



INSTRUCTIONS FOR EXAM HOSTS

1. Make arrangements to pick up the examiners at the airport. Starting time for exams should be within 1.5 hours after their arrival.
2. Offer the examiners coffee or beverage before the exams begin and periodically check their needs during the day.
3. Check with the examiners concerning the set-up of the exam room to make sure it is the best physical arrangement for examining the candidates.
4. Provide lunch within four hours of the exam session. An additional short break may be scheduled if the day's schedule is a full eight hours.
5. Fill out all charts, cards, certificates and major certificate requests prior to the session. Release forms must be filled out, with accompanying doctor's note, if necessary. The examiners will sign their names to all documents during each exam.
6. Examiners should not be scheduled for more than 8 hours per day.
7. There should not be more than two groups of five students in one day.
8. Female candidates should be dressed in a conservative black leotard and pink, footed tights. Hair must be in a bun, unless it is too short to do so. Hair must always be secured away from the face and neck. Male students should wear black tights, dance belt, white t-shirt, and black or white shoes. Younger male students may wear tight black biker shorts.
9. Prepare the candidates for all aspects of the exam, theory as well as syllabus. Review professional exam conduct prior to the session.
10. A ballet teacher who regularly teaches the candidates may not play the music for the exam. A teacher who is taking an exam may not play for another exam at the same level until their own exam has been completed.
11. Occasionally, an exam candidate who is very nervous may misinterpret the examiner's direction and/or actions. Please speak with all members present in the examination room before assessing the situation. If you feel the situation warrants additional evaluation, please contact the National Registrar.