



Ref: OE 6/N/24

22 December 2015

Dear Sir / Madam

The National Association of Teachers of Dancing (NATD), UK Examinations – April 2016

I would like to inform you that the coming NATD examinations will be held between 22 April and 24 April 2016. Please note that examination entries must be presented by members of Hong Kong Ballroom Dancing Council (HKBDC), the NATD Hong Kong Representative.

If you intend to enter candidates for the above examinations, please complete and return the following documents required for registration to our San Po Kong Office no later than Monday, 22 February 2016. Please note that the HKEAA will not process incomplete entry forms without the required documents.

1. Examination Entry form;
2. Summary of Examination Entries;
3. Photocopy of Hong Kong Identity Card / Passport / Birth Certificate of each candidate with English name; and
4. Crossed Cheque made payable to the 'Hong Kong Examinations and Assessment Authority'.

A. Completion of Entry Forms

1. Entry forms should be completed in block capitals with black ink or ball pen and signed by the presenting teacher;
2. Entry forms could also be downloaded from the HKEAA website (<http://www.hkeaa.edu.hk>) or collected at our San Po Kong Office;
3. Examination entries must be presented by members of HKBDC. No private candidates are allowed to submit applications themselves. For further information, please visit the Hong Kong NATD website (<http://www.natd.hk>);
4. The name of the candidates should be written or typed in the same order as shown on their Hong Kong Identity Cards / Birth Certificates or passports, and the surname of the candidates should be underlined;
5. A photocopy of the Hong Kong Identity Card / Birth Certificate / passport of each student should be sent together with the corresponding entry form to ensure the accuracy of the name to be appeared on the certificate. These photocopies should be submitted in the same order of the names as entered on the entry form, in a separate packet. The HKEAA will destroy the photocopies of identification documents after verification;
6. A new entry form for each new day of examinations should be used;
7. Sections marked 'For Office Use Only' must be left blank; and
8. Subsequent request for amendment to information already submitted via entry forms will be subject to the approval of the HKEAA and the payment of a supplementary fee.

B. Preference on Examination Date(s)

1. For Professional grades, candidates will be allocated to the examination date of 22 April or 24 April 2016. For Amateur grades, candidates will be allocated to 23 April or 24 April 2016. Candidates are therefore required to make sure that they are available on the mentioned dates before submit the application; and
2. HKBDC reserves the final decision on candidates' allocation.

C. Examination Schedule

No alteration to the examination schedule is allowed once admission forms are issued. If, under special circumstances, teachers wish to apply for swapping examination dates / times between candidates, a supplementary fee of HK\$49 per candidate will be charged. The completed entry form, together with the admission forms for swapping examination dates, should be submitted to the HKEAA at least two weeks before the original examination dates.

D. Examination Studios

All examinations are held at HKBDC*. A studio surcharge will be levied on top of the examination fees.

E. Examination Fees

1. Examination fees must be paid to the HKEAA with the entry form. Candidates who fail to attend the examination at the appointed time will forfeit their examination fees.
2. Under no circumstances will examination fees be returned, transferred or retained for another examination; and
3. If a candidate is absent from the examination because of illness, application for half refund of the examination fees can be made in writing within two weeks from the date of examination upon presentation of original medical certificates issued by registered doctors.

F. Bad Weather Arrangement

If weather conditions are at all doubtful (such as the possible hoisting of a Typhoon Signal No. 8 or above or the issue of the Rainstorm Red or Black Warning), candidates should pay attention to the radio or television broadcast, or view the HKEAA website for examination schedules right up to the time they leave for the examination centre. Under normal circumstances, the HKEAA announcement of the postponement/cancellation of an examination will be made approximately two hours before the commencement of the examination. The announcement of closure of schools due to a tropical cyclone/the issue of the Rainstorm Red or Black Warning does not necessarily imply any postponement/cancellation of an examination scheduled to be held on that day. Unless an announcement has been made by the HKEAA that the examination is postponed/cancelled due to bad weather conditions, candidates must assume that the examination will be conducted as originally scheduled. However, candidates should consider their personal safety first and if candidates have genuine difficulties in reaching the examination centre, candidates should contact the HKEAA before the examination begins. Once an examination has started, it will continue for the full allotted time unless physical conditions in the examination centre are considered to be dangerous by the examiner. It is important that you should inform your students, their parents, etc. of these arrangements in advance.

You are highly recommended to obtain a set of the NATD Examination Syllabus with details on the examination conditions, examination requirements, official uniform and age requirements etc, from the HKBDC before complete the entry forms.

Should you have further enquiries, please feel free to contact Ms. Isabel Ho of the HKEAA at 3628 8735 during office hours (Mondays to Fridays – 8:30am to 5:00pm, and Saturdays – 9:00am to 12:00nn).

Thank you for your attention and interest in the NATD Examinations.

Yours faithfully



Karen Lau
Manager – Examinations Administration
International and Professional Examinations Division

- Encl: 1. Examination Entry Form
2. Summary of Examination Entries Sheet
3. Examination Fee and Surcharge for Examination Studio Sheet

* Hong Kong Ballroom Dancing Council (HKBDC)

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