



# The Royal Scottish County Dance Society

## New Zealand Branch Inc.



### Junior Associate Membership (JAM)

---

#### JAM Medal Tests – GENERAL INFORMATION

**Who Can apply?** Any Club, Region, School Organiser or JAM Camp Organiser, may apply to the JAM Medal Test Coordinator to offer Medal Tests for JAMs.

**Costs:** 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 NZ Branch has set a fee of \$7.50 for each medal test to cover certificates, medals, and postage etc. Candidates are expected to pay this fee in addition to any fee the local medal test organiser may set.

#### HOW TO:

##### **Local Organiser:**

- Submit a 'Preliminary application to run Medal Tests' to the Medal Test Coordinator no later than **12 weeks before** the date of the tests including:
  - Date, time, and venue of where the medal test intends to be held  
*(When booking, ensure time is allowed for examiners to write up results in a quiet, private venue)*
  - Which medal level/s are expected to be assessed?
  - How many candidates are expected to be assessed at each level/s?
- Submit a 'Confirmation application to run Medal Tests' to the Medal Test Coordinator no later than **4 weeks before** the date of the tests including:
  - Confirmed date, time, and venue of where the medal test will be held
  - Which medal level/s will be assessed?
  - How many candidates will be assessed at each level/s?
- Arrange for other personnel to assist:
  - Dance helpers/stooges/volunteers
  - 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, attach the bibs and look after them when they exit the test
  - Ensure someone is available to introduce the examiners to the candidates; some examiners may be happy to do this themselves
- Provide music/CD's & bibs
- For each Medal Test, make a list of names with the bib number allocation on the 'Set Identification' form. Ensure a further copy of this list is given to the examiners prior to the medal 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

- Remind candidates that their results will not be available immediately and will be e-mailed to them
- If the tests run over a mealtime, please remember to feed the examiners

***Medal Test Coordinator:***

- Select/invite examiners for the medal test
- Liaise with examiners regarding their travel and accommodation
- Ensure they know the venue and time etc.
- Prepare certificates to be signed
- Send out 'examination pack' to examiners, including marking sheets, result sheets and certificates

***Candidates:***

- Complete the application form to sit a medal test and give it to their teacher along with payment
- Candidates to be present and ready to dance at least 30 minutes prior to the medal test taking place, to walk through dances, warm up and attach bibs

***Teachers:***

- Collect Medal Test application forms and payments from candidates (ensuring the names are clearly written for the certificates and email address are clearly written for the results to be sent to), no later than **1 month out** from the date of the test
- Chose and teach the dances their candidates will dance for their medal level

***Helpers/Stooges/Volunteers:***

- 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
- They must be of similar or better dancing ability than the candidates. It is to be made clear to them that they are not being examined themselves
- They must not discuss the test with other 'parties'
- The Medal Test Organiser must be able to cover all related costs – the helpers will not be charged to assist

**OTHER POINTS:**

- Each candidate must wear a numbered bib – the stooges do not. Red for the women's side. Blue for the men's side.
- To avoid any distraction, spectators are not permitted.
- **Medal tests will not be run with less than 2 candidates per level**