

HOW TO COMPLETE THE AEC2 (2012) ENTRY FORM

This form shows the details of your candidates and the order in which you would like them to be examined, assessed or presented. It is also used by the Examiner when observing the candidates. A separate AEC2 (2012) form should be completed for each day of examining.

1. SCHOOL NAME

Please insert the name of the school as shown on AEC1 (2012).

2. LEVEL COLUMN

Please indicate the level for each candidate using the codes given below.

Level	Code	Level	Code	Level	Code
Demonstration Class L1	DC 1	Grade 2	G2	Grade 7	G7
Demonstration Class L2	DC 2	Grade 3	G3	Grade 8	G8
Pre-Primary in Dance	PPID	Grade 4	G4	Intermediate Foundation	IF
Primary in Dance	PID	Grade 5	G5	Intermediate	I
Grade 1	G1	Grade 6	G6		

3. DEMONSTRATION CLASSES

For Demonstration Classes please use the number or colour column to indicate the number of students. There is no need to disclose their names or any other information required for other entries on this form.

4. NUMBER OF COLOUR

4.1 For Presentation Classes/Class Awards, each candidate is required to wear a number. Please specify the number of each candidate in the following order: 1, 2, 3, 4, 5, 6, 7, 8.

4.2 For Graded Examinations, candidates are required to wear a coloured ribbon or badge. This should be indicated on the form in the following order PINK/RED (P or R), BLUE (B), WHITE (W), and YELLOW (Y). Please insert the colour worn by each candidate.

4.3 For Intermediate Foundation and Intermediate level, candidates should be numbered consecutively (1, 2, 3, 4.....13, 13, 14 etc) throughout the day and should be identified by wearing this number on their front and back during the examination.

5. CANDIDATE ID No.

This is the candidate's ID number that was allocated at the time of registration. Please ensure that all ID numbers are complete before submitting your forms.

6. NAMES COLUMN

Please complete as indicated, ensuring that a line is left blank between each set of candidates. It is important to note that certificates are prepared from the names on the entry form. If there is a spelling error it is the responsibility of the school to update the information accordingly before the results and certificates are issued.

7. DATE OF BIRTH COLUMN

This is to be completed for all candidates and must comply with the age requirements published in *Examinations Information, Rules and Regulations* which is available on RAD websites.

8. GENDER COLUMN

Please indicate whether the candidate is using the Male (M) or Female (F) syllabus.

9. SPECIAL NEEDS

Please state yes (Y) or no (N) if the candidate has a permanent/temporary disability/condition. If yes, please complete a V/GEF12 form, available from the Examinations Department. Completed forms must be submitted by the closing date of entry.

10. TEACHER COLUMN

If there is more than one teacher shown on the GEF (1), please indicate by ticking (✓) the appropriate box in this column which teacher has taught each candidate. In schools where there are more than 4 teachers who have taught the candidates please use another copy of the GEF (2), aligning the boxes to the candidates on the first GEF (2). This will ensure that all teachers who have contributed to a candidate's tuition will be credited with their candidate's result(s).

11. CONTINUATION SHEETS

Each separate AEC (2012) should be numbered. If you cannot fit all candidates on one sheet, please use a continuation sheet for that day, numbering the continuation sheets consecutively as well as cumulatively (i.e. '1 of 3', '2 of 3', etc).