



The Royal Scottish County Dance Society

New Zealand Branch Inc.



Junior Associate Membership (JAM)

Timeline for Medal Tests

Minimum of 3 months out

Club/Region Medal Test organiser:

- Submits the 'Provisional application to hold Medal Tests' form to the JAM Medal Test coordinator
- Advertises the Medal Tests in Jigs and More and Kiwi News, as appropriate

JAM Medal Test coordinator:

- Contacts examiners to confirm who is available and advises Medal Test organiser
- Advises examiners of venue and tentative timings

Minimum of 5 weeks out

Individuals:

- Complete the application form to sit a medal test and give these to their teacher
 - Forms and payment are collected by club teachers who:
 - Forward the forms to the local Medal Test organiser
 - Deposit medal test fees into the NZ Branch account and sends a summary of fees deposited to the NZ Branch Treasurer

Minimum of 1 month out

Club/Region Medal Test organiser:

- Collates application forms and sends these plus a list of fees paid to the Medal Test coordinator
- Submits the 'Confirmation application to hold Medal Tests' form to the JAM Medal Test coordinator confirming all details
- Informs all candidates and *helpers/stooges/volunteers* of the venue and timing of the Medal Tests

MT Coordinator:

- Confirms venue and timing with examiners
- Sends examination pack (marking sheets, results sheets, certificates) to the examiners