

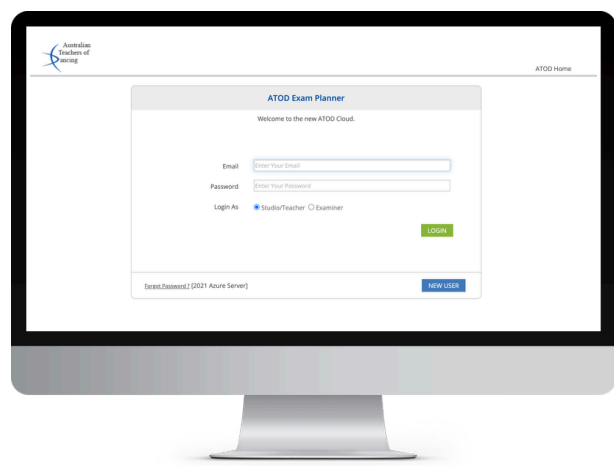
ATO

Inspiring Dreams

As The New Millennial Brand

Your

'Be in the Know' Exam Guide



The Intention of this Guide

This guide was designed to work as a supplement to the ATOD Exams Rule Book.

It is extremely important that as members you are still referring to ALL the full details in the Examinations Rule Book.

The Examination Rule Book can be found in the members login, under Examinations.

Always refer to the rule book directly from the member login on the ATOD website, as this will always be the current version (older printed/downloaded versions may no longer be current).

Consider this guide here, as being more conversational!..

It covers aspects you may be wondering - how to go about things, the order that things occur in or you may be trying to understand what something is and potentially the reasons why.

The content has been deliberately written very conversational, as though you were on the phone with us or receiving an email response!

For some aspects, scenarios and examples have been provided and there is an additional short FAQ section, along with a chart of who to contact for what at the end!

This guide certainly does not cover everything. It is more the operational based side of things. As a team we are here for you, and please continue to reach out with any questions!

Most of all, we look forward to you and your students having an incredible Exam Experience!

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Dates & Timelines

1 March

Exam Date Requests due

You can access this form via the members section of the website.

"In Review"

We are working hard to accommodate your preferences, Thank you for waiting to hear from us regarding the confirmation. Please do not share the dates yet!

Once "Exam Date Approved" email is received

You can now share the dates with your students and families.

4 weeks before your Exams start

Exam Plan & Paperwork due
Equitable Amendment Applications due

Your Exam Plan should be completed and submitted (student entries, timetable etc)

1 week before your Exams start

Omitted Exercises due

48 hours before your Exams start

Injury Release 2 due

This link will be emailed to you 48 hours before the start of exams.

Enjoy Exam Day!!

Allow 6 weeks from last day of exams for Results to arrive

What happens & when

Exam Date Requests

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Congratulations, on embracing your dance students completing ATOD exams! For students of all abilities, they will be immersed in a wonderful exam experience with us.

ATOD Examiners travel to your studio, which allows students to feel confident and comfortable in their familiar environment.

Request your exam dates before 1 March

The link can be found in the members login, under Examinations.

- The very first step for you is working out the dates you ideally would like your exams...
- **Members must provide a 1st Preference & a 2nd Preference (alternative date). This is compulsory.** Please do not leave the 2nd one blank or provide the same date as your first preference, as this slows down the process when we are trying to allocate dates/Examiners.



- You need to enter your preferred start date, and then detail the number of exam days you will require in that exam session eg 1, 2, 5 days etc.
- Members can hold multiple exam sessions throughout the year - simply decide on the spread of dates you would prefer.

Example: A Studio Member wants 2 Exam sessions throughout the year, the first being 3 days in July and then 1 day in September...

Session 1:

3 days

Preferred Exam Date (starting date) : 14 July

Alternate Exam Date (starting date): 18 July

Session 2:

1 day

Preferred Exam Date (starting date): 6 September

Alternate Exam Date (starting date): 13 September

Our Exam Coordinator Chelsea will look to work magic to provide you with your requested dates. Please note there are many moving parts in the logistical arrangement of all exams for the year.

Although everything is done to accommodate preferences where possible, be prepared that from occasionally exams may fall outside your 1st & 2nd preference. For this reason, in your Exam Date Request Form, we ask you to share with us:

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1. Are you flexible with your dates?
2. What days of the week you CAN hold exams?

At this stage please don't share any dates with your team or students. Please wait until you receive your Exam Date Confirmation email.

Championship Qualifying Exams (Early Exams)

- In the form you shall be asked to share if you are requiring Championship Qualifying Exams. These exams occur before April 11 and are held as a Collective Day at 1 studio venue, in each state where possible.

Full information can be found in the members login, under Championships & Competitions.

Acrobatic Arts Pin Exams

- It's important to advise on the form if you may have students undertaking Acrobatic Arts Pin Exams, as we will need to allocate you a certified Acrobatic Arts Examiner.
- To be eligible to sit a pin exam, students must have already passed that level.

Example: To do the Primary Gold Pin Exam, they must have already passed Primary Level, which is done directly with Acrobatic Arts.

Full information can be found in the members login, under Examinations.

Teachers Exams

- If entering students for a Teacher's Exam please indicate in the form as directed.

Performance Award Exams

- Avril Binzer Performance Award & Jazz Moves Performance Award.
- These prestigious Awards will be held at either a selected State or National Championships, or the State Competition.

Refer to Exam Rule Book for student entry requirements, in the members login, under Examinations.

Combining Exams

- The ATOD Exam Experience is for everyone, and to ensure that all members/studios have an opportunity to enter exams there is the option to combine with another studio for exams.
- Holding exams in your own studio requires you to reach the minimum Exam fees of \$1000. If you feel that you will not reach this amount, and you don't wish to make up the difference, you can explore joining another studio's exams.
- You can discuss this with another local studio prior to submitting the Exam Date Request Form (and enter all the details there) OR; detail in the Exam Date Request Form that you would like support to achieve this. Chelsee will be in touch at an appropriate time providing potential studios for you to reach out to.
- If combining, you will continue to be responsible for submitting all paperwork for your own students eg: Date Request Form, Exam Plan & Exam Fees.
- If you have students that are of the same grouping they are required to go in with the other studios group where possible (maximum numbers allowing).
- If you are entering students of a genre and level not in their timetable, please discuss with the other studio what will work best. The Exam Administrator will also discuss with you to finalise.

Licences

- You shall be asked to upload required current licences for your exams (screenshots are fine):
 1. Music Licence Certificate
 2. Public Liability Certificate

Note if your licences expire before your exam date, you be required to send the updated current licences through to Exams Administrator Lydia- admin@atod.net.au 4 weeks before your exams.

**Submit your Exam Date Request Form
by 1 March!**

The link can be found in the members login, under Examinations.

Once you've submitted your Exam Requests form, it's time to enjoy teaching your students the ATOD syllabi! You will hear from us about your Exam Dates in due time..

In Review

After 1 March, at a suitable allocating stage you will receive an email to let you know your Exam Date Request is “In Review”. This means we’re working on allocating your exams.

Allocations are conducted in Exam month & date order. Please wait to hear from Chelsea Brand regarding the confirmation/discussion of your Exam Dates.

There’s a requirement to see the whole picture of exams for each period and as an entirety across Australia. Acceptance by Examiner’s for the Exam dates, location & travel details is also required, so thank you for your patience during this time.

Exam Date Approved Confirmation

Once all arranged, you shall receive an ‘Exam Date Approved Confirmation’ email. Get excited! You can NOW announce your exam dates to your team, students and families!

In that email are also the details of your Examiner including a link to their Preferences, ie dietary and allergies etc. Thank you for referring to those details when preparing for your Exams.

Examiner Preferences are also accessible in the members login, under Examinations.

ATOD@Work & ATOD@Home

Continue referring to **ATOD@Work Teachers Platform** for all the Syllabi Content (Teaching Notes, Videos and Music).

Your students can increase their technical progress & confidence outside of classes, with the **ATOD@home app!** This has all the Videos, but doesn’t include the Teachers Notes.

Exam Plan Paperwork

Create your exam plan in the ATOD Exam Planner program..

Link to access Exam Planner: <http://cloud.atod.net.au/>

If you require help with your login details, please email Lydia at admin@atod.net.au.

You can change your password once you've logged in by clicking on the dropdown arrow on the welcome box, top right of the screen.

Let's go!.. It's time to enter your exam students & create your exam timetable!

Refer to the next pages for scenarios that may come up for you regarding timetable groupings/changes etc. These examples help answer many common questions!

- On the home page please ensure the details are correct (enter the postal address for your results to be sent to)
- Click 'Add new exam plan'
- Complete exam details. Select if you wish % to show on results (bottom of screen). This defaults to Yes, so unclick if you do not want this.
- Click on the 'Entries' tab
- Input the students details for each genre & grade that is being done in the exam
- Ensure the full name & DOB is entered for each student
- Click Save before moving onto next grade.
- Once all groups are entered, click on the 'Timetable' tab
- Input the exam date & start time. You also need to add in Examiner breaks (a break is required every 2.5 hours)
- If your timetable falls out of the standard 9am to 5pm timeframe, you are required to email exams@atod.net.au to advise. Approval is required before you finalise your exam plan.
- Once you've checked everything and the timetable looks correct click 'Save to create report'
- Click on the 'Reports' tab. You can download your timetable, summary sheet (invoice), entry forms etc. Then Click **'Submit & lock' at the bottom**
- An online form will pop up for you to complete. Please attach copies of your music licence & public liability insurance to cover your exam dates. Please **click 'Submit' at the bottom of the form. This will notify us that your exam plan is ready to be processed.**

**It is important to submit your
Exam Plan 4 weeks prior to exams**

Examples & Scenarios..

Groupings - max no of students

The group sizes for each exam are calculated automatically by Exam Planner. You can change the group size by clicking the “Custom Max per Group” box, changing the number & clicking Save.

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SS-Ballet

Custom Max Per Group

Max Per Group	Exam Time Allowances in Minutes For 1
6	30

You are not able to change it to a number higher than the automated maximum number.

You should only change the group size for two purposes:

- 1.The exam room is not big enough to accommodate the automated group size.
- 2.You are left with just one or two students in the last group, but you would prefer the groups to be more evenly split.

Example 1: Silver Star Ballet maximum is automated as 6 students per group. You have 7 students, and you don’t want the last student to have to do the exam alone. You can click the “Custom Max per Group” box and change it to 4 & click Save. You will now have two exam groups of 4 & 3 students. (You are not able to change the maximum number to 7).

Example 2: Silver Star Ballet is 6 students per group. You have 6 students but they have been practicing in two different classes so you would like them to do the exam as two separate groups. However as the number of students is not higher than the automated maximum, they must do the exam as just one group. (This may mean organising a lesson with them all together to practice as one group before the exams).

Example 3: Your exam room is not big enough to accommodate the automated group size. You change the group number, and you advise the Exams Team of the reason why this was required. We can then check your Examiner is happy with this.

Moving students in groups

In the Entries tab, once you have all your required students in a group, you can change the order of the students by clicking on one of the name's & dragging it to a different position in the list.

Once you have the correct order click Save. (If you re-order the students and move on to another group without clicking Save, you will lose those changes!)

Once all groups have been entered & are correct please **go to the Timetable tab & click 'Save to create report'** (This means that Head Office will be able to see it!).

Group No	Vacancy	Entrant No	Full Name	Part
1	5	1	Student A	<input type="checkbox"/>
1	5	2	Student B	<input type="checkbox"/>
1	5	3	Student C	<input type="checkbox"/>



Group No	Vacancy	Entrant No	Full Name	Part
1	5	1	Student B	<input type="checkbox"/>
1	5	2	Student C	<input type="checkbox"/>
1	5	3	Student A	<input type="checkbox"/>

Moving timetable groups

Once you have added all your entries and you click in the Timetable tab, you can change the order of the exam groups by clicking on one & dragging it to a different position in the list.

Once you have the timetable in the correct order click 'Save to Create Report' (otherwise your changes will be lost).

Time Table

Genre	Grade	Group No	No Of Student	Duration
Classical Ballet	Gold Star	1	2	57
Tap	Bronze Star	2	5	35
Jazz Moves	Gold Medal	3	2	35
Morning Tea ✘				15
Jazz Moves	Bronze Star	4	1	22
Jazz Moves	Test Two	5	1	18
Jazz Moves	Silver Star	6	3	32



Time Table

Genre	Grade	Group No	No Of Student	Duration Min
Jazz Moves	Test Two	1	1	18
Classical Ballet	Gold Star	2	2	57
Tap	Bronze Star	3	5	35
Jazz Moves	Gold Medal	4	2	35
Morning Tea ✘				15
Jazz Moves	Bronze Star	5	1	22
Jazz Moves	Silver Star	6	3	32



Time Table

Genre	Grade	Group No	No Of Student	Duration Min	Date	Start Time	End Time
Jazz Moves	Test Two	1	1	18	01/01/2025	09:00 am	09:18 am
Classical Ballet	Gold Star	2	2	57	01/01/2025	09:23 am	10:20 am
Tap	Bronze Star	3	5	35	01/01/2025	10:25 am	11:00 am
Jazz Moves	Gold Medal	4	2	35	01/01/2025	11:05 am	11:40 am
Morning Tea ✘				15	01/01/2025	11:40 am	11:55 am
Jazz Moves	Bronze Star	5	1	22	01/01/2025	11:55 am	12:17 pm
Jazz Moves	Silver Star	6	3	32	01/01/2025	12:22 pm	12:54 pm
Start Date Time ✘					02/01/2025 09:00 am		
Classical Ballet	Test One	7	2	12	02/01/2025	09:00 am	09:12 am
Hip Hop	Level 8	8	1	30	02/01/2025	09:17 am	09:47 am
Contemporary	Level 2	9	4	36	02/01/2025	09:52 am	10:28 am
Hip Hop	Level 9	10	1	30	02/01/2025	10:33 am	11:03 am

SAVE TO CREATE REPORT

Entered students under the wrong exam group

If you have entered students under the wrong exam group you will need to delete them from that group and then add them into the correct group.

In the Entries tab, select the group they are currently in. click on the students name and click the < arrow to remove them from the group. Once it's correct click Save. You can then go to the correct group & add them in.

Once correct, please go to the timetable tab and click 'Save to Create Report' (otherwise your changes will be lost).

Genre: Grade:

Extra One	For Max	Change Over
2.14	31.98	5

Part field

Group No	Vacancy	Entrant No	Full Name	Part
1	5	1	Student A	<input type="checkbox"/>
1	5	2	Student B	<input type="checkbox"/>
1	5	3	Student C	<input type="checkbox"/>

How to change to a student to a Participant

Click in the entries tab and go the group that student is in. Select the 'Part' tickbox next to the student's name & click Save.

If you need to change them from a Participant to a full candidate, simply de-select the 'Part' tickbox & click Save.

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Please then go to the Timetable tab & click 'Save to create report'.

by Part field

ADD STUDENT MODIFY STUDENT

Group No	Vacancy	Entrant No	Full Name	Part
1	5	1	Lydia Smith	<input type="checkbox"/>

SAVE

How to look back at an exam plan that you have submitted

To look back at a previous exam plan please click on the 'Home' tab and then select the exam plan number you want from the dropdown box there.

Reports can be viewed by selecting the 'Reports' tab, and downloading the relevant ones.

Note: 'Summary Sheet- Fees' is the report that shows you what Exam Fees you are required to pay to ATOD prior to exams. This is your invoice.

Reports

Form Name	Option
Entry Form	Download
Summary Sheet - Fees	Download
Summary Sheet - Wages	Download
Exam Timetable	Download
Injury Release 1	Download
Injury Release 2	Download
Equity Amendment Form	Download
Refund Request	Download
Student Exam Entry	Download
Margin Report	Download
Timetable for Students	Download
Entry by exam	Download
Student Invoice	Download
Examination Timetable with Student	Download
Time Allowances	Download
Submit Exam	Submit & Lock Exam

Your Exam Plan will be processed & you shall receive email confirmation

Exam Plans are processed in exam date order. There are many studios and many crosschecks, so thank you for your kind patience!..

- Once we've finalised your paperwork & it's good to go, we will confirm by email.
- If your Examiner requires travel/accommodation this will be organised by ATOD and you shall receive the itinerary in a separate email.
- Please refer to your Examiner's preferences, as you will need to organise lunch etc for the break times during your exam day.

Examiner Preferences can be found in the members login, under Examinations.

- If you need to add another student, you must create a new exam plan for that student only (this a 'late entry'). The student can join the existing group as the last candidate in the group.
- If you have any questions or need to make necessary changes to your exam plan please email lydia at admin@atod.net.au or call the office on 1800 106 227.

Exam Fees

- The 'Summary Sheet - Fees' in the Reports tab in Exam Planner (once you have finalised all your exam plan) is your INVOICE.
- Please refer to the Exam Rule Book which details the minimum fees that is required per exams
- Contact Sue in the office regarding payments - office@atod.net.au
- xxx

Payment is required prior to Exams

ATOD Bank Details for Exam Fees

ACCOUNT NAME: ATOD LTD
 BSB: 033337
 ACC NO: 131680
 REF: 'Studio Name' Exams

For payments overseas please contact office@atod.net.au

Equitable Amendment Policy & Form

The link to apply for an Equitable Amendment on behalf of a student in your Exams can be found in the members login, under Examinations.

The form is to be completed by the Studio Member. Supporting documentation is required to be uploaded at the time of application.

This form is due in at least 4 weeks prior to the start of exams.

The application shall be reviewed by the Exam Coordinator and the outcome shall be emailed.

**** Please note this policy is not for a student who has an injury ****

Omitted Exercises

Currently, studios can omit up to 25% of exercises for all exams. These are required to be emailed to admin@atod.net.au at least 1 week prior the start of exam date, for each exam session.

The current guidelines to follow can be found in the members login, under Examinations.

- All entrants in the same grade must show/omit the same exercises (even if they are split into different groups). ie: it cannot be some students do and some don't, or 1 group of the genre & level omit but the 2nd group of the same genre and level do not omit.
- It is not compulsory to omit exercises. You can also choose to omit less than 25% too.
- Students are NOT marked down when exercises are omitted.
- If you are combining with another studio you may have different omitted exercises,. Please therefore ensure you share your omitted lists with the other studio for their awareness. Whilst the students from other studio are performing an exercise you have omitted, your students should stand at the side of the exam room facing the wall.
- If you choose to follow these current rules and omit up to 25% of exercises, this then supersedes the pre-covid syllabus rules regarding omissions in Jazz Moves (it is not in addition to). However, if you choose NOT to take advantage of these current rules you must revert to the pre-covid syllabus rules regarding omissions in Jazz Moves (please check syllabus rules for each grade).

Injury Release 2 Form

You will receive this form via email 48 hrs before your Exams. It is compulsory to submit this within the 48 hrs before the exam start time, and no later than 2 hrs before the exam start time. It is not valid if submitted before the 48 hrs.

- This form is to declare that the studio has conducted all necessary enquiries and confirms that each student is physically capable of undertaking the examinations.
- Supporting documentation, such as required medical reports, should be attached to verify a student's fitness for the examination if they do have an injury. It is recommended that medical reports not exceed 2 pages in length.
- Thank you for understanding that your examiner is not able to conduct exams at your studio until this has been submitted.

Results

Allow 6 weeks to receive your Exam Results

They may come sooner, but kindly allow 6 weeks (after your final exam day for the session) to receive your exam results. Examiners have upto 3 weeks to submit their results to Head Office, which then need to be processed, printed and posted.

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This is especially important if holding exams in Nov/Dec. We do ask that you kindly keep in mind the 6 week timeframe and to not plan on having your results by your concert/presentation day, if those dates fall under the 6 weeks.

Please note, Members are not to contact Examiners regarding results or any other matters. Any concerns should be sent directly to The Exam Coordinator immediately following your exams.

Tracking your Results delivery

When your results are posted, you will receive an email including a tracking number. For any queries regarding the delivery of your results, please contact Sue at office@atod.net.au or call 1800 106 227 and she will be happy to support you!

Amendments to certificates/medals received

Once you receive the results, if it happens that there are any names or medals that require amending - please contact Sue at office@atod.net.au or call 1800 106 227.

Requesting a refund for a student that have missed an exam

The Studio Member can apply for a 75% Refund if any students are unable to take their examination due to illness or injury.

- The refund request form is to be completed within 6 weeks from your allocated exam date.
- You are required to supply a doctor's certificate if you require a refund for Gold Star & above.
- Refund requests are processed once we have received the exam results from the Examiner.
- A 75% refund of the ATOD Exam Fee are granted for reasons of illness and injury only and will be paid to the studio owner. The studio owner is responsible for returning this amount to the parent/student, and then they themselves must make the individual arrangement with the respective families.

FAQ!

Do the students have to purchase a set uniform for ATOD Exams?

There are guidelines for each genre in the Exam Rule Book that are required to be followed. However ATOD does not specify what your studio's student uniform must look like for classes, and students are not required to purchase ATOD specific attire for exams.

I've done my timetable & it falls outside of 9am to 5pm, what do I need to do?

Email exams@atod.net.au and let us know the details. Please do not submit and lock the Exam Plan until it has been formally approved by ATOD.

I'm awaiting to hear back that my Exam Paperwork has been processed (Entries, timetable etc). When will I hear?

All Exam Plans and Paperwork are processed in Exam date order, and looked to with great efficiency and accuracy. During the peak exam months of July-Sept, thank you for being patient and understanding that these will be processed asap!

Commencement position at the barre - can we start on any foot?

Barre exercises can begin on the Left foot **only** if the barre is on the left side of the exam room. All students will start on the same leg as no. 1 if the barres on both sides of the room.

What if my barre is at the back of the room?

If your barre is portable, it's best to position it at the side of the room for the exam (so the barre is side on to the Examiner).

if the barre is fixed at the back of the room - Examiners are more than happy to actually move their examining table around for the barre work if needed, we simply need to know in advance - please contact admin@atod.net.au in the 4 week lead up to your exams if this is the case.

I've already submitted my exam plan, and accidentally missed some students.

Once you have submitted your exam plan to us you are not able to make any changes. For any 'late entries' you need to submit a brand new exam plan for these missed students only (this will be a different exam plan number).

The students will still be able to go in with the original exam group (where suitable to max numbers). Exam Planner will automatically list them as No.1, No. 2 etc, but they must present as the last Candidate No's in the group (This is common and your Examiner will understand).

I'm not sure if some students will be entering. Should I still enter them?

No, please hold off including them until you know. You can submit them as a late entry on a separate Exam Plan later once as you sure they will be doing the exam.

I want only some students to omit exercises, can I do that?

No, this is not possible. All students in the exam group must omit the same exercises. This includes if you have multiple groups doing the same genre level.

If a student isn't able to perform pointe work, and will perform in ballet flats, would do I need to do?

Simply let the Examiner know at the beginning of the exam day. Please refer to the Examination Rule Book to be across the highest potential result if not performing en pointe.

Do we have to pay extra for accomodation and flights for examiners?

Not at all! This is incorporates in exam fees.

I have an interstate Examiner, what do I need to do in terms of their transport?

You shall be provided with the travel itinerary via email. If the Examiner has travelled via flight to your State, then the evening before your exams you must contact the Examiner to arrange the pick up time from their hotel (either by personal car, or by uber/taxi at the studio's expense).

If flying in on the day of your exams, the Examiner will usually get an Uber/taxi to your studio,

I'm combining exams, does that mean I pay the studio that is hosting?

No, each studio is required to pay for their own exam entry fees to ATOD.

What genres require Theory Books & Theory Sheets and how does it work?

- Ballet (BM to GS) = Theory Books & Theory Sheets (no oral questions)
- Tap (BM to GS) = Theory Books & Theory Sheets (no oral questions)
- Musical Theatre (L3 to L8) = Theory Books & oral questions (no Theory Sheets)

Theory Books: Members purchase from the members login, in the Online Store.

These will be posted to you. For any questions on your order contact Sue at office@atod.net.au. Students must have their own Theory Book (although siblings can share). Theory Books cannot be photocopied, as copyright laws prevent photocopying of ATOD resources.

Theory Sheets: Members download/print from the members login, under Examinations.

It is the Teacher's choice which Theory Sheet to pick, but all students doing the same exam grade must complete the same Theory Sheet. Students complete their Theory Sheet ahead of the exam day, by using the Theory Book to find the answers (you can do altogether in classes if you wish).

The Teacher must submit all Theory Books & Theory Sheets to the Examiner prior to the exam - please slip the theory sheet into the correct theory book. The Examiner will assess, stamp & initial each Theory Book & Theory Sheet and leave them on the desk for the teacher to hand back to students.



I saw that Theory Sheets are now part of the exam for Ballet and Tap (Bronze Medal to Gold Star). Do we have the option for the Examiner to ask the students oral questions instead?

No, Theory Sheets are compulsory in these exams. Oral questions are only for Musical Theatre.

There are 4 Theory Sheets for each grade - do my students need to complete all 4 sheets?

No, teachers select 1 Theory Sheet that all the students shall complete in that exam grade. All students doing the same level exam are required to complete the same sheet.

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How many questions do the students need to answer on the Theory Sheet?

Students are required to answer at least 4 numbered questions.

Can the students complete more than 4 numbered questions if there are more on a page.

Absolutely! These have been designed as a great teaching & learning tool.

How are the completed Theory Sheets handed in on exam day?

On the day, before the exam the teacher hands these in with the student's Theory Book (please slip the Theory Sheet inside that student's Theory Book).

Will the students receive their Theory Sheet back?

Yes, both the Theory Book and the Theory Sheet will be reviewed, stamped and initialled by the Examiner and left on the desk for the teacher to hand back to students.

Do we purchase the Theory Sheets in the online store?

No, members need to download/print Theory Sheets from the members login, under Examinations (print 1 per student).

Does Musical Theatre (L3 to L8) have Theory Sheets?

No, oral questions are asked by the Examiner in Musical Theatre exams (but you must still purchase Theory Books).

Can Teachers support students in the exam room and in what grades?

Refer to the Examination Rule Book to find out what genres and grades this can apply to and in what capacity. Details are also provided for each grade on the @Work Teachers Platform.

Can I ask my Examiner to present in-house awards on the exam day?

No, Members are not to ask Examiners to choose awards or present awards at exam days. This is to ensure consistency and fairness across all ATOD exams.

There's a spelling mistake on a Certificate / I received an incorrect Medal - who do I contact?

We'll get that fixed quick smart! Please email Sue at office@atod.net.au to discuss.

Can I contact the Examiner myself to discuss/clarify my results?

With the exception of contacting the Examiner the afternoon/evening prior to exams to organise a pick up time, members are not to contact Examiners regarding any matters, including exam results. Any concerns should be sent directly to The Exam Coordinator immediately following your exams.

Who to contact for what!

Refer to your Member Site for Exam Rule Book + Guide + All Docs/Links

- Essential to refer to the Member Site to reference Exam Rules, Official Docs & Exam Form Links
- Read the Be in the Know Exam Guide for further clarity - examples & scenarios to support you

Chelsee Grioli Exam Co-ordinator

exams@atod.net.au

Exam Date Requests & Allocations

Combining Exams

Seeking change of date after Exam Date has been approved & confirmed

Seeking required approval if exam timetable falls outside of 9am to 5pm

Advising Exams may be less or more than the originally planned number of days.
Do this prior to EP submission

Equitable Amendment

Collective Exam Days

Anything General Exams!

Lydia Smith Exams Administrator

admin@atod.net.au

Exam Planner

Exam Paperwork, including Music Licence & Public Liability

Omitted Exercises

Exam Fees

Examiner Travel arrangements

ATOD@Work & ATOD@Home troubleshooting

Log in troubleshooting etc

Anything General Exams!

Sue Gregg Results Co-ordinator

office@atod.net.au

Exam Payment receipts / Outstanding Exam Fees

Checking what address results will be sent to

Seeking clarity on AUS Post tracking provided / potentially lost parcel

Exam Refund Requests

Correction to any Certificates/Medals received eg name etc

Requesting any transcripts

Member Facebook Group for Syllabus & Technique Questions

- The best place to ask exam syllabus & technique related questions is the member facebook group, as Examiners are in the group and can support you with their abundance of knowledge.