

# Buntingford School of Dance (BSD) Ltd

## Exams/Assessments/Competitions/Performances Policy

At BSD we use a variety of assessment models to ensure that each of our pupils is thriving and progressing.

Pupils are invited to take part in formal exams/assessments/competitions/performances and biennial shows at the discretion of the Principal.

Taking part in exams/assessments/competitions/performances is a great opportunity for and promotes a great sense of achievement. Taking part is not compulsory, but in the case of exams/assessments pupils will usually be required to have reached and demonstrated the required standard before moving to the next level.

Exams/assessments usually take place at one of our class venues in or around Buntingford, but this can vary. Entry into competitions/performances may necessitate travel further afield.

For the most part, preparations take place during regular classes but may include additional coaching sessions. These coaching sessions enable pupils to practice in their groups as may be necessary and to consolidate the work in a more focused setting. (The current coaching class rate can be requested by emailing [admin@buntingfordschoolofdance.co.uk](mailto:admin@buntingfordschoolofdance.co.uk)).

Entrants are required to be at the venue in advance of the exam/assessment/competition/performance time. For exams/assessments this is usually 40 minutes in advance of the published start time as a minimum.

Once participation has been confirmed on behalf of the entrant, entry/participation fees will be invoiced and must be paid. Payment is required in advance of the event date and your confirmation of participation acts as your guarantee that you will make payment. The fees include costs for the examiner/assessor/adjudicator/entry fee/venue fee (if applicable) and pianist and support staff costs as may be required of each event.

Once payment is made no refunds can be given unless:

1. the entrant is ill on the day. For exams/assessments only, 50% of the fee is given in the form of a credit towards the next session, upon receipt of a doctor's certificate within 2 weeks of the exam/assessment date. No refund is given for illness which prevents participation in a competition/show.
2. the entrant has had maximum attendance between the time of invitation to participate and the day of the exam but is not at the required standard.

If audience tickets have been purchased, no refund will be given in the event of the entrant/participant being unwell and unable to perform.

If classes are missed the required standard may not be achieved and an entrant may be withdrawn. If BSD decides to withdraw an entrant who is not ready for their exam/assessment/competition/performance due to missed classes, no refund will be given. BSD expects that anyone entering an exam/assessment/competition/performance will, in addition to attending classes, practice in their own time.

The decision of the examiner/assessor/adjudicator is final (appeals are only conducted in exceptional circumstances and at the discretion of the Principal).

By making payment for an exam/assessment/competition/performance exam you confirm you have read and understood the details in this letter and confirm your acceptance of these Terms & Conditions

Uniform and hair for exams should be smart and as required for classes and detailed on our website uniform page.

**No jewellery or nail varnish can be worn for exams.**