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### RAD Approved Venue Entry Form

OFFICE USE ONLY  
RECEIPT NO.:

Part A - SCHOOL INFORMATION	
Name of Principal: _____	
School Name: _____ School ID: _____	
<b>All correspondence and results will be sent to:</b>	
Teacher 1 <input type="checkbox"/> or School <input type="checkbox"/>	
Postal Address: _____	
_____ State: _____ Postcode: _____	
Phone: (____) _____ Fax: (____) _____	
Mobile: _____ Email: _____	

Part B - EXAMINATION SESSION INFORMATION	
Session Name: _____	Closing date: _____

Part C - REGISTERED OR ENROLLED TEACHER DETAILS		
	Memb. No.	First Name and Surname
Teacher 1		
Teacher 2		
Teacher 3		
Teacher 4		
Teacher 5		
Teacher 6		

This form should be signed and dated by teacher 1 as the person accepting responsibility for entering the candidates and as to agreeing to our terms and conditions of entry as outlined in *Examinations, Rules and Regulations*.

Signature \_\_\_\_\_ Date \_\_\_\_\_

Incomplete, inaccurate or illegible forms will be returned and the entry will not be processed. Instructions on how to fill out this form are found overleaf. All sections need to be completed.

Please complete 'Personal Details' on Form RAV2 for each candidate being entered.

Part D - CANDIDATE'S SUMMARY AND FEES				PLEASE USE BLOCK LETTERS		
Office Use Only	Candidate's Full Name	Exam Level	Exam Fee ONLY	Paying Member /ship	Total Paid	Impossible Dates
	1.					
	2.					
	3.					
	4.					
	5.					
	6.					
	7.					
	8.					
	9.					
	10.					
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	18.					
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	22.					
	23.					
	24.					
	25.					
	26.					
	27.					
	28.					
	29.					
	30.					
<b>TOTAL ENTRY FEES:</b>				\$	(total entry fees for this session)	
<b>Total number of candidates entered:</b>					(from this school for this session)	

## How to complete the RAV1 entry form

This form should be accompanied by the RAV2 (2012), which shows candidate information for each student entered for an examination.

### 1. Part A – School Information

The information required in this section relates to the school entering the candidates for their examinations.

- 1.1 The name of the Principal is the individual who is the owner of the school or who administers it on behalf of an owner.
- 1.2 The name of the school should be the school that is entering the pupils for examinations. The School ID is the number which the Academy has allocated the school.
- 1.3 The postal address is the mailing address for all correspondence to be sent to.

### 2. Part B – Session Information

The Session Name is the designated centre at which the candidates will be undertaking their examinations, eg. Sydney 2<sup>nd</sup> or Adelaide. The closing date is the published date by which all entries must be received at the Academy's head office in Sydney. Session names and their closing dates are published in the *Focus on Members* and on the Academy's website [www.rad.org.au](http://www.rad.org.au)

### 3. Part C – Registered or Enrolled Teacher Details

List the membership number and print the name of each teacher.

### 4. Part D – Candidate Summary and Fees

This section is for the teacher to supply a summary of all candidates that are being entered for their Examinations whose full details are shown on RAV2 (2012). All entries must be submitted together. The candidate summary box must be completed giving the following:

- 4.1 CANDIDATE FULL NAME Please write the candidate's full name.
- 4.2 EXAM LEVEL Please indicate which level of examination each candidate is being entered for. The following codes should be used: **IF** – Intermediate Foundation, **I** – Intermediate, **AF** – Advanced Foundation, **A1** – Advanced 1, **A2** – Advanced 2, **SS** – Solo Seal Award, **BURS** – Bursary.
- 4.3 EXAM FEE ONLY Teachers should indicate the amount payable for each candidate. This does not include Membership Payment. Fees for all examinations are published in the *Focus on Members* and the Academy's website [www.rad.org.au](http://www.rad.org.au).
- 4.4 PAYING MEMBERSHIP Teachers should advise the Academy if candidate membership payment is included in their exam fee and if so please indicate the amount.
- 4.5 TOTAL PAID Please write the total amount of the candidate payment ie exam fee + membership payment.
- 4.6 IMPOSSIBLE DATES The impossible dates within the session period should be stated for each candidate. The Academy will endeavour to accommodate requests for dates, but cannot guarantee that specific dates can always be allocated.
- 4.7 TOTAL ENTRY FEES AND TOTAL NO. OF CANDIDATES ENTERED Please fill in the appropriate boxes. A cheque or other form of monetary order should be enclosed for this amount. **Please do not enclose cash.**

5. The form should be signed and dated by Teacher 1 as the person accepting responsibility for entering the candidates, for receiving all written communication and for all payments due. By signing the entry form, the applicant undertakes to comply with all policies and procedures, and terms and conditions published by the RAD relating to examinations, and in particular those set out in the document *Examinations Information, Rules and Regulations*.