the Medal Test, 'stooges' not sitting the test, should be asked to complete the set. Ideally, adult stooges should not out-number JAMs and JAM stooges. The Test Organiser must be able to cover all related costs – the helpers should not be charged to assist.

Some guidelines must be followed where dance helpers/stooges are being used

They must be of similar or better dancing ability

It is to be made clear to them that they are not being examined themselves

They must not discuss the test with other parties

Normal etiquette applies

The selection is entirely up to the discretion of the Test Organiser.

4. On the day

Have a qualified teacher of Scottish Country Dancing in the exam room to brief the dances and put on the music. Music CD & bibs are provided by the Local Organiser.

Have a person helping to prepare candidates by attaching the bibs, calming nerves, walking through the dances and looking after candidates when they exit the test.

A suitable working table (quite large) and chairs are required for the examiners.

Ensure the examiners have water and glasses available at the table.

Ensure someone is available to introduce the examiners to the candidates; some examiners may be happy to do this themselves.

Remind candidates that their results will not be available immediately and will be e-mailed to them.

If the tests run over meal time, please remember to feed the examiners.

Spectators

To avoid any distraction that may be caused by allowing spectators, it is recommended that this is not permitted.