

## **Scrutineer Examination Procedure**

### **Application for Examination**

Application for a Scrutineer Examination is to be lodged with DanceSport Australia via the member's online account. Three weeks advanced notice is required. The application will be forwarded (by the Accreditation Commissioner) to the State Accreditation Officer (SAO) from the State in which the candidate lives (and is registered).

Applicant to provide details of name, address and DSA membership number.

On application, an Invigilator is to be appointed. This person will be issued with a copy of the examination paper with the candidate's name and examination number.

### **Examination Fee**

The required examination fee shall accompany the application for examination. The fee as determined includes GST.

### **Conduct of Examination**

The time allotted for the examination is 40 minutes. Candidates are not permitted to have with them any reference material, and cannot engage in any conversation with other candidates that may be present, however they may converse with the Invigilator to seek advice, or clarify an issue, which is not the subject of the examination. Invigilators are not to discuss the examination paper or any elements of the examination paper with the candidate. A copy of the examination paper must not be made, nor shall the candidate be permitted to take notes in relation to the content of the examination paper.

If the candidate chooses not to proceed with the examination, no refund of the examination fee will be made.

### **Examination Invigilator**

The appropriate SAO shall appoint an Invigilator for the examination and arrange the time and place of the examination with the candidate.

The examination should be conducted at a mutually convenient place and time to the Invigilator and the candidate.

### **Appointment**

The following persons are considered to be suitable to act as Invigilator for the conduct of the examination

- DSA Director
- Member of the Accreditation Commission
- State Board Executive Officer
- Any Member of Branch Accreditation Committee
- A qualified DSA Scrutineer

### **Invigilators Role and Responsibilities.**

- Issue the examination paper
- Ensure the examination is conducted properly
- Return the examination paper in a sealed envelope to the appointed officer.

### **Marking of Examination Paper**

DSA will arrange for the examination paper to be marked by an appropriate person authorised by the Convenor of the Accreditation Commission. The paper as submitted is compared to the “correct answer sheet” and a mark allocated. The result of the examination, together with any relevant comments and recommendations, will then be forwarded to the Convenor of the Accreditation Commission who will notify the applicant of the result of their application.

Should any candidate fail the examination, a copy of the marked paper will be given to the Invigilator who will invite the candidate to check their result. This copy is to remain in the possession of the Invigilator for up to one month following which it is to be returned to the CEO for record keeping purposes. The candidate is not permitted to make a copy of the examination paper.

The candidate may resit the examination at any time providing that the conditions re “Application for Examination” are complied with. In this circumstance, and for any subsequent examinations, a different examination paper must be utilised for the examination.

## **Reference**

The Skating System is a method used world-wide to record the markings of the Adjudicators for each competing couple and determine their placing in a DanceSport competition.

“The Skating System” was developed and written by Mr Arthur Dawson, it comprises 11 procedural rules.

The approved DSA references for Scrutineering Examinations are:

***“The Skating System” by Arthur Dawson published by the Imperial Society of Teachers of Dancing (UK)***

There is also a study guide available from the DSA web site which is very thorough:

[https://dancesport.org.au/accreditation/candidate\\_info/scrutineering-tutorial.pdf](https://dancesport.org.au/accreditation/candidate_info/scrutineering-tutorial.pdf)

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