

The Cecchetti Council



Of America

INSTRUCTIONS FOR EXAM HOSTS AND COMMITTEE REGISTRARS

Please refer to the following information before setting up an exam session:

Four months prior to exams:

- Contact National Registrar with dates and tentative schedule

Three months prior to exams:

- Present applications for Advanced and Diploma exams to the National Registrar

Two months prior to exams provide the National Registrar with the following information:

- Exact exam dates and indicate if the examiners will be required to arrive a day early
- Contact name, address, and phone number for the person receiving the exam paperwork
- Name and City of Airport
- Contact information; name, cell phone number, for the person picking up the examiners
- Meeting place at the airport
- Finalized schedule for exam session
- Number of students and teachers for each level
- Number of sessions for each level
- List of all sponsoring teachers
- Letter from sponsoring coach for all major teacher exams
- Name of Hotel, address, phone number, and reservation confirmation number

Two weeks prior to exam:

- Exam session financial report and one check must be sent to the National Registrar
June Smith
9739 Waterway Drive
Grosse Ile, MI 48138
734-692-1455
Joonbug63@comcast.net

Exam Session Suggestions:

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.
5. Fill out all charts, cards, certificates and major certificate requests prior to the session. The examiners will sign their names to all documents during each exam. Release forms must be filled out, with accompanying doctor's note.
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.