



## RESULT ENQUIRY SERVICE GUIDELINES SERVICES AVAILABLE

### 1. Result Enquiry Clerical Check

All results are clerically checked and reviewed before issue, and enquiries concerning accuracy should not normally be necessary. However, teachers, candidates or parents/guardians may apply for a further administration, data entry and monitoring check to ensure that all procedures have been carried out appropriately and that marks have been accurately reported. **Fee: \$18 per candidate.**

If it is found that an error has been made on the part of the Academy, the fee will be refunded.

### 2. Result Enquiry Report

With the criterion-referenced marking system used, teachers and schools should be able to see clearly the main areas of their students' strengths and weaknesses, as evidenced on the day of the examination. In the vast majority of cases, this should provide sufficient feedback. There may be instances, however, where a greater level of detail is required and the Result Enquiry Report is tailored to meet that need.

As well as the clerical check, this service includes a written report by the examiner, which provides details of the results awarded. This is based on notes taken at the time of the exam and will include comments related to each of the assessment criteria. **Fee: \$60 per candidate.**

If it is found that a clerical error has been made on the part of the Academy, that part of the fee will be refunded and, the form and certificate will be re-issued where appropriate.

Reports will normally be written in English. For non-English-speaking countries, local offices or National Administrators should be able to assist teachers, students and parents where required.

## PROCEDURES

- 1) Result Enquiry Service application forms can be obtained from the Examinations Department at headquarters, local offices or RAD websites.
- 2) For Australian Examinations a completed application form should be sent to one of the following:
  - Fax: (02) 9360 6677
  - Post: The Royal Academy of Dance, 20 Farrell Avenue, Darlinghurst, NSW 2010
- 3) Applications should be sent to the appropriate RAD office within 10 working days of results being received.
- 4) The Academy will endeavour to process and dispatch all reports within 40 working days of receipt, although this may not be possible in cases where the examiner in question is out of the country or otherwise absent.

## PAYMENT

- 1) For card payments please fill out the payment information section on the application form (RES/1).
- 2) Cheques must accompany the application form and be made payable to 'The Royal Academy of Dance'.

Full details about the Result Enquiry Service can be found in the Specifications, or at [www.rad.org.uk](http://www.rad.org.uk).

