

# Examination Guidelines

## Please read these guidelines carefully

We will do our best to make sure that the examination experience is a positive and encouraging one for your students.

Please read these guidelines and hints which we hope will help to make the exams as comfortable as possible for you, your students and our examiners.



### What to expect on the day

1. When your examiner arrives, she/he will give you a Report Sheet for each candidate. Please enter the candidate's name, examination, grade/level and date on each Report Sheet.
2. Your examiner will also give you a list of talk topics and/or improvisations, if applicable. For some examinations, talk topics or improvisations are given to the candidate in the examination room and the candidate will be given a short time to prepare. Please see the syllabus for details.
3. After the examination, the examiner will give you the written up and marked Report Sheets and also a medal for the candidate receiving the highest mark in the Centre. Certificates and Acting/ Musical Theatre/ Proficiency Medals, where awarded, will be forwarded to you ordinarily within a month of the examination.
4. Any candidates in addition to those notified to the Irish Board will be examined at the sole discretion of the examiner. Any additional fees due should be given in cheque form to the examiner on the day of the examination.

### What our Examiners Require on the Day of the Examination

1. A suitable room in which the examination can take place. The room should be bright, warm, in a quiet part of the building, and have sufficient space for candidates to perform their pieces.
2. A suitable table and chair for the examiner.
3. A list of candidates and their grades.
4. Water and a glass.
5. An occasional offer of tea/ coffee, and perhaps some biscuits.
6. A light lunch (a roll or sandwich/ tea or coffee) if the examination is to last into the afternoon.
7. Report sheets to be handed to them by the candidates in good condition.
8. **\*\*Each candidate to bring in to the examination room a copy of his/her pieces to be performed.\*\***

(See over for some helpful examination advice)



# Examination Guidelines (continued)

## Some Helpful Hints ...

1. When preparing your candidates for the exams, please read 'How Irish Board Examiners Assess Candidates' (pp. 8-10 of the syllabus). This will help you and your students to understand what we are looking for.
2. For some candidates, entering the exam room can be daunting. It is often a good idea to rehearse this with your students. Let them practice entering the room purposefully, closing the door, greeting the examiner with a 'Good Morning' or 'Good Afternoon' and handing the report sheet to the examiner (with a smile!).
3. If the examination space is unfamiliar to your students, it can be helpful to place a small mark on the floor indicating where they should stand. Remember that the examiner will want to see all of the candidate.
4. For theory questions, the examiner will want to know that the candidate not only knows the theory but also understands it. Otherwise it will be forgotten once the exam is over. Candidates will maximise their marks in this area if they are able to explain the theory with reference to one or more of the pieces being performed.
5. In Grade exams, from Grade 7 onwards, the examiner will want to know that the candidate understands the character from his/her drama selection, and has a good knowledge of the play/book from which the piece is selected.
6. For drama selections, it can be helpful for the examiner if the candidate introduces the piece not only with the title, author and character (clearly!) but also with an explanatory sentence which sets the context of the selection, such as, 'In this scene, Julie has just learned that her sister has been in an accident ...'.
7. If you have any candidates with special needs, it is always best to brief the examiner before the exams begin.

