

How to help your candidate avoid a drama exam referral

✓ Check the booking

Some referrals are the result of simple administrative oversights

- ▶ Have you entered your students for the right grade? It is always worth double checking this.
- ▶ Which **syllabus** have you been studying? Some performance options, such as performing an extract from a play, are available in different syllabuses, so make sure you enter for the right exam.
- ▶ Have you let us know if your candidate requires any adjustments to be made to their exam?

If the candidate has any special needs, disabilities or health conditions that the examiner needs to be aware of, you must submit a **special needs provision form** 28 days prior to the exam date. Requests for amended exam materials such as braille require at least six weeks' notice. Please note that a special needs request form must be submitted for each exam entered.

✓ Check the syllabus

Many referrals are the result of not checking the syllabus requirements properly

- ▶ Are you using the **current syllabus**? Make sure you aren't mixing requirements from old and new syllabuses.
- ▶ Has your candidate chosen pieces appropriate to the specification? If you are not sure take a look at our **anthology**.
- ▶ Have you read the Exam Guidance towards the back of your syllabus? This explains the different tasks, as well as giving advice on selecting your pieces and preparing for your exam
- ▶ There are specific requirements for the Reflection section at different levels. Please be careful to prepare candidates for the requirements appropriate for their grade.
- ▶ Check that all candidates, especially Diploma candidates, fulfil the programme duration requirements.
- ▶ For more syllabus- specific infringements [check here](#).

✓ Check the performance content

A referral may happen if the content isn't as specified for the grade

- ▶ Are the candidates using any accompaniment for their Musical Theatre, Performance Arts or Diploma exam? This can't be altered to give more support to the candidate (e.g. doubling of the vocal line for singers). If they are using a backing track, remember this cannot have vocals.
- ▶ Unless otherwise stated, all the performance pieces you select should be taken from published works (not self-published).
- ▶ Has your candidate's piece been edited for their performance? Make sure the edits are clearly marked in the text given to the examiner.
- ▶ Do the pieces your candidate has chosen demonstrate a clear contrast, e.g. in language, genre or period (if required)?

✓ Check the details

Not being adequately prepared on the day can result in a referral

- ▶ Remember to check the details on the candidate's appointment slip are correct.
- ▶ Your candidate will need to bring a list of the pieces being performed, containing the titles, authors/composers and dates the pieces were written. For a Performance Arts exam this should also detail the skills being demonstrated within each piece.
- ▶ Apart from accompanying singing, a teacher may not be in the room during an exam. If the performance requires an additional performer, or technology to be operated, then another person is allowed in the room for that purpose and should leave after the task is complete (this should not be the teacher).
- ▶ At a public centre, if you are using pre-recorded music, then the candidate is responsible for providing their own playback equipment. You should make contact with the centre in advance to check the arrangements (power supply, equipment insurance etc), which must be agreed with Trinity's local representative.
- ▶ Bring copies of prepared pieces, (e.g. the play/prose extract, poem, song) set out in the original published format (photocopies are preferred to typed, and never handwritten). At Advanced level (Grades 6–8), the full play text should be provided from which the extract has been taken. And don't forget the script of any devised pieces!

