

MINUTES OF EXAMINATIONS COMMITTEE MEETING
HELD ON SATURDAY 15 JUNE 1996 AT 1030 HRS
12 COATES CRESCENT, EDINBURGH.

PRESENT: Mr A Aitkenhead (Convener), Mr G Lawson (Chairman), Mr W Clement (Vice Chairman), Mrs L Gaul, Miss L Martin, Mrs E McCausland, and Miss G Parker (Secretary)

APOLOGIES EX96/21
Mr Bruce Frazer had tendered his apologies

MINUTES OF LAST MEETING EX96/22
The minutes of the meeting of 6 January were approved.

MATTERS ARISING EX96/23
TAC TALK letter EX96/18
It was noted a letter had been forwarded by the Convener, to the Editor of TAC TALK, in response to an earlier published letter regarding the examination process. The full letter had been published in the first available issue.

Guidance Notes To Teachers EX96/11
It was noted that following the decisions made at the last meeting of the Committee all Preliminary and Teachers Certificate candidates now received guidance notes, with their results. It was agreed that a further copy would be issued to all committee members.

Trial Marking Sheet EX96/14
It was agreed that the trial marking sheet, being tested at this year's Summer School, was to be in addition to the current pass/fail form. This would be further assessed at the next meeting.

Examiners Seminar EX96/15
It was noted that the notes, and minutes of this meeting had now been circulated to all branches and all examiners.

Courses Held In 1996
Musicians Course EX96/12
The report on the course was considered, and it was agreed that

- the course should be held in Edinburgh
- the course should be held again in 1997
- Muriel Johnstone should be invited to act as Music Director
- Robert Mackay should be invited to assist
- the course should be held in the early part of the year
- the course should be for piano and accordion - subject to the Music Director

- recommendations from the Director re suitable musicians should go to the Summer School Director

Tutors Course EX96/13
It was agreed this had been a successful course despite the students being unwilling to contribute frankly to the discussions. It was agreed that

- the course should aim to be held annually
- Miss Martin would be asked to tutor the course in 1997
- examiners should not be encouraged to attend this course
- all tutors should attend at least one such course
- Miss Martin would draft a core programme which would be offered to overseas branches who wished to run a similar course overseas.

Potential Tutors Course EX96/13b
It was agreed that despite the restricted time allowed, the course had proved most successful.

- this course should aim to be held on an annual basis
- Miss MacLean would be asked to tutor the course in 1997
- the course should be held in Edinburgh

It was further agreed that for both the Tutors and Potential Tutors Courses

- tutors should in future be offered a fee of £50 plus expenses
- pianist should in future be offered a fee of £25 plus expenses
- (Funding to be requested from the Jean Milligan Memorial Fund)

The Music Director should continue to be offered a fee for the Music Course

EXAMINATION TOURS EX96/24
It was confirmed that overseas examination tours must be *primarily* for examination purposes, however the examiners would, where appropriate, teach some classes.

1997 North American Tour EX96/24/1
It was noted that Mr Andrew Fallas of TAC had agreed to arrange the above tour. Miss Martin, Mrs Vandergrift and Mrs Gray had agreed to act as examiners.

1997 Australia and Japan Tour EX96/24/2
It was agreed that the Hunter Valley branch would be asked to make the necessary arrangements for this tour. The tour would start in Australia, and would have a final stopover in Japan, to cover their examinations. Elma McCausland, Elma See and Morag Napier would be invited to act as examiners (subject to the length of the tour)

1998 New Zealand Tour EX96/24/3
It was agreed to contact the New Zealand branch to make the necessary arrangements for this tour. Johan MacLean, Phyllis Gale and Madge Laing would be invited to act as examiners (subject to the length and location of the tour). It was further agreed that should no examinations be necessary for such a tour, funding would be requested from the Jean Milligan Memorial Fund for a teaching tour, with Miss MacLean attending.

1998 South Africa Tour EX96/24/4
It was agreed that the secretary would contact the Pietermaritzburg secretary to ask if she would be prepared to make the necessary arrangements for the tour. Dr Alastair MacFadgen would be asked to act as examiner, the second examiner would be appointed at a later date.

POTENTIAL EXAMINERS EX96/25
1996 Assessment EX96/25/1
Two applicants had been invited to attend the 1996 Summer School for assessment.
1997 Assessment EX96/25/2
A further applicant would be invited to attend the 1997 School for assessment.

NEW EXAMINERS EX96/26
It was noted that the Society currently had 22 examiners on their approved list. Many of these were either based overseas, or had indicated that they had problems in travelling. It was now important that new examiners be appointed to the list.

It was agreed that the Committee would aim to ensure that two new examiners would be appointed to attend for assessment each year, until such time as the list of examiners was complete. All new examiners must have previously presented students for examination.

It was suggested that branches should not necessarily invite examiners to tutor courses, but should encourage other, experienced people to tutor. Where possible a potential

tutor should be invited to understudy at these courses. This would allow more potential examiners to gain valuable experience in presenting candidates.

SUMMER SCHOOL EXAMINATIONS

EX96/27
It was noted that this year the Summer School was to run a mixed Teachers Certificate and Preliminary Test class.

It was agreed that all the Summer School Preliminary Test examination candidates on the same course must be examined by the same examiners, sit the same written paper, and join together for the practical dancing, whether or not they were in one class together.

OVERSEAS EXAMINATION PROCEDURE

EX96/28
Following queries from some of the Australian branches, the Committee agreed that there was currently a separate procedure for running examinations overseas.

- The branch requests permission to run an examination course
- Headquarters forwards application forms, and appoints the examiners
- Copy application forms are forwarded by the branch to HQ
- Original application forms are forwarded by the branch to the Examiners
- Examination fees are sent to HQ
- Examiners set the examination questions and forward to the branch
- Branch arrange for duplication and delivery of examination papers
- Copy of the examination paper to be sent to HQ
- Results are sent by examiners to HQ
- HQ advises all candidates, and tutor of results
- Request from examiners to HQ for expenses

* Where the organiser of such an examination is also the tutor, an office bearer of the organising branch will be required to arrange duplication and delivery of the examination papers.

INDEPENDENT DANCE TEACHERS ASSOCIATION (IDTA)

EX96/29
Mrs Gaul had prepared amendments to the current syllabus for the above examinations. She had suggested amendments to the choice of dances made available to students sitting

Grade II and beyond. She further suggested that the students should be asked to prepare all the set dances, and the examiners would in future select the required dances. She had however received further suggestions as to possible changes, and it was agreed to defer decision to the next meeting of the Committee.

INTERNET

EX96/30
It was noted that there had been suggestions on the Internet that the Society manual did not cover a variety of formations. The formations, however were not from Society dances, or where they were, they were fully described and therefore had not been included.

It was agreed that any future amendments to the manual should be advised to the Examination Committee.

TEACHER NUMBERS

EX96/31
It had been suggested at a recent meeting of the Executive Council that each branch be required to have two qualified teachers. While this had been recognised as a requirement for any prospective new branch, it was not enforceable for all existing branches.

It was however agreed to strongly recommend that all branches should aim to have at least two fully qualified teachers.

EXAMINERS CRITERIA

EX96/32
Following some correspondence, the Committee had been asked what criteria the examiners used to assess a pass at the Society examinations. This was clearly set out in the examinations syllabus, which was available to all candidates.

ADJUDICATORS

EX96/33
It was noted that the manual contained full guidelines for adjudicators at festivals, and no further guidance was required. It was noted that the current list of RSCDS approved adjudicators required updating and therefore, it was suggested that an adjudicators course be run in 1998.

HEELED SHOES

EX96/34
It was noted that a question had been raised at the Open Forum where a member had suggested that the Society should teach how to dance in a heeled shoe. While the Committee did not feel it necessary for a specific policy on this, it was agreed to request that the Director of Summer School allow people to dance in heeled shoes at some classes (subject to the floors!)

SOCIAL v PERFECTION

EX96/34
Correspondence had been received which indicated that the Society was gearing too much to perfectionism rather than the greater social activity, which was the main reason for many members joining the society. The Committee agreed that the high standards set, were demanded of teachers not of the ordinary member. This was to ensure that they were qualified to teach members how to enjoy the many dances.

P T CERTIFICATE

EX96/35
It was suggested that a small certificate could be made available to all the successful preliminary test candidates. It was felt that this was not appropriate since it gave more weight to the Preliminary Test, which was intended as a provisional stage towards the full Teachers Certificate.

REVISION OF BOOKS 13/14/15

EX96/36
It was noted that the recent revision of the pocket edition containing the books 13/14/15, had refinements to the instructions for some of the prescribed dances for the examinations. It was agreed that the appropriate changes would be made to the prescribed dances available to candidates.

DATE OF NEXT MEETING

EX96/37
The next meeting is scheduled for Saturday 21 September 1996 at 1030 hrs.

SEE OVER



OVERSEAS EXAMINATION PROPOSALS

The following are the current proposals put forward by Mr Alastair Aitkenhead regarding two of the overseas examination tours. You will be aware, from previous discussions in Committee, of the current status of the examinations, and the reasons behind the proposals. Please consider these proposals carefully BEFORE the next meeting of the Committee.

1. PACIFIC RIM TOUR (Encompassing Australia, New Zealand and Japan)

- To be held every two years
- Maximum duration four weeks (1 week travelling and 3 examining)
- One UK and One Local examiner to be appointed
- Organisation by branch (in Australia ATA)

In alternate (non-tour) years, examinations may be held and a local panel may be appointed to examine. (ie use of one NZ examiner in Australia and vice versa)

Proposed adoption date 1998

2. NORTH AMERICAN TOUR

- To be held every year
- Duration of two - three weeks
- Alternate visits to examine on East/West
- Maximum eight venues each tour
- One UK and One North American Examiner
- To be Organised by TAC

Proposed adoption date 2000

MINUTES OF THE EXAMINATIONS COMMITTEE HELD AT 10.30AM ON SATURDAY 21 SEPTEMBER 1996 AT 12 COATES CRESCENT, EDINBURGH

PRESENT EX96/30
Mr A Aitkenhead (Convener), Mr G Lawson (Chairman), Mr W Clement (Vice-Chairman), Mr B Frazer, Mrs L Gaul, Mrs E McCausland, Miss L Martin, Mrs J Dick (Assistant Secretary).

APOLOGIES EX96/31
An apology was received from Miss G Parker (Secretary)

MINUTES OF MEETING ON 15 JUNE 1996 EX96/33/1
After the following amendments, the Minutes were approved by the Committee.

Tutors Course EX96/13
It was agreed that, subject to approval by the Finance Committee, the tutors of the courses held in 1996 should be paid fees retrospectively.

New Examiners EX96/26
It was agreed that further to previous discussions the Committee would aim to invite new potential examiners to attend for assessment each year until such time as sufficient examiners had been appointed.

MINUTES OF MEETING ON 20 AUGUST 1996 EX96/33/2
The Minutes were approved by the Committee.

MATTERS ARISING EX96/35
EX96/11 It was agreed that the approved Guidance Notes for Preliminary Test Certificate Holders, if

available, should be forwarded to Committee members.

EX96/12/13/13b In discussing the future, Music, Tutors and Potential Tutors Courses.

the Committee agreed that they should be arranged as near as possible to the dates courses were held in 1996.

It was noted that there may be additional funding available for these courses and in particular that the Scottish Arts Council had grants for music courses.

EX96/27 The Committee discussed the examination classes at Summer School this year, and agreed that in future there should not be mixed level examination classes. This matter has also been discussed with the Summer School Committee and they were aware that some difficulties had arisen.

EX96/34 Mrs Gaul advised the Committee that she had approached the Director of Summer School regarding the use of heeled shoes in class and that she had been given permission to take a class where heeled shoes were worn.

FINANCIAL BUDGETS EX96/36
The Assistant Secretary advised the Committee of their budget for the year and that the Finance Committee would like all Conveners to keep this figure in mind when making future plans.

This was discussed in great detail and the following events were scheduled to take place next year:

- North American Tour
- Australian and Japan Tour
- Tutors Course, Potential Tutors Course, Musicians Course (funded from JMMF)
- UK examinations (where applicable)
- Germany Tour

To assist this Committee in planning ahead, a breakdown of previous costs was requested.

PROPOSED EXAMINATIONS EX96/37
1997 North America EX96/37/1
Mrs Dick reported that the proposed tour was being co-ordinated by Mr Andrew Fallas, the Examiners will be Lesley Martin, Eleanor Vandergrift (West) and Frances Gray (East).

1997 Australia and Japan EX96/37/2

The Assistant Secretary confirmed that Mr Barry Cant will organise this event and that the Examiners will be Elma McCausland and Morag Napier.

The Committee noted that Mr Cant had contacted all Branches in Australia to advise them of the forthcoming tour, if any Branch is interested in holding examinations, they should then contact the organiser.

1998 New Zealand EX96/37/3

The Assistant Secretary advised that the Examiner will be Johan MacLean, Phyllis Gale (South) and Madge Laing (North). The tour would be co-ordinated by the Branch.

1998 South Africa EX96/37/4

This tour is scheduled to take place in August 1998. Dr MacFadyen had been approached but is unable to take this on. Mr Lawson would be invited to co-examine instead.

REQUESTED EXAMINATION EX96/38

A letter had been distributed from Mr Thinius of EMO-Dancers in Germany requesting permission for hold an examination. This was discussed by the Committee and it was agreed that permission would be given and Examiners provided.

POTENTIAL EXAMINERS EX96/39

The Committee noted that Margo Monteith had been invited to attend Summer School in 1997 for assessment as a Potential Examiner.

In discussing the ways in which Potential Examiners can be identified, the Committee agreed that although Tutors Courses were the way forward perhaps it would be a good idea to encourage more Branches to hold similar courses with the objective of spotting Potential Examiners.

The Committee agreed that it was important to rationalise and standardise examinations and in this respect a Practical Course for Examiners would be held in 1998.

PACIFIC RIM TOUR EX96/40/1

The proposed Pacific Rim Examination Tour was discussed by the Committee and

although there was some discussion regarding the time span of 2 years, it was agreed that there is a natural progression between Preliminary Test and Teachers Certificate which made the 2 year span attractive.

The Committee agreed that although a tour every 2 years might not be necessary, the availability of such a tour should be noted in the Newsbrief. The duration of four weeks was discussed and the Committee were advised that the examinations would probably be held on weekends only and the remainder of the time would be spent travelling between venues. The organisation of the tour would be undertaken by the Branch in each of the countries to be visited.

NORTH AMERICAN TOUR EX96/40/2

This was discussed and the Committee would like TAC to float this proposal to all Branches and Affiliated Groups for comment and any feedback and relative information brought back to the Committee for further discussion.

IDTA - REVIEW OF SYLLABUS

EX96/41

Mrs Gaul reported on the progress of the syllabus and this was discussed by the Committee. As there were a number of anomalies Mrs Gaul will review the syllabus again and bring the revised version to the next meeting of the Committee. Mrs Gaul was thanked by the Convener for all her work in this regard.

EXAMINATION RESULTS APPEALS

EX96/42

There had been two appeals against the decision of the Examiner at Summer School this year.

The Senior Examiner had been asked to write a report in each of the cases and these were presented to the Committee. Although the Committee discussed these appeals with compassion and understanding, they upheld the Examiners decisions.

REQUEST TO WAIVE 2 YEAR PRACTICE

EX96/43

A letter had been received requesting that a candidate be allowed to take the Teacher's

Certificate although not having achieved the 2 year practice period since attaining the Preliminary Test.

This was discussed and it was agreed that the 2 year rule is there for the benefit of the candidate to give them the time to gain more experience. Therefore the request to waive the rule was denied.

TRIAL MARKING SHEET EX96/44

There had been little feedback from the Examiners involved in this initial trial although it was noted that extra time was required for the completion of all the necessary forms.

The Committee were aware that there was a demand for more information from candidates and they agreed that the new style marking sheets would be tested for another year, and therefore would be available for all examinations.

ANY OTHER BUSINESS EX96/45

- The Committee were asked for permission for 3 people to take the Teacher's Certificate, although they were short of the 2 year rule by a few weeks. Approval was given.

- The Committee noted that a response had been received to the letter to the Editor of TacTalk which had not agreed with the committee viewpoint.
- Mrs MacLean had tutored a course run by TAC and submitted a report to the Committee. Mrs MacLean was thanked for her informative comments and the information she detailed in the report.
- Mr Frazer informed the Committee that this would be his last meeting of the Examinations Committee as he had completed his five year tenure. He commented on how informative the meetings had been, and how much he had enjoyed working on this Committee.
- Mr Lawson informed the Committee that this would be his last meeting on Examinations Committee as Chairman and thanked Mr Aitkenhead for chairing the meeting over the last few years.
- Mr Aitkenhead informed the Committee that this would be his last meeting as Convener. He thanked the Committee for their tolerance over the years, and his appreciation for all the hard work that had been achieved.

MINUTES OF MEETING OF EXAMINATIONS COMMITTEE
HELD ON SATURDAY 18 JANUARY AT 1030 HRS
AT 12 COATES CRESCENT

PRESENT:

Miss L Martin (Convener), Mr W Clement (Chairman), Mrs L Gaul (Vice Chair), Mr G Lawson (Imm Past Chair), Mrs B Burnell, Mrs N Dunn, Mrs E McCausland, Mr S Wilkie, and Miss G Parker (Secretary). Mrs E Watt was also in attendance.

OPENING REMARKS EX97/1

Miss Martin opened the meeting by welcoming all those present to the first meeting of the Committee of 1997, particularly Mrs Burnell who had not served on the Committee before. She expressed her hope that all would not hesitate to contribute to the discussions by expressing their opinions freely.

MINUTES EX97/2

The report on the meeting of 21 September 1996 had been ratified by the Executive Council. The minutes of the meeting were therefore approved.

MATTERS ARISING EX97/3

EX96/42 Examination Results Appeals
It was noted that there is no appeal procedure and although queries are discussed in committee, the decisions of the Examiners are final.

EX96/17 Appointment of Younger Examiners

It was noted that the Committee had previously considered correspondence from Mr Cumming who had made several suggestions regarding limiting the age of examiners, terminating appointment of examiners after a certain age, instigating a compulsory retiral age, and retiring existing examiners at 70 years of age.

While it was agreed in principle, such an "ageist" policy would be difficult to implement, and was not in line with the nature of the Society which, over the years had benefitted greatly from the experience of volunteers willing to undertake the work of the Society.

EX96/24 Overseas Examination Tour Policy

It was noted that the Committee had previously agreed that overseas tours must be primarily for examination purposes, however the examiners would, where appropriate, teach classes. The Committee did recognise that contact must be maintained between the Society and dancers throughout the world and

it was essential that teachers of proven ability be sent, officially by the Society, to undertake teaching and examination tours.

It was also a cause of some concern that the number of examinations were decreasing on overseas tours.

EX96/38 Examination Tour Germany

It was noted that the Examination in Germany was due to take place on 12/13 April 1997.

EX96/40/2 N American Tour

It was noted that the Committee had agreed to ask TAC to gauge opinion on the proposal to hold a N American Tour every year but to reduce the duration to two or three weeks. The alternate tours would examine on the east and west with a maximum of eight venues each tour. The tour would continue to be organised by TAC and would make use of a N American and UK examiner.

As no response had been received, it was agreed to refer the matter to the next meeting.

EX96/44 Trial Marking Sheet

It was noted that the trial marking sheet was not to be issued to candidates during the trial period, but would be retained at Head Office.

It was agreed that a letter would be issued to all participating examiners asking them to return their comments on the pros and cons of the new marking sheets. These would be considered by the Committee in due course.

MUSICIANS COURSE EX97/4

It was noted that there had been 5 applications for a pianists course and 4 applications for an accordeonists course.

The General Purposes Committee, who funded the course through the Jean Milligan Memorial Fund, had considered that, due to the wide differences in ability of the applications for a pianists course it would not be feasible to run such a course in 1997.

They had recommended that instead an accordeonists course should be offered and that the pianists be invited to attend since there was much of the course content which was in common.

It was agreed to accept this recommendation and Mr Clement agreed to give the official

welcome to the students. Miss Wilson (as convener of the music sub-committee) would be asked to be Director of the course and to appoint a suitable tutor for accordian.

The musicians course will be held on 18-20 April 1997 at the Learmonth Hotel, Edinburgh. The course fee and lunch will be funded by the Jean Milligan Memorial Fund.

Should a teacher be required it was agreed to invite Mr Wilkie to undertake this.

TUTORS COURSE EX97/5
Regrettably due to the lack of applications the Tutors course will not be held in 1997, it was agreed however that the course should be offered again in 1998.

POTENTIAL TUTORS COURSE EX97/5
It was noted that 12 applications had been received and all would be accepted onto the course. Mrs Gaul agreed to officially welcome the students. A pianist would also be appointed and it was agreed that the tutor and pianist would be funded by the Jean Milligan Memorial Fund as follows:-

Tutor	£50
Pianist	£25

The course will be held on Saturday 22 February 1997 at St George's West Church Hall from 9am - 5pm, lunch will be funded by the Jean Milligan Memorial Fund.

CORE PROGRAMME FOR TUTORS COURSE EX97/6
Miss Martin advised the Committee that she had prepared her thoughts on the core programme and that a copy would be issued to all members of the Committee and Mrs MacLean (as a co-tutor of the course in the past) for comments. The matter would be discussed at the next meeting.

EXAMINATION TOURS EX97/7
The committee were reminded that any correspondence relating to official examination tours or committee business must be forwarded to the Secretary.

AUSTRALIA AND JAPAN EX97/8
The following itinerary was accepted by the committee

Australian Candidates written paper	21 June
UK Examiner arrive Australia	20 June
Teaching at Northern Territories	21/22 July
Brisbane Examination	28/29 June
Teaching Workshop (Newcastle)	30 June

Canberra Examination	5/6 July
Armidale Examination	8 July
Teaching at Winter School	9/12 July
Japan groups written paper	12 or 13 July
Tokyo Scottish Dance Club Exam	19 July
Tokyo Branch written exam	19 or 20 July
Tokyo Scottish Bluebell Exam	20/21 July
Tokyo Branch Examination	26/27 July

It was noted that Northern Territories Branch had submitted a late request for a teaching visit. It was agreed that if Northern Territories were prepared to fund half the additional costs in travelling to Darwin, the tour would be extended to start in Darwin.

It was agreed that the policy on arrangements of flights was that the Secretary would arrange all international flights, the organiser would arrange all national flights and the Society would continue to pay for all the travelling costs.

NORTH AMERICAN TOUR EX97/9
It was noted that there were to be some 80 candidates at 10 centres undertaking examinations during the N American tour. No dates had yet been confirmed. Miss Parker agreed to contact the organiser to ascertain the final details.

It was noted that the usual policy was not to hold an examination where there were less than 6 candidates being presented. New Foundland branch had requested permission to hold an examination for 3 preliminary candidates. It was agreed that this was a special circumstance and the request was accepted.

1998 NEW ZEALAND TOUR EX97/10
It was noted with some disappointment that despite several letters no response had been received regarding the scheduled official tour. As it was necessary to commence the arrangements for such a tour, a further request would be sent to the branch to confirm that they wished to have the tour.

1998 SOUTH AFRICA TOUR EX97/11
It was noted with some disappointment that no response had been received regarding the scheduled official tour. A further letter would be sent, as above.

INTERNATIONAL DANCE TEACHERS ASSOCIATION EXAM SYLLABUS EX97/12
Mrs Gaul tabled her suggested amendments to the current syllabus for the IDTA examinations.

Miss Martin thanked her for the considerable effort that she had put into the project. It was noted that Mrs Gaul had included an additional grade, as agreed at the last meeting.

It was accepted that the proposed dances should include all the given formations.

It was agreed that the committee would forward their comments to the Secretary, as soon as possible, once they had studied the proposals more fully.

It was noted that the marking sheet may also require amendment.

POTENTIAL EXAMINERS EX97/13

It was noted that there was to be one potential examiner assessed at the Summer School this year.

The Senior examiner would be appointed at the next meeting, when the number of examination classes and examiners attending the School were known.

A letter would be sent to the Potential Examiner explaining that as the number of examination classes was unknown she should ensure to keep the whole month free.

ADDITIONAL POTENTIAL EXAMINERS EX97/14

It was noted that it was sometimes difficult to achieve the required amount of experience to be considered as a Potential Examiner. Although several options were considered, it was agreed that the committee would continue to consider the Examiners Comments submitted and would keep the matter under regular review.

CORRESPONDENCE EX97/15

It was noted that a candidate for the Examinations at Summer School had been unable to provide a confidential statement since his current teacher was his mother. Mr Lawson agreed to provide the confidential statement as the candidate was known to him personally and had been taught by him at Summer School.

ANY OTHER BUSINESS **EC96/10/2 (a) HEELED SHOES** EX97/16

It was agreed that clarification was required to the Executive Council Minute that "The Society should teach how to dance in a heeled shoe" and that "only footwear appropriate for dancing in the tradition of ballroom dancing" should be encouraged.

The Committee agreed that the subject of allowing people to attend a class at Summer School and to dance in heeled shoes had been a one-off experiment (following a question at the Open Forum) and it was not intended that this should become policy.

EX95/11 POTENTIAL EXAMINERS ASSESSMENT FORM EX97/17

It was noted that the trial assessment form for potential examiners at Summer School had proved to be a success. A letter could now be prepared from the information on the form to those candidates who were unsuccessful. It was agreed that this would now become standard policy and minor corrections were agreed to the form.

EX96/39 Examiners Practical Course EX97/18

It was noted that Mrs Murphy had written to request that the Committee consider further the possibility of running a practical course for all examiners as she felt it was important to standardise examination standards.

The Committee agreed that although they felt that the examinations were already standardised they would consider the matter further. It was decided to discuss the feasibility of holding a practical course in 1999. This would avoid the Society's anniversary year and given acceptable notice to overseas examiners. The matter would be kept under consideration.

ADJUDICATORS LIST EX97/19

It was noted that consideration was needed for more appointments to the List of Adjudicators, and particularly from members in Scotland.

DATE OF NEXT MEETING

The next meeting of the Committee would take place on Saturday 14 June 1997.

MINUTES OF THE MEETING OF THE EXAMINATIONS COMMITTEE
HELD ON SATURDAY 14 JUNE 1997 AT 1030HRS
AT 12 COATES CRESCENT, EDINBURGH.

PRESENT

Miss L Martin (Convener), Mr W Clement (Chairman), Mrs L Gaul (Vice-Chairman), Mrs B Burnell, Mr S Wilkie, Mrs J Dick (Assistant Secretary), Mrs E Watt was in attendance.

APOLOGIES

Apologies had been received from Mr G Lawson (Immediate Past Chairman), Mrs N Dunn, Mrs E McCausland and Miss G Parker (Secretary).

MINUTES OF MEETING ON 18

JANUARY 1997 EX97/20

The Minutes of the meeting on 18 January were approved by the Committee.

MATTERS ARISING EX97/21

Report on Music Course EX97/14

The Musicians Course had taken place on 18-20 March 1997 at the Grosvenor Hotel, Edinburgh.

Miss Wilson tutored 5 pianists and Mr C Dewar tutored the 4 accordionists who had attended. Miss Wilson reported that the sessions had concentrated on playing all styles and aspects of Scottish Country Dance music and had given the students an opportunity to get as much playing time as possible.

The Sunday morning session took the format of half hour individual sessions to concentrate on technique.

Miss Wilson thought that although the venue was pleasant, she hoped it could be improved upon for future music courses. She went on to say that the present Music sub committee were very enthusiastic about increasing the opportunity for such courses and hoped that funds would be made available for further courses.

Report on North American Examinations Tour EX96/40/2

Miss Martin in submitting the report informed the Committee that Mr A Fallas, TAC, had organised the tour. The examiners had been Miss L Martin, along with Mrs E Vandegrift on the West coast and Mrs F Gray on the East coast. There had been 11 examination centres.

In the Teacher's Certificate 14 passed and 5 failed, in the Preliminary Test 41 passed and 19 failed.

Miss Martin reported that the theory on the whole was of a good standard. The dancing and teaching varied considerably although a great deal of work had been put into the training of candidates.

The examinations had been well organised and great support had been shown in all Branches.

Plenty of time had been allocated for the practical sessions, and there had been live music for the examinations in 4 of the centres.

Appreciation and thanks were expressed for the generous hospitality received at each centre.

Mrs Vandegrift had also submitted a report in which she mostly concurred with Miss Martin. Mrs Vandegrift would like to continue to be involved with whatever the Society feels appropriate in helping to maintain and improve standards.

Miss Martin and Mrs Vandegrift were thanked for submitting their reports.

Potential Examiner EX97/13
The Committee noted with regret the withdrawal of the Potential Examiner from Summer School this year. This was because of personal reasons.

MATTERS ARISING FROM EXECUTIVE COUNCIL MEETING EX97/22
Teacher Training should include method of teaching different types of classes (GP97/8) EX97/22/1

The Committee noted the remarks made in the General Purposes Minute and agreed that methods of teaching dancers of varying ability and age is already included in teacher training (Teacher's Certificate Syllabus, paragraph 9). Questions relating to this appear in the theory papers.

Munro Rant (PR97/11/6) EX97/22/2
It was noted that "The Munro Rant" is a 2 couple dance.

Amendment to Manual (PR97/3) EX97/22/3
The Publications & Research Committee asked for clarification on "Set and Link". This was discussed by the Committee and it was agreed that an

amendment should read "Hands should be retained as long as possible during bar 3".

Letters to Unsuccessful Potential Examiners
(EX97/17) EX97/22/4

The procedural papers EX94/32 discussed at the recent Executive Council Meeting were discussed by the Committee and the following amendments were agreed.

EX94/32

Section A.4 Add

i) EX97/17 A letter based on the data recorded on the assessment proforma will be sent to unsuccessful Potential Examiners.

j) EX95/11 The procedural paper and the assessment proforma will be issued to the Potential Examiner.

DELETE "B Paper Apart"

Section C add

e) EX95/11 Be issued with a copy of the assessment proforma along with the procedural paper for the Potential Examiners.

A new set of papers will be prepared and distributed to the Committee.

CORE PROGRAMME (EX97/6) EX97/23

The Core Programme for Tutor's Courses had been issued to the Committee prior to the meeting.

This was discussed and amendments made. The Assistant Secretary will issue a new set of papers to the Committee.

It was also agreed that when completed it should be made available to all Examiners in A5 size to fit into the Manual and included in the Publications List for sale to members of the Society.

The Committee agreed to issue a draft to the Publications & Research Committee for their comment.

Miss Martin was thanked for the tremendous amount of work that had gone into this project.

COURSES
Music Course

EX97/24
EX97/24/1

The Committee agreed that, as long as there were enough suitable candidates, it was desirable to hold a music course annually.

It was agreed that this Committee would liaise with the Convener of the Music Sub Committee in organising the course. The Director of the Course will be asked to produce a syllabus for the information of the participants and the Examinations Committee.

It was hoped that continued funding would be made available from the Jean Milligan Memorial Fund. Application would also be made to the Arts Council who have funds for such courses.

The Committee agreed that continuity of dates was important and therefore the course will be held around 18-20 April 1998, and Miss Wilson be invited to be Director of the Music Course.

It was decided that Branches would be contacted to ascertain demand and that the Secretary should discuss the relevant matters with the Director before definite plans are made, i.e. dates, numbers to be accepted and venues.

Mr Wilkie undertook to investigate alternative venues in Edinburgh.

Potential Tutors Course EX97/24/2

The Committee discussed whether this should be a one or two day course. It was decided that as costs had to be kept under review, the course would run for one day only.

Both the tutor and pianist for this course will be advised at a later date. The venue will be St George's Church West on Saturday 21 February 1998.

Tutors Course EX97/24/3

It was agreed to run the Tutors Course on 28 March 1998 at St George's Church West.

Miss Martin agreed to take the course and a musician would be approached.

Headquarters will send out application forms for the above courses as soon as possible.

Practical Course for Examiners 1999 EX97/24/4

It was noted that some overseas examiners will be in Scotland for the 1998 celebrations and that they may

prefer that the proposed Practical Course for Examiners (1999) be brought forward to 1998.

The Committee agreed that a survey would be sent to all overseas examiners asking for their preferred year and that replies should be received at Headquarters not later than the end of August 1997.

A tentative suggestion is that the course be held on the middle Sunday of the first fortnight of Summer School. The Director of Summer School to be consulted on this proposal.

ADJUDICATORS EX97/25

The Committee discussed the need for adding to the Adjudicators list and agreed the following criteria:

- a) Must be a member of the RSCDS.
- b) Must be a teacher of wide and varied experience, including all age groups and levels.
- c) Must have had extensive experience in demonstration work both as a teacher and as a dancer.
- d) Should have had experience of dancing in competitive festivals and of preparing teams for competitive festivals.
- e) Failing d) attendance at festivals as a member of the audience or as a scribe for an official adjudicator is recommended.

The following procedure for the appointment of an Adjudicator as established in EX81/12 was amended as follows:

- Write to all UK Branches to inform them that it is proposed to extend the Adjudicator's list.
- Branches will be invited to put forward not more than one nomination.
- Nomination of Potential Adjudicator should be accompanied by a relevant CV.
- The Examination Committee will consider the nominations and from information submitted select a short list. Those in the short list will be invited to attend an assessment in Edinburgh.
- The Assessment will consist of: talks, discussion and practical work.
- Each Potential Adjudicator will be asked to give his/her adjudication of two teams in front of an assessment panel of Senior Adjudicators.

The Committee agreed that the assessment would take place around the end of April 1999 and that the Secretary should approach a local branch and ask if they would be willing to provide 4 teams of children of similar ability, and all of primary school age.

OFFICIAL TOURS EX97/26 New Zealand (1998) EX97/26/1

The Committee agreed to invite a UK examiner to undertake the tour and either one or two examiners based in New Zealand. The organiser of the tour will be Mrs Betty Redfearn, RSCDS New Zealand Branch who asked whether a pianist might be considered to accompany the examiner. The Committee agreed that it would be desirable to send a pianist. The New Zealand Branch will be asked if it would be willing to contribute towards the pianist's travel costs.

South African Tour (1998) EX97/26/2

The Committee were advised that a second Examiner was required for the above tour and it was agreed that Mrs Burnell be invited along with Mr Lawson. The tour should take place late August/September and the duration should be 3/4 weeks if possible. This would of course be agreed with the Branch.

PROPOSALS RE FUTURE NORTH AMERICAN EXAMINATION TOUR

EX97/27

It was noted that the Committee had asked TAC to gauge opinion on the proposal to hold a N American Tour every year but to reduce the duration to two or three weeks. The alternate tours would examine on the east and west with a maximum of eight venues each tour. The tour would continue to be organised by TAC and would make use of a N American and a UK examiner. TAC had forwarded a questionnaire on the matter to candidates, tutors, North American examiners and area representatives and the responses were considered by the Committee.

It was agreed that the following recommendation be sent to TAC for consideration and comment. "That an East coast tour and a West coast tour, running concurrently, be held every second year using two UK and two or more North American examiners. There would be flexibility in the number of centres visited keeping in mind the minimum six candidate regulation. The tours to be organised by TAC. This would ensure that the TAC Summer School examinations would continue as at present.

The Committee expressed its appreciation to TAC for organising the questionnaire.

FUTURE COMMITMENTS EX97/28

The Committee considered the commitments which lay ahead and made tentative plans

IDTA SYLLABUS EX97/29

Further amendments were agreed to the IDTA Syllabus and the Committee agreed to consider the matter further at the next meeting.

POTENTIAL EXAMINERS EX97/30

The Cvs for two North American potential examiners were received from TAC. These were copied and circulated to the Committee.

In accordance with the agreed procedure, examiners who have knowledge and experience of examining a candidate class of the nominated potential examiners will be sent copies for comment.

The situation regarding UK based examiners was discussed and will be kept under close review.

ORRESPONDENCE EX97/31

Examination Tour in Germany

Comments from a candidate concerning the recent German examination were discussed by the Committee. The letter will be forwarded to the Examiners concerned for comment.

Examiners Seminar

Mrs Elma See, Australia, had written to the Society regarding the proposed Examiners' Seminar. The Committee considered this letter and will thank her for the very kind offer to help in organising the seminar in Australia or New Zealand, but as the administrative centre of the Royal Scottish Country Dance Society is in Edinburgh it was through appropriate that courses organised by the Society should take place in Scotland.

Tutors Courses

Following a lengthy and detailed letter from Mr M Brown of York & North Humberside Branch regarding Tutor's Courses and Examinations. It was agreed that as both Miss Martin and Mr Brown were attending Summer School a meeting could be arranged in order that they might discuss the matter further.

Confidential Reports

Various letters had been received asking what the situation was regarding confidential reports from spouses.

The Committee agreed that while it is preferable to have the confidential statement written by a non family member, it is acceptable to receive a report from a family member when no-one else is available.

ANY OTHER BUSINESS EX97/31

Mrs Gaul queried the amendment in the Manual which refers to The Isle (pg 7.31). It was agreed that the amendment should read:

THE ISLE

Insert before current wording

Bars 8-9 1st woman does not

pull back her left shoulder at the end of the reel, but continues into the casting movement.

DATE OF NEXT MEETING EX97/32

The date of the next meeting will be Saturday 20 September 1997 at 10.30am.

PAPER APART

EXAMINATIONS COMMITTEE 14 JUNE 1997

FUTURE COMMITMENTS EX97/28

1998 TAC SUMMER SCHOOL

The Committee suggested the following names be submitted to TAC for selection.

Mr Bruce Frazer
Mrs Elma McCausland
Mr Bill Ireland
Any North American Examiner

1998 NEW ZEALAND

Mrs Johan MacLean to be invited. Pianist to be decided.

1999 NORTH AMERICA

The following examiners were suggested

Mr Bruce Frazer
Mr Bill Little

Reserves to be:

Mrs Elma McCausland
Mr Bill Ireland

NOTE: This paper is circulated to Examinations Committee members only. All the above named have not yet been approached and as changes may have to be made for one reason or another the information must remain confidential.

MINUTES OF MEETING OF EXAMINATIONS COMMITTEE
HELD ON SATURDAY 20 SEPTEMBER 1997 AT 10.30 HRS.
AT 12 COATES CRESCENT, EDINBURGH.

PRESENT:

Miss L Martin (Convener), Mrs L Gaul (Vice Chairman), Mr George Lawson (Immediate Past Chairman) Mrs B Burnell and Mrs E McCausland.

IN ATTENDANCE

Miss G Parker (Secretary) and Mrs E Watt.

APOLOGIES

Apologies had been received from Mr W Clement (Chairman) Mrs N Dunn and Mr S Wilkie.

OPENING REMARKS

EX97/33

Miss Martin opened the meeting by thanking those present for coming.

**MINUTES OF MEETING ON 14 JUNE 1997
EX97/34**

The minutes of the meeting on 14 June were approved with one minor amendment.

MATTERS ARISING

EX97/35

Report on Australian Tour and Japanese Examinations

Mrs McCausland read her report. She thanked the Committee for inviting her to do this tour. The Tour had started in Darwin following a special request for a teaching visit. Examinations were held at 4 centres (S E Queensland, Hunter Valley, Canberra and Winter School). There were 9 passes and 3 fails in the Preliminary Test and 5 passes and 1 fail in the Teacher's Certificate. The standard varied, both in the practical dancing and the teaching. Mr Barry Cant was to be congratulated on his excellent organisation. A letter from Sydney Branch Incorporated giving various suggestions for future tours was noted and discussed. The Committee agreed that tours run by the Examinations Committee were mainly for examinations but this did not preclude teaching visits to other branches.

The Japanese examinations were very well organised although it was difficult for the examiners to find sufficient time to complete all the paperwork involved. There were 3 examination centres. In the Preliminary Test 23 candidates passed and 6 failed and in the Teacher's Certificate 15 candidates passed and 2 failed.

Mrs Napier also submitted a report concurring with Mrs McCausland's remarks and expressing appreciation at being given the opportunity to be of service. Both examiners were most appreciative of the generous hospitality they received and made special reference to the assistance given by Mr Toriyama who co-ordinated the visit to Tokyo.

Miss Martin thanked Mrs McCausland and Mrs Napier for submitting their reports and for undertaking the tour. (EX97/8)

Meeting with Mr Brown (EX97/31)

It was noted that Miss Martin had met with Mr Brown at Summer School to discuss various points raised in his letter. Mr Brown had written to express his thanks for the extremely useful meeting.

CORE PROGRAMME

EX97/36

The Core Programme was discussed and minor additions and amendments made. It was agreed that a draft would be sent to the Publications & Research Committee for information.

Miss Martin and Mrs McCausland agreed to check the galley proof. (EX97/6)

COURSES

EX97/37

Music Course (17-19 April 1998) EX97/37/1

Miss Wilson, the Convener of the Music Sub-Committee, has agreed to be Director of the Course to be held on 17-19 April 1988.

The Director is to be asked to provide a syllabus of the Course content in time for the next meeting of the Examinations Committee.

Initially, a request for funding for a 2 instrument Course will go to the General Purposes Committee. Application for a grant is also being made to the Arts Council.

It was agreed to provisionally book St George's West Church Hall and write again to Edinburgh Academy, Fettes College and Mary Erskine School for quotes.

To date no applications have been received (EX97/24/1)

**Potential Tutors Course (21 February 1998)
EX97/37/2**

Mrs Johan MacLean has agreed to act as Director for the course and Mr Richard Austin has accepted the invitation to be the pianist. An application for funding will be put to the Jean Milligan Memorial Fund to cover the

tutor, musician and course fees including a sandwich lunch and afternoon juice. The Chairman will be asked to welcome those attending and the Convener will be invited to be present. (EX97/24/2)

Tutors Course (28 March 1998) EX97/37/3
Miss Martin will tutor the course and a reply was awaited from the pianist. An application will go to the Jean Milligan Memorial Fund for funding, to cover lunch, course fee and afternoon juice. (EX97/24/3)

Examiners Practical Seminar EX97/37/4
After consideration it was agreed that the course would be held on 30 October 1999 (the weekend before the AGM) and it would be held in Edinburgh. The venue would be discussed at the next meeting. An application for funding would be put to the Finance Committee, including course fees, lunch, tea, coffee and travelling expenses within the UK. It was agreed that the RSCDS Edinburgh Branch would be approached to seek volunteers to provide lunch. This will be discussed further at the next meeting. The survey sent to Examiners offering to bring the Course forward to 1998 had a poor response with only 2 examiners giving a positive answer.

OFFICIAL TOURS EX97/38

New Zealand (1998) EX97/38/1
Mrs Johan MacLean has agreed to undertake the tour and to examine along with Mrs Madge Laing in the South Island. A reply had not been received from Miss Phyllis Gale. The Secretary was asked to write to Mrs MacLean to confirm departure and return dates.

The decision as to whether to send a musician will be discussed at the next meeting following the New Zealand Branch meeting. A further letter would be sent to the New Zealand Branch to ask them to submit an outline itinerary and proposed candidate numbers. It was noted that the branch intended to offer examinations on a yearly basis at their Summer School. The Society would continue to appoint examiners.

South Africa (1998) EX97/38/2
The examiners are to be Mr George Lawson and Mrs Brenda Bumell and the date August/September 1998. The organiser will be asked to provide an outline itinerary for consideration and to give proposed candidate numbers.

North America Examination Tour (1999) EX97/38/3

It was noted that the proposals for the future North American Tours were to be discussed by the TAC later in the year. Mrs Elma McCausland has agreed to the tour and further examiners would be appointed following receipt of comments from TAC.

IDTA SYLLABUS EX97/39
It was agreed to submit the revised syllabus to the IDTA for approval.

POTENTIAL EXAMINERS EX97/40

The Secretary was asked to write to TAC and advise them that one potential examiner would be invited to attend for assessment at Summer School 1998. A second name would be kept on file for consideration at a later date.

The committee agreed to further discuss the matter of UK based potential examiners at the next meeting.

Further suggestions as to means by which potential examiners could achieve suitable experience were discussed such as: individual branches could conduct training courses for fewer candidates and they would be presented at a central examination point; training courses for potential examiners; trainee observing tutoring classes at Summer School. No decision was made, and it was agreed to keep the matter under review.

RESIT EXAMINATIONS AT SUMMER SCHOOL EX97/41

It was agreed after discussion that candidates resitting their examination should attend from Wednesday (theory paper) until Friday only. Application must be confirmed with Headquarters prior to attendance. This procedure is to be kept under review as it was considered that a degree of flexibility was desirable.

CORRESPONDENCE EX97/42

A letter had been received from a tutor regarding giving instructions to volunteers. It was agreed that it would be brought up at the next Examiners' Seminar. As a Committee it was agreed that volunteers should not be asked to make deliberate mistakes.

Richmond Examination EX97/42/1
A complaint about the examination was fully discussed and the Secretary will reply.

Essen Examination EX97/42/2

It was noted that correspondence had been received regarding the organisation of the German examinations. A reply would be sent, although it appeared there had been some misunderstanding in the translation of the results sheet.

Croydon & Dist. Branch EX97/42/3

A letter had been received regarding "perceived inconsistencies" in examinations. As no further explanation had been received it was agreed to discuss the matter more fully once the query had been fully outlined.

London Branch EX97/42/4

A letter regarding musicians would be referred to the Publications and Research Committee and to the Convener of the Music Sub-Committee.

Mrs Taylor, Darlington. EX97/42/5

Some constructive comments regarding the examination system had been submitted by Mrs Taylor. The points were noted and the Secretary will reply.

ANY OTHER BUSINESS EX97/43

Examination Costs EX/97/43/1

A letter from one of the Japanese groups re the costs for the recent examinations was discussed. It was agreed, that in future, guidelines should be sent to overseas Branches and Affiliated Groups organising examinations for the first time. The guidelines will be discussed at the next meeting.

Adjudicators List EX97/43/2

So far two applications had been submitted for consideration as adjudicators. (EX97/25)

Miss Martin thanked the Committee and the office staff for their help and support during her short time as Convener. Mrs McCausland thanked Miss Martin for all her work.

NEXT MEETING

The date of the next meeting is 17 January 1998.

E. L. McCausland.

MINUTES OF MEETING OF EXAMINATIONS COMMITTEE HELD ON SATURDAY 17
JANUARY 1998 AT 10.30HRS AT 12 COATES CRESCENT, EDINBURGH

PRESENT

Mrs E McCausland (Convener), Mr W Clement (Chairman), Mrs L Gaul (Vice Chairman), Mr M Brown, Mrs B Burnell, Mr B Frazer, Mr S Wilkie,

again be St George's West Church on 28 March 1998. The course Director is Miss L Martin and the musician is Mrs Doreen McKerron.

(EX97/24/3)

IN ATTENDANCE

Mrs J Dick and Mrs E Watt

Music Course EX98/5/3

The Committee were advised that only 3 applications had been received to date for the above course.

APOLOGIES

There were no apologies.

The Committee discussed the course and it was felt that, if possible, it should go ahead although it was agreed that it would be too expensive to hold the course at Thane Multimedia Studios in Cupar.

OPENING REMARKS EX98/1

Mrs McCausland welcomed everyone to the first meeting of the new year and extended a special welcome to Mr Brown who was attending for the first time.

It was suggested that the Finance Committee who had a meeting scheduled on the same day, be approached and asked to relocate to another venue so that the music course could be held at Headquarters.

MATTERS ARISING EX98/2

IDTA Syllabus EX97/39
It had been noted that, although the revised IDTA Syllabus had reached the galley proof stage, there was a restriction in the choice of dances on page 15 for the new Grade 5.

There may be funding available from the Arts Council for this course. (EX97/24/1)

The Committee agreed that a new proposed page 15, giving an adequate choice of dances be forwarded to IDTA to request that it be incorporated into the Syllabus.

Practical Course for Examiners EX98/5/4
The format of the above course was discussed in detail, and it was agreed to approach the Learmonth Hotel as a possible venue for Saturday 30 October 1999.

IDTA will also be asked when the new syllabus is likely to be introduced

This will be a one day course running from 9am - 5pm. The Committee agreed that lunch will be provided.

**MINUTES OF MEETING ON 20
SEPTEMBER 1997** EX98/3

The Minutes of the Meeting were given approval.

Mrs McCausland will direct the seminar and a musician will be approached for availability.

CORE PROGRAMME EX98/4

The final proof of the core programme was now with the printer and the Committee agreed to proceed with an initial run of 1,000. Finance Committee will determine the cost of the booklet.

Application forms will be sent to all examiners who will be invited to submit any specific items that they may wish to be included in the seminar.

COURSES EX98/5

Potential Tutors' Course EX98/5/1
The Committee were advised that there are 9 applicants for the above course. The venue was confirmed as St George's West Church on 21 February 1998 from 9am - 5pm. The course Director is Mrs J MacLean and the musician is Mr R Austin. Mr Clement and Mrs McCausland will be present to meet the applicants. (EX97/24/2)

The Finance Committee will be approached regarding funding for the seminar.

Details will be formalised at a later meeting.

Tutors' Course EX98/5/2

The Committee were advised that there are 7 applicants for the above course. The venue will

OFFICIAL TOURS EX98/6
New Zealand EX98/6/1
Mrs MacLean had agreed to go out to New Zealand on Friday 21 August and return 6/7 September. In addition to the examinations, she will conduct a Teacher's Seminar, as requested by RSCDS New Zealand Branch, and fulfil teaching engagements.

The proposed examinations will be held in Auckland, Wellington and Christchurch.

RSCDS New Zealand have not as yet finalised arrangements but will be able to go ahead now that the final dates from Johan have been received. The branch have not yet advised if they are willing to assist with the cost of sending a musician.

South Africa EX98/6/2
The final arrangements are being made for this tour. The examiners will be Mr George Lawson and Mrs Brenda Burnell. There will be no musician on this tour.

Proposed Future North American Examination Tours (EX98/6/3)
In accordance with the comments received from TAC, it was agreed that future tours will take the format of a proposed tour every two years with an east coast and west coast tour running for three weeks at approximately the same time, with a UK and an east coast examiner and a UK and west coast examiner.

TAC will be advised of the above and informed that this format will be implemented in 1999 and asked if they can let us have approximate dates as soon as possible.

Mrs McCausland had agreed to be one of the examiners on this tour and Mr Frazer will advise Headquarters of his availability as soon as possible.

Proposed Australian Examination EX98/6/4
It was proposed that a future Australian tour would take place in the year 2000. It was suggested that Japan could be incorporated into the tour.

This matter will be discussed in more detail at a future meeting.

POTENTIAL EXAMINERS EX98/7
The Committee were advised that a Potential Examiner will attend the 1st course at St Andrews and that a further Potential Examiner will be invited to attend St Andrews on the 2nd course. If this date is not suitable the candidate will be invited to attend in 1999.

The Committee agreed that Mrs MacRae and Mrs McCausland would make the necessary arrangements regarding a Senior Examiner/s and Examiners at Summer School.

The prospect of additional Potential Examiners was discussed and is being kept under review.

TRIAL MARKING SHEET EX98/8

All examiners had been asked for their opinion on the trial marking sheet and the Convener collated the comments which showed that difficulty was experienced in completing the forms in the allotted time, particularly on overseas tours. Most felt that the talk to candidates was important and beneficial and should not be curtailed, so extra time would have to be made available in order to complete the marking sheet in its present form. There were several other reservations listed.

After discussion the Committee agreed that there was a need for a marking sheet, and that they should be given to both successful and unsuccessful candidates. Mr Bruce Frazer volunteered to re-design the form and bring it back to the next meeting.

Once agreement is reached on the new style form it will be put into use. Any feedback received from examiners regarding the merits of the new marking sheet can then be discussed at the proposed seminar.

ADJUDICATORS LIST EX98/9

The Committee were advised that to date 6 applications had been received for consideration as Potential Adjudicators.

The date of the assessment was agreed as Saturday 24 April 1999 from 9am - 5pm. The Secretary will contact St George's West Church as a possible venue. Lunch and teas will be provided.

It was agreed that there should be 3 adjudicators on the assessment panel, with practical and discussion sessions.

RSCDS Edinburgh Branch will be approached and asked to supply four teams of children of similar ability and of primary school age (ref 96/25) in the morning.

Finance Committee will be approached regarding funding for the project.

Prospective candidates will be contacted once the venue has been finalised.

CORRESPONDENCE EX98/10

A letter from Mrs Clisham examinations was discussed. Mrs Clisham pointed out that mirrors would be very helpful when attending examination classes in St Andrews and this comment will be forwarded to the Director of Summer School. The Committee thanked Mrs Clisham for taking the time to write and have noted her comments.

A letter received from RSCDS Croydon Branch was read point by point to the Committee. Miss Martin, Secretary, commented on examination papers, teaching skills, the dances which candidates are asked to teach, set dances, the use of voice, the organisation of practical examination, volunteers, debriefing and teaching courses.

The Committee discussed this letter at length and a reply will be forwarded to Miss Martin.

ANY OTHER BUSINESS **EX98/11**
Strategic sub Committee **EX98/11/1**
Mrs McCausland advised the Committee that all Conveners had been asked to discuss with their committees their plans for the way forward and to present their findings to the Strategic sub committee.

Date of Next Meeting **EX98/12**
The date of the next meeting will be 13 June 1998 at 10.30am.

THE ROYAL SCOTTISH COUNTRY DANCE SOCIETY

MINUTES OF MEETING OF EXAMINATIONS COMMITTEE
HELD ON SATURDAY 13 JUNE 1998
AT 10.30HRS AT 12 COATES CRESCENT, EDINBURGH

PRESENT

Mrs E McCausland (Convener), Mr W Clement (Chairman), Mrs L Gaul (Vice Chairman), Mr M Brown, Mrs B Burnell, Mr B Frazer, Mr S Wilkie.

IN ATTENDANCE

Mrs E Watt.

APOLOGIES

There were no apologies.

OPENING REMARKS EX98/13

Mrs McCausland welcomed everyone to the meeting.

MATTERS ARISING EX98/14 INTERNATIONAL DANCE TEACHERS ASSOCIATION

A letter had been received from IDTA stating they would write to all their Examiners about the revised syllabus.

It was proposed there should be a CD or cassette for all the IDTA exam dances. It was agreed to write to IDTA and ask if they are interested in a recording: we produce it, they finance and sell it.

MINUTES OF MEETING ON 17 JANUARY 1998 EX98/15

The report was ratified at the Executive Council therefore the minutes were accepted.

COURSES EX98/16

Potential Tutors' Course EX98/16/1

A report was circulated by Mrs MacLean. 12 attended. One of the main objectives of the day was to present an overview of the whole process involved in the task of tutoring. The Group responded positively and felt that the learning had been extended. Mrs MacLean was thanked for all her work.

Tutors' Course EX98/16/2

A report was circulated by Miss Martin. 10 applicants attended. The Course took the form of a workshop with practical and theoretical sessions relating to the three aspects of the examination. Miss Martin was also thanked for all her work.

Music Course EX98/16/3

A report by Miss Wilson was circulated. Three accordionists and one fiddler took part. The tutor was Alastair Hunter. Everyone showed great enthusiasm. Miss Wilson and Mr Hunter were thanked for all the hard work.

It was agreed there should be evaluation forms for all Courses as we need feedback. The forms could be the same for all Courses and kept very simple. The Committee were asked to consider this and bring their ideas to the next meeting. Mrs Burnell agreed to design this form.

FUTURE COURSES EX98/16/4

It was agreed that all the Courses must continue and the Music Course must be advertised more widely.

It was suggested that Day Schools and Music Courses could be organised by Branches to run together (a practice already operated successfully in some Branches) with the new musicians taking part in the evening dance.

It was agreed to produce posters and leaflets.

It was suggested that in the year 2000 Potential Tutor's/Tutors' Courses could take place at Summer School. This matter would be raised at the Conveners meeting on 14 June and would come back to this committee in September.

It was also suggested that a Music Course could be arranged during the 2nd week of Summer School for approximately 10 musicians. This also would be discussed with the Summer School Committee.

The Society should apply to the Scottish Arts Council for funding.

All Courses would go ahead as previously planned in 1999:

20 February - Potential Tutors' Course

27 March - Tutors' Course

16 - 18 April - Music Course.

It was agreed to invite the same Tutors for 1 more year. They are Mrs MacLean (Potential Tutors'), Miss Martin (Tutors') and Miss Wilson (Music).

It was suggested that perhaps the Potential Tutors' and the Tutors' Courses could be either in 2 parts or extended over a full weekend as both Tutors, in their reports, commented on the need for more time.

EXAMINERS SEMINAR EX98/17

Consideration is being given to provide some help with travelling expenses for overseas examiners to attend the Seminar. It was proposed to apply for funding to the Jean Milligan Memorial Fund.

It was suggested the Seminar should last for 2 days and it was agreed to get quotes from the Learmonth Hotel and the Travel Lodge (using Fairmilehead Church Halls) for accommodation for 20, plus the hire of a large screen and video equipment. Mr Wilkie agreed to look at other possible venues. Mrs Gaul to compose letters.

The Committee decided to cancel the previous suggestion that Edinburgh Branch would be required to help with lunches as this was now unnecessary.

OFFICIAL TOURS New Zealand (1998)

EX/98/18
EX98/18/1

The organisation of this Tour is now complete.

South Africa (1998) EX98/18/2

The organisation of this Tour is now complete.

North America (1999) EX98/18/3

Mr Bill Ireland is to be invited to examine on one coast and Mrs McCausland on the other. North American Examiners will accompany the two UK examiners.

Australia/Japan (2000) EX98/18/4

It was agreed to write to Australia for preferred dates keeping the Olympic Games in mind.

POTENTIAL EXAMINERS EX98/19

The need for new Examiners in the UK is being addressed.

It is recommended that all Tutors should have attended Potential Tutors'/Tutors' Courses.

Staff might be invited to sit in at classes at Summer School. The matter would be discussed further at the Seminar.

TRIAL MARKING SHEET EX98/20

The Convener thanked Mr Frazer for all his time and effort in preparing the draft copy. The new marking sheet was discussed at great length and in great detail. It was agreed to test it at Summer School this year. The tutors at Summer School would be given a copy to show the candidates and ask for feedback when the results were sent out.

It was agreed the new sheet was an improvement and should go to the Seminar for further discussion. There should be only 2 columns plus comments. Bruce Frazer agreed to modify the form and send it in to Headquarters.

ADJUDICATORS LIST EX98/21

A reminder is to be sent to Edinburgh Branch re young dancers.

It was agreed to invite the following Adjudicators to be on the panel:-
June Scott

Bill Little
Bill Ireland
Convener (not yet known)

If any of the above were unable to attend George Lawson would be asked to do so.

GUIDELINES FOR HOLDING RSCDS EXAMINATIONS. EX98/22

A paper was circulated from Miss Martin and it was agreed to check that the new procedure letter contains all the details from the 3 previous letters.

Mrs Gaul agreed to produce a pro-forma for confidential reports.

STRATEGIC PLANNING EX98/23

The Convener thanked Mr Malcolm Brown for his letter and confirmed that most points raised were already being addressed by this Committee. All the points were noted. We intend to continue and improve running suitable training courses. This was an on-going matter.

MATTERS ARISING FROM EXECUTIVE COUNCIL EX98/24

The matters raised were to be addressed at the Examiners Seminar.

CORRESPONDENCE EX98/25

A letter from Mr Karwelis was discussed. A reply would be sent stating that we would be in touch after Mrs Gaul had contacted Mrs Pia Walker re similar courses in Dundee. We would be most interested to receive copies of his books.

A letter from New Zealand Branch had already been replied to. We would be interested to receive more details once their Course gets underway.

There was a letter discussed from a member who had withdrawn from the North West Craven Branch examinations. It was agreed that the Committee should make a ruling for future guidance.

ANY OTHER BUSINESS EX98/26

SET OF PRESCRIBED DANCES FOR THE TEACHER'S CERTIFICATE.

Glasgow Country Dance

It was pointed out that in bars 9-12 it should read "Reel of 3" not "Reel of 4".

Exam Syllabus Dances

Members of this Committee were asked to bring suggestions to the next meeting.

Edexcel Conference

This was attended by Mrs McCausland and Mr Frazer. Mrs McCausland read a report which it was agreed should be printed in the next Newsbrief.

DATE OF NEXT MEETING EX98/27

The date of the next meeting will be 19 September 1998.

The Royal Scottish Country Dance Society
MINUTES OF MEETING OF EXAMINATIONS COMMITTEE
HELD ON SATURDAY 19 SEPTEMBER 1998
AT 10.30HRS AT 12 COATES CRESCENT, EDINBURGH

PRESENT:

Mrs E McCausland (Convener), Mr W Clement (Chairman), Mrs L Gaul (Vice-Chairman), Mr M Brown, Mrs B Burnell, Mr B Frazer.

IN ATTENDANCE

Mrs J Dick and Mrs E Watt

APOLOGIES

An apology had been received from Mr S Wilkie.

MATTERS ARISING EX98/28

Potential Tutors' Course EX98.16/1
The Committee were advised that this is arranged to take place on Saturday 20 February 1999 at St George's West Church, Shandwick Place, Edinburgh from 9am - 5pm. Mrs Johan MacLean has agreed to run this course for another year. Application forms will be sent to all Branches in October.

Tutors' Course EX98/16/2

The Committee were advised that this is arranged to take place on Saturday 27 March 1999 at St George's West Church, Shandwick Place, Edinburgh from 9am - 5pm. Miss Lesley Martin has agreed to tutor the course for another year. Application forms will be sent to all Branches in October.

Music Course EX98/16/3

The Committee agreed that the Musicians' Course will take place from 16 - 18 April 1999 at the Apex Hotel, Edinburgh. Although the Course Director has not yet been decided, it was agreed that the application form should go out to Branches in October.

MINUTES OF MEETING ON 13 JUNE 1998 EX98/29

The Minutes of the Meeting on 13 June were approved by the Committee.

EXAMINERS SEMINAR EX98/30

The Committee in discussing this over a period of time, have agreed the importance of a seminar for the benefit of the Society. It was therefore agreed to apply to the Jean Milligan Memorial Fund for more funding. The Finance Committee had met recently and agreed to meet the cost of full board and accommodation, a contribution towards travel expenses, meeting room, audio equipment etc, for those examiners attending.

The Committee agreed that the Apex European Hotel, Haymarket would be a suitable venue and the Assistant Secretary will approach them for availability. The Assistant Secretary will also establish a suitable hotel for accommodation.

The Seminar is scheduled to take place from 29 - 31 October 1999 and the application forms will be sent out to Examiners as soon as they become available, so that Headquarters can determine the actual numbers.

EXAMINERS EX98/31

The Committee were advised that Mrs Norah Dunn and Mr Alastair Aitkenhead had written to Headquarters tendering their resignations from the Official List of Society Examiners.

The Committee noted these resignations with sadness and a letter of sincere thanks will go to both Mrs Dunn and Mr Aitkenhead thanking them for all their assistance over the years.

The Official list of Examiners was discussed and updated by the Committee.

POTENTIAL EXAMINERS EX98/32

The need for new Examiners was discussed by the Committee and it was agreed that this matter will be ongoing.

TRIAL MARKING SHEET EX98/33

The Committee were advised that the feedback from the trial marking sheets was mostly favourable, although it was noted that the time element and the number of candidates played a great part in the completion of the form.

It was pointed out that all examiners must be aware that the form is to be fully completed at all times with as much information as possible advising candidates where improvements can be made.

The Committee agreed to continue the use of the form until the proposed Examiners' Seminar when it will be reviewed and altered or replaced if necessary.

OFFICIAL TOURS EX98/34

New Zealand EX98/18/1

A letter had been received regarding Mrs Johan MacLean's tour to New Zealand. The tour had been well received by the New Zealand Branch and they wrote expressing their appreciation and the Branch agreed that Mrs MacLean's visit had been a huge success.

They appreciated that although Johan's time was limited, with examinations taking up a great deal of her time, she had kindly agreed to conduct three seminars for fully certificated teachers.

The Committee were pleased that all had gone well and that the visit was such a success.

South Africa EX98/18/2

Mrs Burnell had managed to attend the meeting, although she had only just returned from South Africa.

Mrs Burnell advised the Committee that both she and Mr Lawson had enjoyed the tour and although it was very full she felt that the branches had benefited from the classes they had tutored. They both felt that because of the isolation of the branches, it may be in the Society's interests if a tutors course could be held in South Africa with a local Examiner taking the course.

Mrs Burnell concluded the report by thanking the Committee for giving her the opportunity of visiting South Africa.

North America EX98/18/3

The Committee were advised that Mr Richard Marais is to be the tour co-ordinator and that he had sent out a letter together with the necessary application forms to all North American branch secretaries to ascertain details of examination centres and numbers of candidates. He plans to organise the tour beginning the last week of March 1999, although this is dependant on the number of applicants.

The Committee agreed to approach Miss Jean Yeats as the second UK examiner, the first being Mrs McCausland.

Australia/Japan EX98/18/4

Mr Bruce Clark of Canberra & District Branch has kindly agreed to undertake the co-ordination of this tour. The Committee agreed that the dates of the tour should be around March/April, thereby missing their Winter School and the Olympic Games.

Mr Clark agreed to keep us fully informed as to candidate numbers and examination centres.

The Committee agreed that a UK examiner will visit all Australian Branches where necessary and if there are no examinations taking place it is envisaged that the examiner will teach a class.

It was agreed to keep the Australian and Japanese tours separate as there will be a considerable number of candidates in Japan.

The Assistant Secretary will therefore contact Tokyo and Tokai Branches and ask them to agree a co-ordinator and contact all groups to assess the number of candidates likely to be interested.

No examiners have yet been appointed for these proposed tours.

ADJUDICATORS EX98/35

The Committee were advised that the Adjudicators' Assessment Panel will meet on Saturday 24 April 1999 in St George's West Church, Shandwick Place, Edinburgh from 9am - 5pm.

The Committee agreed that the children attending from either Edinburgh or Perth would be offered travelling expenses where necessary.

Mrs Burnell was appointed co-ordinator and asked to put together a programme for the assessment panel and potential adjudicators detailing what is expected of them.

Mr Lawson will be contacted as a substitute for the assessment panel if required.

The prospective candidates will be contacted in the first instance advising them of the venue, date and time, with further information to follow.

IDTA EX98/36

The Society had written to IDTA with the proposal that they produce a CD of the dances included in their syllabus. Unfortunately they are not able to make funding available for this venture and therefore the Committee felt it inappropriate to go ahead with this.

GUIDELINES EX98/37

Confidential Reports EX98/37/1
The Committee agreed the format of a standard form for confidential reports and this is now available for distribution to all Branches wishing to hold examinations.

Procedure for RSCDS Examinations EX98/37/2

Miss Lesley Martin had updated guidelines for the procedure of organising RSCDS Examinations. These will be sent to the Secretaries of all Branches and to TAC and ATA.

Mrs Mina Corson submitted a draft of the procedure currently used by Examiners. All Exminers will receive a copy although it is for the benefit of new examiners.

STRATEGIC PLANNING EX98/37

The Committee agreed that this is ongoing although there is nothing further to add at this stage.

CORRESPONDENCE EX98/38

Remit from Summer School Committee
The Summer School Committee suggested that to ensure that all examination candidates had knowledge of what reading material was available for assistance, a small section could be put into the application form for examination detailing that the Syllabus, The Manual and the Set Dances are available from Headquarters. The Examinations Committee agreed.

Remit From Summer School Committee
The Summer School Committee had noted that during Summer School it was sometimes the case that examination classes ran well into the afternoon, and in some cases, the evening. The Committee would like the Examinations Committee to clarify the criteria for tutors of examination classes, bearing in mind that the musician was also part of the class.

The Examination Committee suggested that when writing to tutors inviting them to tutor classes at Summer School a small paragraph should be included with suggested finishing times.

Ian Brockbank
A letter had been received from Mr Brockbank asking for more detail for failed examination candidates.

A reply will be sent to Mr Brockbank advising that there is now a new form for assessment and this should go a long way towards helping failed candidates.

Ms E Barclay
A letter had been received from Ms Barclay asking for clarification on the failure form she had received. The Committee noted her comments and she will be advised that there has to be a pass in dancing as well as teaching.

Evelyn Murray

A letter had been received from Ms Murray suggesting to the Committee that a new category be added to the examination criteria regarding candidates who will only be teaching in their own area.

The Committee thanked Ms Murray for her comments and she will be advised that this matter had previously been discussed.

ANY OTHER BUSINESS **EX98/39**
Set Dances **EX98/39/1**

Mr Brown produced a paper with suggestions for the set dances for examinations. The Committee agreed that this is a matter to be discussed at the Examiners' Seminar.

Mr Brown was thanked for his work on this project.

Dates of meetings in 1999 **EX98/39/2**

The Committee agreed that the following dates were suitable.

Saturday 16 January at 10.30am
Saturday 12 June at 10.30am
Saturday 18 September at 10.30am

Convener's Remarks **EX98/39/3**

As this was Mrs McCausland's last meeting, she thanked the Committee for all their assistance and co-operation during her time as Convener.

The Committee in turn thanked Mrs McCausland for all she had achieved during her term as Convener.

**EXAMINATIONS COMMITTEE
SATURDAY 19 SEPTEMBER
1998**

PAPER APART

EX98/31

The Committee had received letters of complaint regarding the Examiner Mrs Vera Davidson.

Mrs Davidson and the examiners involved in the examinations with her, will be given copies of the letters and asked for their comments.

The Committee agreed that where there is doubt regarding a candidate, the Examiner may discuss with the Tutor.

EX98/32

The following names were recommended as possible Potential Examiners and CVs and reports will be obtained for further consideration by the Committee

Dr Ian Hall and Mrs Helen Frame

Mr Malcolm Brown's name had been submitted by his branch but after discussion it was deferred.

Miss Irene Bennett and Mrs Christine Mair will be asked to attend the Potential Tutors' Course in February with the possibility of tutoring a class at Summer School. A remit has gone to the Summer School Committee with this request.

**THE ROYAL SCOTTISH COUNTRY DANCE SOCIETY
MINUTES OF MEETING OF EXAMINATIONS COMMITTEE
HELD ON SATURDAY 16 JANUARY 1999
AT 10.30HRS AT 12 COATES CRESCENT, EDINBURGH EH3 7AF**

PRESENT

Mr B Frazer (Convenor), Mrs L Gaul (Chairman), Mr A Mair (Vice Chairman), Mr B Clement (Immediate Past Chairman), Mrs B Burnell, Mrs H Frame, Mr A Gray, Miss L Martin.

IN ATTENDANCE

Mrs J Dick and Mrs E Watt

CONVENOR'S REMARKS

Mr Frazer welcomed everyone to the first meeting of the new year particularly the new members to the committee.

The Convenor commented that looking round he could see a wide range of experience which was likely to encourage lively debate.

He reminded the Committee that the work handled by this committee was very important and in addition to the routine there were exciting challenges in the year ahead. The various courses, tours, and Examiner's Seminar would provide the Committee with a unique opportunity and would pave the way to the new millennium.

APOLOGIES

EX99/1

There were no apologies.

MINUTES OF MEETING ON 19 SEPTEMBER 1998

EX99/2

The Minutes of the meeting on 19 September had previously been ratified at the Executive Council Meeting in November 1998.

The Committee approved the Minute of the last meeting.

MATTERS ARISING

(EX99/3)

Potential Tutor's Course

(EX98/16/1)

Regrettably due to the lack of response the Committee agreed not to go ahead with this course. The 2 candidates who had applied would be invited to attend the Tutor's Course instead.

Tutor's Course

EX98/16/2)

March 27 1999

There are 7 applicants (including 2 from the Potential Tutor's Course) for the above course and the Committee agreed that this should go ahead.

The Course will be held in St George's West Church and will include tuition, teas/coffees and lunch. All travel arrangements are the responsibility of the candidates.

Mr Mair (Vice Chairman) agreed to be on hand to greet the candidates and to offer any assistance.

Musician's Course

EX98/16/3

April 23-25 1999

Miss Muriel Johnstone (Course Director) had submitted a programme for consideration and the committee gave their approval.

Miss Johnstone will be asked if she will require a tutor to be available and suggested names will be forwarded to her.

Mrs Linda Gaul will be on hand at Headquarters on the evening of Friday 23 April to greet all the candidates.

The Course will be held in the Apex Hotel, Haymarket, Edinburgh and will include tuition, teas/coffees and lunch. All travel and accommodation arrangements are the responsibility of the candidate.

Adjudicator's Course

EX98/35

Mrs Burnell had provided a proposed agenda which had been forwarded to the assessment panel. A letter has been sent to all the Potential Adjudicators advising them of the proposed schedule of events. Further information will be provided to the Potential Adjudicators in due course.

Four teams of primary school children will be required from 11am - 4pm, and Headquarters will contact Edinburgh Branch, West Lothian Branch and Perth Branch to ask for assistance in providing the teams.

Mr Bill Little had agreed to co-ordinate the panel and the Committee thanked him for his assistance in this matter.

Mr Frazer agreed to scribe for the Potential Adjudicators on the day.

Accommodation will be provided for the 3 assessors together with the Convenor of the Committee on Friday 23 April in order that they can discuss the programme and any other items that may arise.

The venue will be St George's West Church, Shandwick Place, Edinburgh and will include the assessment, teas/coffees and lunch for all involved. Travel and any accommodation arrangements will be the responsibility of the individuals attending.

STRATEGY EX99/4

In outlining future strategy, Mr Frazer advised the committee on comments he had heard regarding standards of teaching and stress during exams. Mr Frazer also stated that all future strategy should include the quest for new Examiners.

Mr Frazer would like the Committee to give serious thought to the whole examination system with a view to bringing any structured thoughts to the Examiner's Seminar

To assist the Committee in the review of current examination procedure, Mr Frazer will shortly issue a questionnaire to the Committee which should be completed and returned before the next meeting

EXAMINER'S SEMINAR EX99/5

The Seminar will be well attended with only one examiner unable to attend.

Mr Frazer will work closely with the Director of the Seminar, Mrs Elma McCausland and consider each of the items submitted for the seminar.

Mrs McCausland will be invited to attend future committee meetings if deemed necessary.

Mrs McCausland had submitted a proposed agenda for consideration. The paper was distributed to the Committee and comments should be brought back to the next meeting.

Miss Muriel Johnstone had submitted a paper regarding the "questions on music" section of

the written examination for Preliminary Test and Teacher's Certificate.

After discussion the Committee agreed that the whole subject of musical knowledge should be considered at the forthcoming Examiner's Seminar.

The Seminar will be held in the Apex Hotel, Haymarket, Edinburgh from Friday evening 29 October - Sunday lunch 31 October and all arrangements are now well in hand.

The final programme will be produced by Mrs McCausland in conjunction with Mr Frazer.

EXAMINERS EX99/6

Mrs Vera Davidson had written to the Committee requesting that her name be removed from the Examiner's list.

The Committee expressed their regret and a letter will be sent thanking her for her valued commitment to the Society. The Committee recognised that she had made a real contribution to the Society and had always upheld the Society's standards throughout her career as an Examiner.

POTENTIAL EXAMINERS EX99/7

Recommendations had been received for 2 UK Potential Examiners, and 1 will be invited to be assessed at Summer School this year.

Further details will be noted in the Paper Apart available to the Committee only.

**OFFICIAL TOURS EX99/8
North American Tour EX98/18/3**

A proposed schedule had been received from Mr Marais (co-ordinator of the tour) and this was discussed.

The Committee agreed that Mr Marais should be contacted and asked to re-negotiate the tour centres in order to comply with the recognised criteria that no fewer than 6 candidates would be examined at any one centre.

The Committee recognised that RSCDS Phoenix Branch was a special case and agreed that this centre should be included in the tour, despite there only being 3 candidates.

The Committee agreed that when inviting examiners to undertake official Society business, they did so on an individual basis

and did not expect the examiners to be accompanied by their spouse. Headquarters will arrange the travel to and from North America, but because of the various modes of transport suggested in the schedule, Mr Marais will be asked to arrange all internal travel.

Australian Tour 2000 1998/18/4
Mr Bruce Clark of RSCDS Canberra had agreed to undertake the organisation of this tour but had not indicated definite dates. It was expected that the tour would take place about March/April time.

Miss Lesley Martin will be invited to undertake the tour.

Japanese Tour 2000 EX98/18/4
The Committee at their last meeting agreed that this tour should be separate from the Australian tour because of the high number of candidates expected in Japan.

The Assistant Secretary had contacted Tokyo and Tokai Branches and asked them to contact all groups within Japan for numbers and to agree a co-ordinator for the tour.

From recent correspondence received from RSCDS Tokai it appeared that a meeting will take place shortly between the two branches and HQ will be advised of the outcome.

BUDGET EX99/8
The Finance Convenor had asked for the proposed budget for the Examinations Committee for the year 1999/2000.

The Committee approved the budget prepared by the Convenor based on information provided by Miss Parker, Secretary, subject to the addition of tours for Australia and Japan.

The Assistant Secretary was asked to provide costs for the last tour of Australia and Japan.

CORRESPONDENCE EX99/9
Mr Andrew Smith EX99/9/1
A letter had been received from Mr Andrew Smith, Atlanta Branch Tutor, requesting permission for a candidate to take the Preliminary Test although she had not completed the minimum of 4 years dancing.

The Committee discussed the request and agreed that permission in this case will not be given. The Committee felt that the 4 year

ruling was needed to give candidates the opportunity to further their knowledge and experience of dancing.

Mr Smith will be advised accordingly.

Mr Jim Healy EX99/9/2
Following comments made at the Executive Council in November 1998, Mr Healy had written to the Committee with proposals for consideration regarding the current examination procedure.

The Committee appreciated his ideas and for taking the time to put them in writing. The Committee agreed that the topics will be discussed at the proposed Examiners Seminar.

Sandra Young EX99/9/3
A letter had been received from Ms Young regarding the appraisal in the examination procedure.

Ms Young will be thanked for her comments and advised that some of the more salient points will be raised at the Seminar.

IDTA EX99/9/4
A letter had been received from IDTA requesting information on anyone in New Zealand who may be interested in becoming an IDTA Examiner. The Convenor asked that the Assistant Secretary supply the names and addresses of the 2 New Zealander Examiners who may be interested.

Mrs Gaul produced an ITDA Newsletter and suggested that it might be an idea for to have some RSCDS input. Mr Frazer agreed to write an article and Mrs Gaul will ask Mrs Doris Young to do likewise.

Duke of Edinburgh Award EX99/9/5
A letter had been received from the above body requesting input from the Society regarding the updating of the section on Scottish Country Dancing in their handbook.

Mrs Gaul had undertaken to amend this section and brought this to the Committee for comment. Various amendments were suggested and Mrs Gaul will update and return it to HQ for forwarding to The Duke of Edinburgh Award.

Miss Muriel Johnstone EX99/9/6
Miss Johnstone wrote to the Committee advising them that the Music Sub Committee

were considering ideas for music questions in the written examination paper and would like to introduce a Music Course at Summer School involving candidates and teachers.

The Committee appreciated her suggestions but before any decision can be reached, they would like a more detailed outline of what Miss Johnstone is planning.

Mrs Evans EX99/9/7

The Committee noted that Mrs Evans had written to Mr Clement complaining about the number of new dances that her class were being taught.

Mrs Evans appreciated the work carried out by the Society and class teachers, but that it was difficult to remember so many new dances.

Mr Clement had replied that new dances should be for class work only, and that social dancing should always have a number of old favourites on the programme.

Miss L Martin EX99/9/8

Miss Martin had request clarification on the following points:

- The storage and disposal of theory papers and assessment proformas.

The Committee agreed that regarding the storage of papers, these are now kept at Headquarters but if she wished it could be raised at the Examiner's Seminar.

- Future Courses (EX98/16/4)

Regarding future courses at Summer School, it was agreed that the Summer School committee should be asked for their comment.

- Times for examination candidates at Summer School (EX98.38).

The Committee agreed that the Summer School Director, when appointing tutors for the Summer School, should give guidelines to the tutor.

ANY OTHER BUSINESS EX99/10
YSDA EX99/10/1

Mrs Gaul produced a YSDA booklet to be piloted in a small number of Scottish schools. The Committee were asked to consider this and let Headquarters have their comments or amendment by the end of February.

Under 16's EX99/10/2

Mr Mair asked that the Committee consider whether an under 16 member who had been dancing for 4 years could undertake the Preliminary Test.

The Committee agreed that candidates for the Preliminary Test had to be 20 years of age or older.

Mr Mair also asked the Committee whether under 16's needed to take a practical dancing test before they could join a class.

The Committee discussed this matter and agreed that each Branch is responsible for their own procedure as they are now autonomous. The Committee suggested that as the ITDA runs practical dancing examinations, branches may wish to liaise with them.

September Meeting EX99/10/3

Mr Frazer advised the Committee that he was unable to make the meeting on 18 September and it was agreed to bring this meeting forward to 11 September 1999.

DATE OF NEXT MEETING EX99/11
The date of the next meeting is 12 June 1999.

The Royal Scottish Country Dance Society
MINUTES OF MEETING OF EXAMINATIONS COMMITTEE
HELD ON SATURDAY 12 JUNE 1999 AT 10:30 HRS.
AT 12 COATES CRESCENT, EDINBURGH

PRESENT

Mr B Frazer (Convenor), Mrs Linda Gaul (Chairman), Mr A Mair (Vice Chairman), Mr B Clement (Past Chairman) Mrs B Burnell, Mrs H Frame, Mr A Gray, Miss L Martin, Mrs E McCausland (Seminar Director) Part-time.

IN ATTENDANCE

Mrs E Watt. (Minute Secretary)

EX99/12 APOLOGIES

There were no apologies.

EX99/13 MINUTES OF LAST MEETING

The Minutes of the meeting on 16 January had previously been ratified at the Executive Council Meeting in May 1999.

EX99/14 MATTERS ARISING

EX98/16/2 Tutor's Course

Miss Lesley Martin gave her report. It was agreed the Course had, once again, been most successful although the time scale had been too short and the Course was not completed. It was agreed that it should be made clear to the participants that the Course was geared to show how to teach candidates. It was further agreed to extend future courses to cover a week-end. Assessment forms had been completed by the participants.

The Convenor thanked Miss Martin for all the hard work that was put in to the preparation of this Course.

EX98/16/3 Musician's Course

Copies of the report by Ms Muriel Johnstone were circulated. The Committee was pleased to note that for the first time the Sunday morning section had included dancing participation. Assessment forms had been completed by the participants.

The Society had applied to The Scottish Arts Council for funding and were successful in receiving a grant.

Miss Muriel Johnstone was thanked for her hard work which was much appreciated.

EX98/35 Adjudicator's Course

Mrs Brenda Burnell's report on the course included the panel's comments submitted by Mr W Little.

Five new adjudicators had been successful in their assessment viz:

Mrs Helen Frame

Mr Neil Grant

Miss Margaret Ross

Miss Avril Smillie

Miss Christine Traynor

It was unfortunate that a number of points, small in themselves, had collectively marred an otherwise successful event. This was no doubt due at least in part to the 17 year gap since the last course. The points collected from the panel, Committee members, Executive Council and participants have been noted and Mrs Burnell will prepare blueprint guidelines taking these into account so that future courses will run more smoothly close to real festival conditions.

The Committee agreed to hold a further Course in the medium term.

It was confirmed that in future the results of any adjudication assessment must be ratified by the Committee before either the candidates or the Executive Council are advised, and a full assessment of each candidate should be provided.

Letter from Edinburgh Branch

A letter had been received from the Chairman of Edinburgh Branch nominating two teachers for the next adjudicators course.

It was agreed to request the RSCDS Edinburgh Branch to resubmit the names of the applicants for the course when the particulars are circulated.

Letter from Perth & Perthshire Branch

A letter had been received from Perth & Perthshire Branch with several useful ideas.

An acknowledgement to be sent, thanking Mrs Healy for her comments which have been noted for future consideration.

An application for funding from The Scottish Arts Council had been rejected as the Council did not fund training of adjudicators within their remit.

EX99/7 Potential Examiner

The Committee confirmed a Potential Examiner will be assessed during the first fortnight at Summer School and that the Senior Examiner will be Mrs Elma McCausland.

EX99/15 LIST OF ADJUDICATORS

It was noted that Mr John Douglas had tendered his resignation as an adjudicator. The Committee thanked him for all his services over many years and wished him well in his retirement.

An updated list of adjudicators is to be sent to all UK Branch secretaries in the next Branch output.

EX99/16 BUDGET

It was noted that current expenditure to date was showing approximately £4,400 over budget. This apparent overspend resulted from there being no allowance in the budget for meeting expenses and the fact that the North American tour had been split into two.

The 1999-2000 budget presented at the May Executive Council meeting did not show a breakdown of meeting expenses for each committee, but it was assumed that the budget submitted by the Examinations Committee had been taken account of.

Mrs Gaul was asked to confirm with the Finance Committee that meeting expenses were in fact being accommodated in the Society's overall budget.

A fee was agreed for the Director of the Examiners' Seminar.

EX99/17 OFFICIAL TOURS
EX99/18/3 North American Tour
West Coast - Miss Jean Yeats, senior examiner on the tour had submitted her report

East Coast - Mrs Elma McCausland, as senior examiner on the tour had submitted her report which was circulated. Problems had been experienced in the Atlanta Branch where a candidate had not been accepted for the examination. The Chairman and Convenor, had been asked to intervene although they were not

presented with the full facts. The issue was considered to be a matter for the Branch.

A report had been received from Richard Marais, the tour co-ordinator. The Chairman and Convenor felt his statement regarding the situation in Atlanta was misleading as they had merely supported the decisions of the tutor and tour organiser and not imposed them. It was also regretted that he had neither replied nor apparently acted on a letter dated 18 January 1999 requesting centres with less than six candidates be combined (except Phoenix which had previously been given special consideration).

All examiners were thanked for their co-operation.

In future if there are less than 6 candidates wishing to sit the examination the Branch involved will be held responsible for all costs. Any special circumstances giving reasons for this exception must be authorised by this Committee before the examination takes place.

Mrs Watt to write to all the participating North American examiners and ask for their reports.

EX99/18 SUMMER SCHOOL TEACHERS

Following recent requests from the Director of Summer School to assess potential teachers for Summer School, the Committee drew up guideline criteria to be used in the assessment. These will be passed to the Summer School Committee for their consideration.

EX99/19 OFFICIAL TOURS 2000

EX98/18/4 Australian Tour 2000

The tour has been requested for March/April 2000. Mrs Watt to request confirmation of exact dates. It was noted that Lesley Martin had agreed to undertake this tour and it was agreed to invite Elma See as the second examiner. If Mrs See is not available the Convenor was given responsibility to appoint a replacement.

EX98/18/4 Japanese Tour 2000

The tour dates are 3-14 May 2000. It was agreed to invite George Lawson and Eleanor Vandegrift to undertake this tour. It was agreed it was not the remit of this Committee to decide on the number of centres. This is a matter for each individual branch to decide taking into consideration the numbers of candidates involved.

Japanese Branches are to be instructed that all correspondence should come to Headquarters.

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COURSES 2000

EX99/20

Potential Tutors Course

Following on from earlier minutes of meetings and decisions on the length of such courses, the Examinations Committee requested the Summer School Committee to consider two courses for Potential Tutors at Summer School 2000 during weeks 2 and 4, each course occupying two morning classes for the full week. The tutors are to be Lesley Martin (course 1) and Bruce Frazer (course 2). The arrangements and costs are to be negotiated with the Summer School Committee Tutors Course

It was agreed to hold a Course for Tutors on 26-27 March 2000 with Johan MacLean being invited to direct. Mrs Watt was asked to look at possible venues before the next meeting.

Musicians Course

It was noted that discussion between the Music Sub-Committee and the Summer School Director had taken place regarding the possibility of holding a Musician's Course at Summer School 2000. The Examinations Committee will not be organising this nor will it organise a separate course in April 2000 but will consider others in the future.

Mrs Elma McCausland was welcomed to the meeting at this point.

EX99/21 STRATEGY QUESTIONNAIRE

A review of the results was started and will be completed at the next meeting for consideration at the Seminar.

EX99/22 EXAMINER'S SEMINAR

Mrs McCausland outlined her proposed programme.

Friday Dinner, Chairman's welcome, statement of objectives, evening session.

Saturday Morning sessions including Convenor's summary of questionnaire, afternoon sessions, evening session.

Sunday Morning session, conclude lunchtime.

Sessions to include a mixture of practical work supported in some cases by video and discussion on relevant topics. The detailed programme will be finalised at the next meeting.

Mrs Watt to check hotel arrangements regarding meals and times.

A letter will be sent to all examiners outlining the programme and asking them to confirm their attendance and make their travel arrangements to obtain the cheapest rates. A more detailed package, the contents of which have to be finalised, will follow at a later date.

EX99/23 CORRESPONDENCE

Pinelands Caledonian Society

Letters had been received from Pinelands Caledonian Society expressing disappointment in the failure of one of their candidates during the recent South African Tour. A reply would be sent stating that the Committee have consulted the examiners involved and uphold their decision. They sympathise with the candidate and hope she continues to enjoy her country dancing and promote the RSCDS.

Mrs R Salmon

A letter had been received from Mrs Salmon proposing a teaching certificate without a dancing qualification should be awarded. A reply is to be sent thanking her for the letter and informing her that the Society is not considering any alternative teaching qualification at present. We hope she continues to support the RSCDS.

Alice Murphy

A letter had been received from Mrs Murphy on behalf of West Australia Branch with various points and it was agreed to write to Mrs Murphy thanking her for her letter and stating all the points raised are being considered by the Committee for tabling at the Examiners' Seminar.

Elma See

A letter had been received from Elma See with regard to her limited examining experience. The Committee concluded they are using overseas examiners more often nowadays and a further reply was therefore not felt necessary.

EX99/24 ANY OTHER BUSINESS

Ages of Examination Candidates
The recommendation from the under 16s Sub-Committee was noted that the minimum age for candidates sitting the PT should be reduced to 18 years of age and for the TC examination be reduced to 20 years of age. The matter was deferred until the next meeting.

Language difficulties
The question was brought up regarding an overseas candidate for the PT at Summer School whose written English was poor. The Committee agreed the paper could be answered in Spanish then

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translated. The candidate to be advised of this decision.

Louise Fordyce

The Committee unanimously agreed to accept this PT candidate (who will be a few months short of her 20th birthday) as a special case. She has much experience in teaching, a long association with Dundee Branch and cannot sit the Preliminary Test in 2000.

Teaching Tour of Spain

Mrs Helen Frame gave her report and was thanked for the great success of this visit. The musician, Mr David Ross, is also to be congratulated.

Budapest Weekend School

A report was sent in by Jean Martin on another successful venture. Letter to be sent to Mrs Martin and the pianist Mr James Gray thanking them for their work.

EX99/25 DATE OF NEXT MEETING

The date of the next meeting was confirmed as 11 September at 10.15am.

The Convenor thanked everyone for their attendance today and the Chairman thanked the Convenor for his chairing of this long meeting.

The Royal Scottish Country Dance Society
MINUTES OF MEETING OF EXAMINATIONS COMMITTEE
HELD ON SUNDAY 1 AUGUST 1999
AT SUMMER SCHOOL, ST. ANDREWS

Present: Mr Bruce Frazer (Convenor), Mrs L Gaul (Chairman), Mr A Mair (Vice-Chairman), Mrs B Burnell, Mrs E McCausland, Miss L Martin.

Mrs Linda Gaul was appointed to take the minutes.

The sole business of the meeting was to consider the report from the assessment panel concerning the appointment of Mrs Helen Frame as an examiner.

The Convenor presented the report (paper apart).

The Committee agreed unanimously to accept the panel's recommendation that Mrs Helen Frame's name be added to the list of Society examiners.

The Royal Scottish Country Dance Society
MINUTES OF MEETING OF EXAMINATIONS COMMITTEE
HELD ON SATURDAY 11 SEPTEMBER 1999 AT 10:15 HRS.
AT 12 COATES CRESCENT, EDINBURGH

PRESENT

Mr B Frazer (Convenor), Mrs L Gaul (Chairman), Mr A Mair (Vice Chairman), Mr W Clement (Past Chairman), Mrs B Burnell, Mrs H Frame, Mr A Gray, Miss L Martin, Mrs E McCausland (Seminar Director) part-time.

IN ATTENDANCE

Mrs E Watt (Minute Secretary).

EX99/26 APOLOGIES

There were no apologies.

EX99/27 MINUTES OF LAST MEETING

EX99/27.1

The minutes of the meeting on 12 June 1999 were approved by the Committee with the following revisions:-

EX98/16/3 Musician's Course
Delete "for the first time" in line 3.

EX98/35 Adjudicator's Course
Points raised by Mr Clement are contained in a paper apart held at Headquarters.

EX99/27.2

The minutes of the meeting held at Summer School on 1 August 1999 were approved by the Committee.

EX99/28 MATTERS ARISING

EX99/28.1 Adjudicators Course (EX98/35)

Mrs Burnell had prepared Guidelines for future courses to appoint new Adjudicators. These were agreed with revisions. It was agreed that copies of assessment forms used at two festivals would be included as samples with the guidelines. The matter would be discussed in more detail at the January 2000 meeting.

EX99/29 BUDGET (EX99/16)

The current expenditure continues to

show a significant overspend mainly from the expenses involved for overseas tours.

EX99/30 OFFICIAL TOURS

EX99/30.1 1999 North American Tour (EX99/18/3)

Reports from Elinor Vandegrift and Frances Gray had been received and were noted.

EX99/30.2 Australian Tour 2000 (EX98/18/4)

The dates for the Australian Tour were confirmed as 18 March - 16 April 2000.

EX99/30.2.1 It was agreed that the coordinator be reminded that there should a minimum number of 6 candidates at each centre unless special assistance is applied for otherwise the Branch is liable for all costs incurred.

EX99/30.2.2 As Mrs See will not be able to undertake examining during the full period of the tour, it will need to be shared with Mrs Napier. Details to be agreed.

EX99/30.3 Japanese Tour 2000 (EX98/18/4)

Mr George Lawson had agreed to take on this Tour and Mrs Elinor Vandegrift had also been invited to undertake the tour. Several other suggestions were made in the event Mrs Vandegrift was unable to do the tour. Air fares are to be checked and discussed at the January meeting.

EX99/31 SUMMER SCHOOL TEACHERS (EX99/18)

The Guidelines to be used in assessing potential teachers for Summer School were agreed. These would be referred to the Summer School Committee.

At this point Mrs Elma McCausland joined the Meeting.

EX99/32 STRATEGY QUESTIONNAIRE (EX99/21)

Discussion of the results of this

questionnaire were completed. Mr Bruce Frazer agreed to prepare a written report for discussion at the Examiner's Seminar.

EX99/33 EXAMINER'S SEMINAR (EX99/22)

It was confirmed that of the 22 Examiners, 19 had agreed to attend this Seminar with 3 unable to do so. The Examinations Committee (a further 4) would also be in attendance. The arrangements with the Hotel were all in hand and the programme was agreed. Dinner on the Friday night is to be optional, payable by the participants.

EX99/33.1 It was agreed that a further output would be sent to all the participants shortly. This would contain the final programme, supporting documentation and a request to bring 4 of their own assessment sheets with them. It was agreed that kilts were not mandatory for this weekend.

(Mrs McCausland left at this point and the Convenor thanked her for attending and for her valuable input.)

EX99/34 COURSES

EX99/34.1 Course for Potential Tutors (EX99/20)

A Course for Potential Tutors is to take place at Summer School 2000 (13-20 August) The Tutor will be Bruce Frazer. The cost of this Course will be borne by the normal running fees of Summer School. A minimum of 10 participants was recommended. The Convenor agreed to draft an application form.

EX99/34.2 Tutor's Course 2000 (EX99/20).

Mrs Elma McCausland has agreed to act as tutor and Mr Richard Austin as pianist. The venue is yet to be decided and quotations will be sought from several possibilities. The participants will be responsible for their own travel and accommodation and the Society will provide lunch on Saturday and Sunday.

EX99/34.2.1 This Course will be advertised at the AGM, in the Newsbrief and the next branch output.

EX99/35 EXAMINERS

It was confirmed that the name of Mrs Helen Frame had been added to the official list of examiners. The Convenor congratulated Mrs Frame on her appointment.

EX99/36 SUMMER SCHOOL EXAMS

Examiners reports were considered.

EX99/37 MINIMUM AGE FOR EXAM CANDIDATES (EX99/24)

It was unanimously agreed to propose that the minimum age for Preliminary Test candidates be changed to 18 years but that the age for sitting the Teacher's Certificate remain at 22 years.

EX99/38 IDTA

A letter had been received from Mr Simon Wales and the Convenor agreed to contact the IDTA regarding the organisation of the tests held in London.

EX99/38/1 It was agreed to write to all RSCDS examiners and adjudicators and ask if they are willing to have their names added to the IDTA list of adjudicators. IDTA will then be informed of the availability of our examiners and adjudicators. It was noted several names were already on the IDTA list.

EX99/39 EXAMINATION AND EXAMINER'S FEES

It was agreed to recommend to the Finance Committee that the examination fees be increased as follows with effect from 1 January 2000:-

- Preliminary Test £7.50
- Teacher's Certificate £12.50
- The Examiner's fees are to be retained at £1 and £2 respectively.

EX99.39.1 Fees for adjudicators will be reviewed at the next meeting.

EX99/40 CORRESPONDENCE (EX99/23)

EX99/40.1 New Zealand Exam Tour 2001.

A letter had been received from New Zealand Branch requesting confirmation of their tour in 2001. It was agreed to confirm this.

EX99/40.2 North American Exam Tour 2001.

It was further agreed to write to TAC confirming a tour in 2001.

EX99/40.3 YSDA

A letter had been received from Fiona Tumbull thanking the committee for their input to the YSDA pilot pack for teachers which had just been issued to 40 schools in Scotland.

EX99/40.4 Norway.

A letter had been received from Norway and it was agreed to send them a list of Summer School teachers willing to travel abroad.

EX99/40.5 Holly Fuchs

The Convenor agreed to reply to a letter from Holly Fuchs with a query about leading down on bars 25-26 of Maxwell's Rant. The general concensus was that nearer hands should be used.

EX99/40.6 Time limit between PT and TC exam.

A letter had been received from Lara Friedman asking if there was a time limit between passing the PT and sitting the TC exam. It was agreed to write and inform her there was no recommendation at the moment.

EX99/40.7 Exam Result

A letter received from Jeronimo Maeso-Castrillon expressed his appreciation of what he described as a valuable learning experience despite not being successful on this occasion. He looks forward to the opportunity of re-sitting.

EX99/40.8 Translations

The letter received from Mrs Atsuko Clement regarding Translation of Examination Papers was deferred until the January meeting.

EX99/41 EXAMINATION COMMITTEE MEETINGS IN 2000

The following dates were agreed.

- 15 January
- 10 June
- 23 September

DATE OF NEXT MEETING

It was agreed to hold a special meeting of the Committee following the Examiners Seminar to ratify any proposed changes to the Strategy Report (EX99/32 refers) before submitting it to the Executive Council on November. This would take place on Sunday 31 October at 14.00 hrs at 12 Coates Crescent.

The next regular meeting of the Committee would be held on 15 January 2000.

The Convenor thanked everyone for attending this long meeting.

The meeting closed at 6pm.

The Royal Scottish Country Dance Society
MINUTES OF SPECIAL MEETING OF EXAMINATIONS COMMITTEE
HELD ON SUNDAY 31 OCTOBER 1999 AT 13:30 HRS
AT 12 COATES CRESCENT, EDINBURGH

PRESENT:

Mr Bruce Frazer (Convenor), Mrs Linda Gaul (Chairman), Mr Alan Mair (Vice Chairman), Mrs Brenda Burnell, Mrs Helen Frame, Mr Alec Gray, Miss Lesley Martin

APOLOGIES:

Mr Bill Clement (Past Chairman), Mrs Eileen Watt (Minute Secretary)

IN ATTENDANCE:

Mrs Elma McCausland (Seminar Director) attended for part of the meeting.

EX99/42 This meeting was an extra meeting of the Examinations Committee, with only one item on the Agenda:

To discuss "A review of the RSCDS Examination System (Issue 1)" following the Examiners' Seminar.

- Mrs Linda Gaul was appointed to record the Minutes of the meeting.
- Mr Frazer recorded his thanks to all who had contributed to the success of the Examiners' Seminar held over the weekend at the Apex Hotel, Haymarket.
- The following changes to the review were agreed:

EX99/43 **RECOMMENDATIONS**

EX99/44 Amended: 3.5 Tutors should be recommended to attend a training course if there has been a long time lapse since their last candidate course.

EX99/45 First sentence amended: 3.6 A single grade of dancing proficiency test to be introduced open to all dancers.

EX99/46 Amended: 3.11 Preliminary Test teaching assignments should be based on formations contained in the set dances.

EX99/47 Amended: 3.14 The verbal feedback with the candidates should continue in its present form but with a recommended time allowance of 20 minutes.

EX99/48 New, to be inserted where appropriate: 3.20 It is recommended that in the Practical Dancing section of the examination, candidates should be asked to lead a reel, a jig and a strathspey, with immediate effect on new courses.

DISCUSSION

EX99/49 Replace: 4.1.4 It is recommended that Branches or Centres running candidate classes should consider:
a) having a less experienced person shadow the appointed tutor;
b) appointing a mentor to a less experienced tutor.

EX99/50 Add: 4.1.5 In cases where tutors had not practised for some time, they should consider attending a course to ensure that they are up to date with current practices.

EX99/51 Amend second sentence: 4.2.1 This would be open to all dancers and would also be a pre-qualification for the Preliminary Test.

EX99/52 Amend second sentence and add: 4.3.2 The recommended minimum course time should therefore be increased to 40 hours, as soon as practical. Additional hours may be necessary for combined courses.

EX99/53 Amend: 4.4.2 Candidates would have to sit the Preliminary Test within two years of passing the fore-mentioned dancing test, and would still have to pass the practical dancing section of the examination.

EX99/54 Amend first sentence: 4.4.3 It was felt unfortunate that injuries sustained by candidates late on in a course could preclude the candidate from continuing with the examination.

EX99/55 Amend second sentence: 4.4.6 Teaching assignments should be based on formation contained in the set dances.

EX99/56 Amend: The teaching of a class of volunteers is something of an artificial situation, but a better practical solution could not be found. It is important that tutors and examiners emphasise to the class that they do only as instructed. This will give the candidates the opportunity to show their teaching skills.

EX99/57 Rewrite: 4.4.10 This paragraph to be rewritten, taking into account the examiners' discussion during the Sunday morning session of the Seminar.

EX99/58 New, to be inserted as appropriate: 4.4.14 It is recommended that in the Practical Dancing section of the examination, candidates should be asked to lead a reel, a jig and a strathspey.

EX99/59 Amend: 4.7.1 Copies of the written papers of failed candidates shall be retained at Headquarters for one year. Papers of successful candidates will be destroyed.

EX99/60 Amend: 4.7.2 The examination result sheet with feedback comments will be distributed by Headquarters. The original will be sent to the candidate with a copy being retained at Headquarters for one year.

- It was agreed that changes to the Syllabus, Notes for Tutors, etc. would be considered at the next meeting. An information sheet for all examiners and Branch secretaries would also have to be prepared.

- The Review would be amended and tabled at the Executive Council meeting in November, for information only. Ratification would be sought at the May meeting of the EC.

- It was agreed that the Recommendations to introduce a new dancing test and to include a second quick tempo dance in the practical dancing section of the exam should be undertaken immediately and the EC would be asked to approve these in November.

- Mr Frazer thanked all the Committee members for their valuable contributions, for their enthusiasm and their commitment over the year. He stated that the Seminar had been very well received and had achieved its objective in maintaining and improving the RSCDS teacher training and examination processes.

- Mrs Gaul thanked Mr Frazer for his work as Convenor during the past year.

- The date of the next meeting was confirmed as January 15, 2000.

A
REVIEW
OF THE
ROYAL SCOTTISH COUNTRY DANCE SOCIETY
EXAMINATION SYSTEM

by the
Examinations Committee

October 1999

1.0 INTRODUCTION

1.1 The examination system is arguably the most powerful tool which the RSCDS has to ensure its survival, for it is through its teachers that standards and the popularity of classes are maintained world wide. The procedures have been developed over the years and are now more formal and more demanding on the incumbents than originally. In 1998 183 candidates were examined, 79 at Teachers' Certificate level. Over the years, the list of overseas examiners has been extended and new UK names have also been added.

1.2 Like all good procedures, these are subject to continuous improvement and with this in mind, the 1998-99 Examinations Committee undertook a review of the total examinations system from the training of tutors to the selection of examiners. Throughout their deliberations, the Committee was mindful of the fact that the RSCDS is a friendly society promoting a leisure time activity. The results of the review are contained in this report. Recommendations for implementation are given together with background information contained in the discussion section.

1.3 Issue 1 of the report was tabled at the Examiners' Seminar held in Edinburgh between 29 and 31 October 1999. A number of revisions proposed at the seminar were considered by the Examinations Committee and where appropriate have been incorporated into Issue 2.

2.0 OBJECTIVE

The objective of the review was to consider the whole examination process and put forward recommendations in the light of experience which will clarify or improve the procedures with emphasis on fairness, consistency and minimal stress for the candidate.

3.0 RECOMMENDATIONS

The following is a summary of the recommendations made in the report. How and when some of these are implemented will need to be resolved later.

- 3.1 Tutors of Potential Tutors' and Tutors' training courses should be examiners.
- 3.2 Potential Tutors' and Tutors' training courses should become world wide with all tutors being encouraged to participate before taking on a candidate class.
- 3.3 Courses for Potential Tutors and Tutors should be kept separate unless numbers make this impractical.
- 3.4 Potential Tutors' and Tutors' training courses should last for two days or the equivalent number of hours.
- 3.5 Wherever possible, shadowing and mentoring techniques should be considered for the tutoring of candidate classes.
- 3.6 Tutors should attend a training course if there has been a long time lapse since their last candidate course.
- 3.7 A single grade of dancing proficiency test be introduced. This would be open to all dancers and would be required as a pre-qualification for, but not a substitute to the practical dancing section of, the Preliminary Test exam.
- 3.8 The recommended maximum class size for both Preliminary Test and Teachers' Certificate is 12.
- 3.9 The recommended minimum course time for both Preliminary Test and Teachers' Certificate is 40 hours.
- 3.10 A written paper which is not a clear pass may not in itself prevent an overall pass being achieved.
- 3.11 The examiners should have the discretion of allowing a candidate who has sustained an injury late on in the course to continue with the examination. Such a judgement to be made on a case to case basis in consultation with the class tutor.
- 3.12 Candidates should lead a reel, a jig and a strathspey in the practical dancing section of each examination. This to apply to all new courses with immediate effect.
- 3.13 Preliminary Test teaching assignments should be based on formations contained in the set dances.
- 3.14 Teachers' Certificate candidates should be given their unseen dances at least 24 hours in advance of the exam at Summer School or concentrated courses, or up to a week in advance at Branch courses spread over a number of months.
- 3.15 Teachers' Certificate unseen dances should contain a maximum of two major formations. Popular dances should be avoided.
- 3.16 The verbal feedback to candidates by the examiners should be continued in its present form with a recommended time allowance of 20 minutes.
- 3.17 To be considered as an examiner, the potential candidate must a) be an experienced teacher with a good reputation, b) have attended tutor training courses and c) undertaken teacher candidate tutoring.
- 3.18 All potential examiners who are assessed at Summer School shall receive a copy of the result form (pass or fail).
- 3.19 Overseas examiners in the country at the time of Summer School may be asked to examine at the School.
- 3.20 Only copies of the written exam papers of failed candidates will be held at Headquarters for one year. Others will be destroyed.
- 3.21 The exam result sheet with comments shall be distributed by Headquarters to the candidate with a copy being retained for one year.

4.0 DISCUSSION

4.1 Tutor Training

4.1.1 The training of tutors for teacher candidate classes was seen as an important factor in maintaining standards and for this reason tutor training courses should be run by examiners thus imparting first-hand knowledge of their expectations in the exam. Potential tutors should be reminded of the qualifications set down in *Notes for Tutors Conducting RSCDS Examination Courses* item 7.

4.1.2 Ideally, all tutors should attend training courses before tutoring the class and every effort to enforce this should be made. It was recognised however that practical difficulties, eg in remote areas, may preclude this and exceptions will have to be made. Whilst it was not felt practical to set a deadline for world wide introduction of these courses, every effort should be made to introduce them at an early date to maximise consistency and minimise instances of candidate performances being below the desired standard through inexperienced tutoring.

4.1.3 In view of the different requirements and levels of expectation, separate courses for Potential Tutors and Tutors should be organised if at all possible. Experience in the UK and overseas suggest one day is not sufficient to cover the topics and include sufficient practical work. It is therefore recommended that courses be arranged over two days or the equivalent number of hours at summer/winter schools. The content of the courses should be based on the *Core Programme for Tutors - A Synopsis*.

4.1.4 It is important to maintain a high standard of tutoring and therefore, wherever possible, Branches or centres running candidate classes should consider:

- a) having a potential tutor or less experienced person shadow the appointed tutor, or
- b) appointing a mentor for a less experienced tutor.

4.1.5 In cases where tutors have not practised for some considerable time, they should consider attending a course to ensure they are up to date with current practices.

4.2 Assessment of Candidates

4.2.1 There was strong support for the idea of introducing a single grade dancing proficiency test. This would be open to all dancers and also would be a pre-qualification for the Preliminary Test. Tests would be arranged similar to candidate exams at centres to be agreed eg Summer School or where there was sufficient numbers.

4.2.2 It was noted that the new pro-forma for the confidential statement was improving the quality of submission. Tutors have the right to accept or reject a candidate and therefore need to have sight of both the confidential statement and application form prior to the course. Once accepted for a course, tutors can only advise candidates not to continue if they are not considered to be up to standard. Circumstances such as travelling long distances to Summer School must be taken into account. Some candidates who fail still feel the experience can be worthwhile.

4.3 The Course

4.3.1 It was acknowledged that classes run by Branches and at Summer School had different pressures and as such may justify different numbers but the Committee recommended a maximum of 12 candidates for both the Preliminary Test and Teachers' Certificate so that candidates could be assured of as much teaching practise as possible. Such a restriction may impose financial restraints on Branches and may also require outside support for some classes to allow practice in observation and class management with larger numbers.

4.3.2 It was recognised that the present minimum of 30 hours was not sufficient to cover the syllabus and in practice, considerably more than this was already being done. The recommended minimum course time should therefore be increased to 40 hours as soon as is practical. Additional hours may be necessary for combined courses.

4.3.3 The section on music contained in the Manual was considered to be very good and sufficient for the knowledge required by the exam. No change was considered necessary for this subject.

4.4 The Exam

4.4.1 The written paper is an important part of the exam and may have an influence on the final result, but a paper which is not a clear pass may not in itself prevent an overall pass being achieved. The Committee considered the possible merits of using multiple choice questions or project work but decided in favour of the existing format.

4.4.2 Candidates would have to sit the Preliminary Test within two years of passing the fore-mentioned dancing test, and would still have to pass the practical dancing section of the examination.

4.4.3 It was felt unfortunate that injuries sustained by candidates late on in a course could preclude them from continuing with the examination. Examiners should therefore have the discretion to allow candidates to continue after consultation with the tutor on a case to case basis particularly when a dancing pre-qualification is in place.

4.4.4 Selecting set dances which include the right steps, formations and technique is not an easy task. The current set dances were considered suitable for the time being but the list should be reviewed by the Committee from time to time.

4.4.5 It was felt that the assessment of a candidate's practical dancing would benefit from including a second quick time dance in this section of the examination. Candidates should therefore be asked to lead a reel, a jig and a strathspey.

4.4.6 The length and format of the teaching section was considered to be the most suitable and practical solution and therefore no change was recommended.

4.4.7 The Preliminary Test is intended to test basic teaching skills as applied to the basic formations found in uncomplicated dances. Teaching assignments should be based on formations contained in the set dances.

4.4.8 Teaching classes of volunteers is something of an artificial situation, but a better practical solution could not be found. It is important that tutors and examiners emphasise to the class that they should do only as instructed. This will give the candidates the opportunity to show their teaching skills.

4.4.9 Candidates for the Teachers' Certificate should be given their unseen dance at least 24 hours in advance if they are at a summer/winter school or up to a week in advance if they are attending a Branch course spread over a number of months as preparation will have to be fitted around normal family/business life. Given the time restraints of the exam and consideration of the possible ability of the class volunteers, the dances should contain not more than two major formations. Popular dances should be avoided so that the candidate's teaching is not compromised.

4.4.10 It was accepted that examiners work best with their own marking sheets. What is important is to ensure consistency of approach to the criteria.

4.4.11 The present verbal "debrief" of the candidates by the examiners is something of a misnomer and can be stressful. It is an important opportunity for the examiner to offer candidates constructive criticism and helpful advice in what should be a two way dialogue. The final result is not being considered at this stage. After consultation with the examiners, it was felt that the term "verbal feedback" is more appropriate and if the time allowance was extended from 10 to 20 minutes better quality feedback for the candidate would be achieved. Written feedback on the recently introduced examination result form should also continue.

4.4.12 Feedback of the tutors' performance is also important to correct any misunderstandings or assist with improvements. Again, there is merit in involving tutors in the examiners' deliberations.

4.4.13 It is not intended to alter the present procedure of the examiners' decision being final and no correspondence to be entered into. The Society must however provide a system which is seen to be fair and reasonable with good feedback to all concerned.

4.4.14 The relative importance of the written exam has been mentioned above. Passes must however be obtained in the practical dancing and teaching sections of both the Preliminary Test and Teachers' Certificate to obtain an overall pass. The relative weightings and possible mandatory requirements of each element in each section are being considered to ensure consistency.

4.5 Examiners

4.5.1 It was not considered necessary to limit the number of examiners. Preparation of potential examiners is however important. The best training for this is believed to be practical experience through continuous involvement particularly as tutors and this experience coupled with a candidate's reputation as a teacher are necessary qualifications to be taken into account. Other criteria are already documented and were considered to be satisfactory (refer to *Minutes of Examinations Committee Meeting 16 October 1994 EX 94/32*).

4.5.2 The assessment of potential examiners takes place in two parts a) a preliminary assessment of suitability of experience and performance as mentioned above and b) assessment of the potential examiner's assessment of two candidates (one PT and one TC) at Summer School. Part a) may be spread over quite some time depending on tutoring opportunities available and unsuccessful candidates should be given diplomatic but realistic reasons for the decision reached. In keeping with procedures being adopted for teaching exams, all candidates participating in part b) should be given a copy of the result/comment sheet as feedback.

4.5.3 Overseas examiners do not have the same opportunities to practise as those in the UK, but it is important to keep them up to date with current thinking and to ensure consistency world wide. Overseas examiners may therefore be given the chance to examine at Summer School if they are in the country at the time. As a general rule, examiners should not examine on the same course they are attending.

4.5.4 Within the spirit of a friendly and leisure time society, it was not felt appropriate to impose a fixed retiring age for examiners. Age affects different people differently and as long as an examiner can make a useful contribution, their services should be used. Examiners for their part should consider their positions from time to time and the responsibility of selection put on others. The Committee has a responsibility to ensure consistency of the system.

4.6 Re-sits


4.6.1 Teacher candidates at both levels should re-sit the whole exam ie no change to the present system.

4.7 Records

4.7.1 Only copies of the written papers of failed candidates shall be retained at Headquarters for one year. Papers of successful candidates will be destroyed.

4.7.2 The examination result sheet with feedback comments will be distributed by Headquarters along with the results. The original will be sent to the candidate with a copy being retained at Headquarters for one year.

4.7.3 The present pass/fail slip will continue to be held at Headquarters indefinitely to ensure a comprehensive record of qualified society teachers is available. Branch secretaries and course tutors will be advised of the results as at present.



B D Frazer
Examinations Convenor

EXAMINERS' SEMINAR 29-31 OCTOBER 1999 Apex Hotel, Haymarket, Edinburgh

PRESENT

EXAMINERS

Mrs M Brandon, Mrs B Burnell (Examinations Committee Member), Mrs H Frame (Examinations Committee Member), Mr B Frazer (Convenor of Examinations Committee), Mrs F Gray, Mr W Ireland, Mrs M Laing, Mr G Lawson, Mrs E McCausland (Director of Seminar), Mrs J Maclean, Miss L Martin (Examinations Committee Member), Mrs M Monteith, Mr G Morris, Mrs M Napier, Mrs E See, Mr G Selling, Mrs E Vandegrift, Mr S Wilkie.

NON-EXAMINERS

– Members of Examinations Committee Mrs L Gaul (Chairman), Mr A Mair (Vice Chairman), Mr W Clement (Past Chairman), Mr A Gray.

APOLOGIES

Mrs M Corson, Mr W Little, Miss J Yeats.

After the initial welcome by the Chairman of the Society, Mr B Frazer gave the aims and objectives of the Seminar.

- (a) To maintain a consistent standard in the assessment of candidates.
 - (b) To consider any changes to the examination system as may be deemed necessary.
- Mrs McCausland then led the first practical session.

THEORY WRITTEN EXAM

Examiners, in groups, discussed how they had marked theory papers, sent out prior to the Seminar and related topics. The groups' findings were then collated.

- 1 Examiners operated their own system of marking but arrived at the same result. There was, therefore, no need to impose a specific marking system.
- 2 It is not necessary for each question to have equal weighting. Those involving the method and points in teaching would have most influence in the final result.
- 3 The overall paper achieved its purpose in assessing the background knowledge of the candidate and should remain in its present form.
- 4 Tutor training should emphasise that candidates need guidance in answering questions.
- 5 Since both examiners compile the papers, there should be an adequate check system. If, however, ambiguity occurred, provided the candidate justified the answer given, it would be acceptable. This is also the case where Teacher's Certificate candidates may be asked for their opinions.
- 6 Each of the three parts of the Examination is important, although a "fail" in the written paper may not constitute an overall "fail".

PRACTICAL DANCING

The assessment of candidates on video proved that the examiners were in agreement about the standard expected.

- 1 It was recommended that the dancing exam be extended. It would become compulsory to see the execution of steps either individually or in couples, either

- before or after the set dances. Each couple should dance twice through a jig, a reel and a strathspey.
- 2 The dancing must be of a satisfactory standard and nothing should be taken into consideration to reduce the standard. Injuries sustained late in the course would be viewed on a case to case basis by the examiners in consultation with the tutor.
 - 3 A proficiency test in dancing should be introduced and would become a pre-qualification for entry to the Preliminary Test Course, but would not be a substitute for the dancing section of the exam. There would be a time limit between taking the dancing test and commencing the P T Course.
 - 4 The Teacher's Certificate exam should continue to have a practical dancing section.
 - 5 The list of dances for the examinations would come under review, from time to time, by the Committee but would remain as it is for the immediate future.

TEACHING EXAM

Miss L Martin taught a Preliminary Test lesson and Mr S Wilkie a Teacher's Certificate lesson. The lessons highlighted points often lacking in candidates' lessons. The examiners assessed the lessons and discussed the related topics.

- 1 Assignments for the Preliminary Test should be based on formations from the set dances. The assignments should be given 20 minutes in advance of the lesson.
- 2 The dances for the Teacher's certificate should contain only 2 major formations and should be given 24 hours in advance in residential courses and no more than 1 week in advance in courses run over several months.
- 3 It was felt that the talks between the examiner and the candidate should continue and the duration extended to 20 minutes. The logistics of organising this to be considered by the committee.
- 4 The tutor should not be present or involved in the talks but it should be compulsory for the tutor and examiner to discuss the presentation.
- 5 Examiners should handle the talks with sensitivity and give constructive advice.

ASSESSMENT FORM

- 1 It was agreed by the majority that the assessment form needed more columns for grading and that there must be a pass in certain columns to constitute an overall pass. The Examinations Committee would produce another form.
- 2 Time will be allocated for the completion of the form.
- 3 The assessment form would continue to be issued to all candidates.

TUTOR TRAINING

- 1 Branches to be made aware of the requirements of a tutor before appointing one to train candidates i.e. refer to the Examination Syllabus and Notes for Tutors.
- 2 Tutors should attend Tutors' Courses and new tutors should have attended a Potential Tutors' Course before taking a candidate class.
- 3 Where possible a Potential Tutor should shadow a tutor taking a candidate class but this would be a local decision.
- 4 There is opportunity in existence at present for tutors to receive feedback from examiners. The words "if requested" should be removed from "Notes for Tutors".
- 5 In identifying tutors as Potential Examiners examiners are encouraged to use the available space in the present form to make comment on the presentation. It was not considered necessary to produce another pro-forma.
- 6 To keep in touch with teacher training it is beneficial if examiners continue to take candidate classes.

COMMUNICATION

- 1 It was suggested that it would be helpful, particularly for overseas examiners, if all examiners could receive a copy of the minutes of the Examinations Committee.
- 2 It is helpful if a photograph is attached to the copy of the application form given to examiners.

REVIEW OF THE EXAMINATION SYSTEM

A report based on the findings of a questionnaire completed by the Examinations Committee, prior to the Seminar, was presented to the Examiners. From points noted during the discussion sessions changes and additions were made to the report which will be considered at the Executive Council meeting on 13 May 2000.

From the Evaluation forms returned and from the verbal feedback it was agreed that the Seminar had been well worthwhile and the aims and objectives achieved. It had been most reassuring to establish that all examiners were working to the same standards.

I would personally like to thank all the examiners for their valuable contributions to the discussions, to Mrs B Burnell, Mr B Frazer and Mrs J Maclean who each led a discussion session and to Miss L Martin and Mr S Wilkie for conducting the mock lessons.

Elma McCausland

The Royal Scottish Country Dance Society
**MINUTES OF MEETING OF EXAMINATIONS COMMITTEE
HELD ON SATURDAY 15 JANUARY 2000 AT 10.30 HRS.
AT 12 COATES CRESCENT, EDINBURGH.**

PRESENT

Mr B Frazer (Convenor), Mrs L Gaul (Chairman), Mr A Mair (Vice Chairman), Mrs H Frame, Mr A Gray, Mrs E McCausland, Miss L Martin.

IN ATTENDANCE

Mrs E Watt (Minute Secretary).

EX00/1 APOLOGIES

There were no apologies.

EX00/2 OPENING REMARKS

The Convenor welcomed everyone to this new session and pointed out that there were no new members to this Committee and all were aware of the workings which are interesting and exacting with a large programme of work to get through. The Committee were reminded that matters discussed are of a confidential nature.

EX00/3 MINUTES OF LAST MEETING

The minutes of 11 September and 31 October 1999 had been approved, seconded and ratified at the Executive Council.

EX00/4 (EX99/29) BUDGET

It was agreed we are on budget. Expenses were always higher than income. The Convenor is to speak with the Finance Convenor concerning travel costs as budgetted.

The proposed budget for next year 1 July 2000 - 30 June 2001 was agreed as produced by the Convenor with the following amendments. The Chairman and Vice-Chairman are to take back to the Summer School Committee costs of the Potential Tutors Course. The income from the Jean Milligan Memorial Fund should be shown.

The Committee agreed that all payment of staff at Summer School including the Tutor and Musician of Courses should be consistent.

There is a further course for Potential Tutors planned for February 2001 in Edinburgh.

Subject to confirmation from the Summer School Committee the budget was agreed and should now go forward to the Finance Committee.

EX00/5 POTENTIAL EXAMINERS

Refer to paper apart.

The Convenor pointed out it takes a long time to appoint new examiners. The current examiners should encourage young people who have already sat their teaching examination. The Society should, as a whole, also show an interest in them. The Convenor asked that all examiners be constantly on the "lookout". Examiners must identify potential material for future consideration.

EX00/6 SUMMER SCHOOL EXAMINERS

The choice of examiners for Summer School 2000 was left to the Convenor and the Summer School Director to discuss and confirm.

EX00/7 (EX99/38) IDTA

The Secretary is to prepare and issue a complete list of IDTA examiners. The Convenor agreed to reply to the letter from Simon Wales. It was suggested that the Youth Committee look into this and consider the letter and the logistics. The Convenor is to contact Brenda Burnell to refer the IDTA to the new list following a query regarding a forthcoming exam in Leeds.

EX00/8 (EX99/39.1) FEES FOR ADJUDICATORS

Adjudicator's fees have been considered and it was decided to recommend the following when enquiries are received at Headquarters for Adjudicators

£25 for first 3 hours (Minimum)
thereafter £5 per hour per festival.

EX00/9 (EX99/28.1) GUIDELINES FOR ADJUDICATORS

Delete the word "draft" from the heading. Points 1, 2 & 3 - Leave as they are and keep under review.

4, 5 & 6 - To be discussed in detail when planning the next assessment.

**EX00/10 COURSES
EX00/10.1 COURSE FOR
POTENTIAL TUTORS(EX99/34.1)**

Summer School 2000
All plans going ahead as agreed.

**EX00/10.2 COURSE FOR TUTORS
(EX99/34.2)**

After discussion it was agreed to cancel this Course as there were only 2 applicants. The applicants will be offered places on the potential tutors course at Summer School. The Course Tutor and Pianist along with the hotel will all be written to.

It was agreed to continue to offer these courses, along with a new course on Teaching Skills and place them on a cycle as follows:-

2000	Potential Tutors	Summer School
2001	Teaching Skills	Feb/March in Edinburgh
2001	Tutors Course	Summer School
2002	Potential Tutors	Feb in Edinburgh.

The Course for Teaching Skills will be discussed at the next meeting. The Convenor will write an article for the next Bulletin.

EX00/11 TOURS

EX00/11.1 (EX99/30.2) AUSTRALIA 2000

Miss L Martin is undertaking this tour from 15 March until 17 April 2000. All travel to be paid by Headquarters including internal travel in Australia. It was however agreed to ask all the participating Australian Branches if they would be prepared to contribute towards the cost of additional internal travel. Advice will be requested from our travel agent as to the best way to accommodate the proposed schedule, being aware of the budget limit.

It was agreed that written examination papers be sent to the Branch Secretaries at Perth, Canberra & Adelaide as a deviation from

normal procedure due to the fact that the tour co-ordinator is one of the candidates.

EX00/11.2 (EX99/30.3) JAPAN 2000

The examiners are George Lawson and Gary Morris. The tour co-ordinator will be advised that the new fees will be applicable but not the extra 10 minutes for verbal feedback.

**EX00/11.3 (EX99/40.1)
NEW ZEALAND 2001**

To be discussed at the June meeting.

**EX00/11.4 (EX99/40.2)
NORTH AMERICA 2001**

It was agreed to write to all the North American examiners asking for their availability.

The tour will be discussed at the June meeting.

EX00/12 (EX99/33) EXAMINERS SEMINAR

The Convenor, on behalf of the Committee, thanked Mrs McCausland for all her extremely hard work in preparing and organising this event. It had been most successful and all the participants agreed on the many benefits derived. All comments received were favourable. Mrs McCausland's report will be sent to all examiners and committee members. The salient points were noted.

EX99/13 (EX99/40.8) TRANSLATION OF EXAM PAPERS

It was agreed that the written question paper should always be in English but in some cases confidential translations may be arranged. No translations to be given by Headquarters. The answers can be in the candidates own language but the candidate must arrange for all translations and pay the costs incurred. The co-ordinator must arrange enough time for translations to be done.

Headquarters must be asked for permission in advance. Confidentiality must be respected at all times. On overseas tours the organising committee must administer. An interpreter can also be present at the verbal feedback - once again the candidate must arrange this. Guidelines will be issued.

EX00/14 EXAM RESULT SHEETS

It was agreed to use five columns as recommended at the Examiners' Seminar.

The committee accepted the new form and will review it in one year's time.

EX00/15 EXAMINATION REPORT

It was agreed to use the revised layout and to discuss it further at the next meeting.

EX00/16 SYLLABUS REVISIONS

Further revisions to those tabled were noted. Final revisions will be agreed at the next meeting following the Executive Council's decisions on the examination system report.

EX00/17 PROFICIENCY TEST

The Convenor requested members of the Committee to consider the draft proposal tabled and come back with comments and suggestions for the next meeting. At the next meeting it would be decided which dances to include.

EX00/18 CORRESPONDENCE

EX00/18.1 Geoffrey Selling

The report from Geoffrey Selling for the North American examination tour last year was received and noted.

EX00/18.2 Chieko Koyana

This letter was discussed at the meeting and the Convenor will draft a reply.

EX00/18.3 TAC

The Convenor will reply regarding examination tour organisation.

EX00/18.4 Badenoch & Strathspey Music Festival

An acknowledgement to be sent advising them the letter was considered and giving them a copy of the new adjudicators list.

EX00/18.5 Richmond Branch

A letter to be sent thanking the Branch for its interest in the examination system report and to say the points will be discussed further at the next Executive Council meeting.

DATE OF NEXT MEETING

The next meeting will be held on 10 June at 10.30 hrs.

The Convenor thanked everyone for coming along to this, once again, very busy meeting.

PAPER APART

EXAMINATIONS COMMITTEE 15 JANUARY 2000

EX00/5 POTENTIAL EXAMINERS

It was agreed to ask Mrs Christine Mair, with the agreement of the Summer School Director, to tutor the Preliminary Test once again at Summer School (Course 1). The details were discussed and it was felt this would consolidate her experience.

It was also agreed to ask Dr Ian Hall, with the agreement of the Summer School Director, to tutor one of the examination classes at Summer School. The Committee decided this should be the final time and a decision must then be made.

Background information is to be colated on Mrs Marjorie MacRae and this will be discussed at the next meeting of this Committee in June 2000.

The Royal Scottish Country Dance Society
MINUTES OF MEETING OF EXAMINATIONS COMMITTEE
HELD ON SATURDAY 10 JUNE 2000 AT 10.30 HRS.
AT 12 COATES CRESCENT, EDINBURGH.

PRESENT

Mr B Frazer (Convener), Mrs L Gaul (Chairman), Mr A Mair (Vice-Chairman), Mrs H Frame, Mr A Gray, Mrs E McCausland, Miss L Martin.

IN ATTENDANCE

Mrs E Watt (Minute Secretary).

EX00/19

APOLOGIES

There were no apologies, all being present.

EX00/20

OPENING REMARKS

The Convener welcomed everyone to this, another busy meeting.

EX00/21

MINUTES OF

LAST MEETING

The minutes of the meeting on 15 January 2000, with amendments, had been approved, seconded and ratified at the Executive Council on 13 May 2000.

EX00/22

MATTERS ARISING

(EX00/13)

Translation of exam papers

Following a remit from the Executive Council on 13 May and a letter from Mrs Alice Murphy this was discussed at great length. It was agreed to alter the heading to read "Guidelines for Translations", and to revise the document to include the following:

- Trust and integrity must be shown by all concerned.
- The translator should not be directly involved with the candidate or tutor.
- Papers may be subject to random checks.
- Headquarters will be responsible for the translation of question papers but there will be a charge for this service, which will be decided on a case by case basis.

It was suggested that at Summer School the written exam should take place on the Wednesday morning. The examiners could arrive on Wednesday, thus giving them the afternoon and evening to mark the papers. This request will be put forward to the Summer School Committee.

A register of translators is to be compiled, and Branches will be asked to suggest suitable translators (a letter will be included in the next Branch output).

EX00/23 (EX00/14) EXAM RESULT SHEETS

Feedback should keep coming in for review in January 2001.

EX00/24 (EX00/15) EXAMINATION REPORT

Further revisions are to be made. The Convener agreed to take this on board and a copy will be sent to all members of this Committee for discussion and final agreement at the September meeting. A file is to be retained at Headquarters with the reports.

EX00/25

EXAMINERS

The resignation of Mrs May Yarker had been received and a letter of thanks and appreciation had been sent to Mrs Yarker.

EX00/26 (EX00/5) POTENTIAL EXAMINERS

The Convener pointed out the reduced number of UK examiners since 1984. He informed the Committee that limited availability of examiners caused problems at times and the position could become critical in the next five years. Efforts to appoint new examiners must continue. See paper apart for further details.

EX00/27

COURSES

EX00/27.1 (EX00/10.1)

Course for

Potential Tutors

There are 12 applications for this Course which will take place during Week 4 of Summer School 2000. All arrangements are in hand.

EX00/27.2 (EX00/10.2) Course for Tutors

It was agreed to ask the Summer School Committee if they are prepared to have this Course during Summer School 2001.

EX00/27.3 Course in Teaching Skills

It was agreed this Course would take place on 10/11 February 2001 in Edinburgh. An advert would be placed in the Bulletin. Mrs Johan MacLean would be invited to tutor this and Mr James Gray would be asked to be the pianist. The minimum number of participants was decided at 12 and the maximum 25. Mrs Watt was asked to confirm with the Apex Hotel (Haymarket) rates and cancellation costs.

EX00/28 OFFICIAL TOURS

EX00/28.1 (EX00/11.1) Australia 2000

The report from Miss Lesley Martin was circulated and discussed. On behalf of the Committee the Convener thanked Miss Martin for undertaking this arduous tour.

It was agreed to write to Mr Bruce Clark thanking him for all his work throughout the examination tour.

The Australian Branches will be thanked for their financial contributions.

In future it was agreed that the proposed tour should be defined early on so that a budget can be prepared. The Committee will then consider the funding as required by the Jean Milligan Memorial Fund.

It was agreed that the Secretary of the Branch convening ATA should be asked to organise all these tours separately from Winter School. The Convener then read out the reports from Mrs Elma See and Mrs Morag Napier and the salient points were noted.

Tour guidelines are being prepared for future use.

EX00/28.2 (EX00/11.2) Japan 2000

The reports from Mr George Lawson and Mr Gary Morris were discussed.

The Committee agreed that 5 continuous days of examining should be the maximum recommended. A letter will be sent to the organiser for future reference and also thanking her for the hard work she contributed.

EX00/28.3 (EX00/11.3) New Zealand 2001

The dates were decided to be August/September 2001.

Mrs Helen Frame agreed to undertake her first overseas examination tour.

The New Zealand Examiners (Mrs Madge Laing and Mr Gary Morris) would both be invited to examine on the condition they were not tutoring.

Letters would be sent to New Zealand Branch and to the 2 examiners informing them of the dates projected.

No extra cost was envisaged for the teaching component as this was en route.

EX00/28.4 (EX00/11.4) North America 2001

It was agreed that this tour would take place between mid March and mid May 2001 avoiding 13 April, which is Easter. The dates would have to reflect the availability of the 4 North American examiners, taking into account the school holidays. TAC to be asked to advise by September (next meeting) more definite arrangements. George Lawson will be invited to take on the East tour and Bruce Frazer agreed to take on the West tour.

EX00/29 (EX00/4) BUDGET

The Committee confirmed that expenses are within the expenditure agreed upon.

Budget 2000/01

A request for £760 from the Jean Milligan Memorial Fund for the Teaching Skills course will be remitted to the General Purposes Committee.

EX00/30 (EX00/17) DANCING PROFICIENCY TEST

There was extremely lengthy discussion about the Dancing Proficiency Test.

The Convener expressed surprise that two members of the Committee had voted against the Dancing Proficiency Test at the Executive Council since the idea had received strong support when compiling the review report. Despite doubts by some members of the Committee about the viability of the test being mandatory for the Preliminary Test, it was suggested to try the test out at Summer School 2001. After a trial period, consideration will be given to its role as a preparation for entry into the Preliminary Test course.

The draft proposal was reviewed. Miss Lesley Martin and Mrs Helen Frame agreed to make up a list of nine dances and suggestions for skills exercises and formations. Mrs Elma McCausland agreed to make up a list of the criteria necessary. Details to be finalised at the next meeting in September.

EX00/31 (EX00/16) SYLLABUS REVISIONS

EX00/31.1 Examination Syllabus

As there are only 55 copies in stock it was agreed to print a small number of revised books at Headquarters for Summer School. Committee members were asked to bring any further ideas to the next meeting for discussion.

EX00/31.2 Notes for Tutors

This was deferred until the next meeting. The Convener requested members of the Committee to look at this prior to the next meeting.

EX00/32 (EX00/7) IDTA EXAMINERS

In view of the lack of examiners in the London area Mr Mervyn Short was proposed by Bruce Frazer and it was unanimously agreed to add his name. The Secretary would inform Mr Short and the IDTA of this decision. The decision regarding two further nominations was deferred until the next meeting.

EX00/33 CORRESPONDENCE

EX00/33.1 Victoria Branch

It was agreed to reply to Victoria Branch informing them we will continue to consider their application as an exam centre on a case by case basis. The ruling on a minimum of 6 candidates must be upheld. Cost implications mean each application has to be reviewed individually.

EX00/33.2 Mrs Morag Napier

Mrs Napier would be informed we make every effort to make an expedient reply and her comments had been noted.

EX00/33.3 Mrs Joan Clisham

An acknowledgement would be sent to Mrs Clisham thanking her for her kind comments.

EX00/33.4 Miss Barbara Wood

The Convener had confirmed that recent candidate classes conducted by Susan Nedderman would count towards the rest of the course now being tutored by Miss Wood. The Committee would like to convey their appreciation to the valuable contribution that Mrs Susan Nedderman had given to the Society, in particular her efforts in conducting many examination courses to such a high

standard. Her support to young people in particular will be greatly missed.

EX00/34 ANY OTHER BUSINESS

Stooges
This will be discussed at the next meeting.

EX00/35 DATE OF NEXT MEETING

The next meeting will be held on 23 September at 10.30am.

The Convener thanked everyone for their attendance at another extremely long meeting. The meeting closed at 18.20.

PAPER APART

EXAMINATIONS COMMITTEE 10 JUNE 2000

EX00/25

POTENTIAL EXAMINERS

Mrs Marjorie MacRae

Mr Stanley Wilkie and Mrs Norah Dunn are to be asked for their views on the Preliminary Test examination course Mrs MacRae tutored in 1988.

Mrs Mina Corson and Dr Alastair MacFadyen are to be asked for their views on the Teacher's Certificate examination course Mrs MacRae tutored in 1990.

A letter is to be sent to Mrs MacRae asking her if she is interested in being considered as a potential examiner.

The Summer School Committee will be approached to ask if they would consider having Mrs MacRae tutor one of the examination courses next year. It was also suggested that Mrs MacRae might sit in at a candidate class this year after consultation with the Director of Summer School, the tutor and the candidates.

Mr Malcolm Brown

It was agreed to write to York & North Humberside Branch informing them that this Committee has reviewed various reports in the light of more recent experience and regret having to decline the application of Mr Malcolm Brown for consideration as an Examiner.

A letter will be sent to Mr Brown informing him of the Committee decision. It was agreed he did not have enough depth of knowledge, the quality of presentations was not satisfactory and the knowledge of his candidates was not sufficient.

The Convener will compose a letter and the three examiners on the Committee (Mrs Helen Frame, Mrs Elma McCausland and Miss Lesley Martin) will be sent the draft. Thereafter all members of the Committee will be sent a copy.



The Royal Scottish Country Dance Society

Minutes of Meeting of the Examinations Committee held on Saturday 23 September 2000 at 10.30am at 12 Coates Crescent, Edinburgh

PRESENT:

Mr B Frazer (Convener), Mrs L Gaul (Chairman),
Mr A Mair (Vice-Chairman), Mrs H Frame, Mr A
Gray, Mrs E McCausland, Miss L Martin.

IN ATTENDANCE:

Mrs E Watt (Minute Secretary).

EX00/36

APOLOGIES

There were no apologies, all being present.

EX00/37

OPENING REMARKS

The Convener welcomed everyone to this meeting
and pointed out it was another very long agenda.

EX00/38

MINUTES OF LAST MEETING

Following discussion, an alteration to the minutes
was agreed. It was agreed to re-issue the minutes
with a request to dispose of the originals.
The minutes were then approved by Mrs Gaul and
seconded by Mr Gray.

EX00/39

MATTERS ARISING

(EX00/39.1) Translation of exam papers
The Convener confirmed that the Summer School
Director had agreed to the arrangements for
examiners for this year's (2000) school only.

After discussion, it was agreed to invite the
Summer School Director to attend the next
meeting of this Committee in January, when that
matter would be discussed in the light of
experience. It was agreed all applicants should be
informed on the Summer School application form
that all courses are in English and that the most up
to date examination application forms must be
used.

The Committee noted the contents of a letter from
Mrs Murphy for future reference and agreed that a
copy should be passed to the Summer School
Committee.

The register of translators has been established
with French, German, Italian and Japanese
translators on file.

EX00/39.2 (EX00/24)

Examination Report

After lengthy discussion it was agreed to
discontinue with this form. It was agreed to send
a letter to examiners along with the other
information, requesting them to inform
Headquarters of any unusual incidents or issues
that occur. This information must be returned
along with the final results.

EX00/40

EXAMINERS

The Secretary was asked to add e-mail addresses
and update telephone numbers and postal codes to
both the lists of examiners and adjudicators.

EX00/41

POTENTIAL EXAMINERS

See paper apart.

EX00/42

COURSES

EX00/42.1 Potential Tutors
Mr Frazer submitted his report which concluded it
had been a most successful course with all the
participants' comments being favourable. It is
hoped it will become a regular feature at Summer
School.

EX00/42.2

Tutors

Confirmation from the Summer School
Committee that this can be included in Week 2
(Course 1) of Summer School 2001 is awaited.
Mrs Helen Frame has agreed to tutor the course
with a musician chosen by the Director of
Summer School.

EX00/42.3

Teaching Skills

All arrangements were well in hand for this.
Unfortunately Mrs MacLean was unable to accept
the invitation to tutor this course but Mrs Elma
McCausland has kindly agreed to undertake this
task and Mr James Gray has agreed to be the
musician. An application form will be prepared
for the next branch output, and a supply will be
available at the AGM and Executive Council. It
will also appear on the web site. The Course will
be held on 10-11 February 2001 in the Apex
Hotel, Edinburgh and will run from Saturday

morning to Sunday afternoon inclusive with fees paid by the Society. Participants will be expected to pay travel and accommodation costs. The course fees were agreed and are shown on a paper apart.

**EX00/43 OFFICIAL TOURS
EX00/43.1 GUIDELINES**

The Convener agreed to complete the draft guidelines on Overseas Exam Tours. This will be sent to all examiners with the minutes for comment.

A proposal to include Japan in the examination schedule was agreed.

EX00/43.2 New Zealand 2001

All the invited examiners had agreed to undertake this tour. In addition, Mrs Frame agreed to undertake tutors' seminars. There will be 3 or 4 examination centres and we await further details from New Zealand. The dates will be arranged in conjunction with Mrs Frame.

EX00/43.3 North America 2001

All the invited examiners had accepted the invitation to participate.

Letters had been received from the Vancouver Branch and the Thistle Summer School and it was agreed to suggest that they contact TAC.

TAC were to be asked to name their co-ordinator, the number of centres and the exact dates (preferably before Easter).

EX00/44 BUDGET

It was noted that expenditure for 1999-2000 was within the forecasted expenditure.

**EX00/45 DANCING PROFICIENCY
TEST**

With a few minor amendments the draft was agreed for the above.

The criteria were agreed.

It was agreed the result sheet should be in the form of a tick list to include all the criteria. It was agreed that a talk to the candidate at the end was not necessary.

The pass/fail criteria would be discussed at the next meeting.

An examination fee of £15 payable to Headquarters was agreed.

A fee of £1 per candidate was agreed as the examiner's fee.

Mrs Frame, Miss Martin and Mrs McCausland were thanked for their hard work on this project.

EX00/46 SYLLABUS REVISIONS

EX00/46.1 Examination Syllabus

It was decided to have the Examination Syllabus reprinted with minor alterations. Committee members would receive a copy and a note would go out to course organisers that changes have been made and advising candidates to have the latest version in their possession.

EX00/46.2 Notes for Tutors

As there is a large stock of books, it was agreed to have an addendum printed and pasted into this publication. Extra copies of this addendum would be available for those already possessing a copy.

EX00/47 IDTA EXAMINERS

IDTA had confirmed that the name of Mr Mervyn Short had been added to their list and thanked the RSCDS for all their assistance.

A recommendation for Mr Graham Donald was considered and was unanimously agreed. A letter would be sent to IDTA asking them to add Mr Donald's name to their list. Notification of this decision would also be sent to Mr Donald.

A further nomination will be held in reserve for future consideration.

EX00/48 VOLUNTEERS

A note from Mrs Brenda Burnell will be forwarded to the Summer School Committee with a recommendation that volunteers should be of a standard to cope with dances given to candidates.

EX00/49 CORRESPONDENCE

EX00/49.1 Stanley Wilkie (10/7/00)

The Committee considered this letter and a reply will be sent.

EX00/49.2 Pamela Cook (30/7/00)

It was agreed to write and say that the idea of a correspondence course was not practical.

EX00/49.3 Ron Taylor (7/8/00)

It was decided to write to Mr Taylor pointing out to him his questions were answered in the Examination Syllabus.

With regard to his question on insurance, the letter would be passed on to the appropriate committee.

EX00/49.4 Dr Wilson Nicol (26/8/00)

This letter will be discussed at the next meeting.

EX00/49.5 Christine Mair (17/9/00)

A reply would be sent to Mrs Mair informing her that the whole question of verbal feedback would be discussed at the next meeting. The syllabus

would be revised to clarify the requirements for additional dancing of steps.

EX00/49.6 Alan Mair (17/9/00)

The Committee were all given copies of this letter to consider and asked to bring their comments back to the next meeting.

EX00/50 COMMITTEE DATES 2001

The Committee accepted the schedule but asked that consideration of future schedules should allow ratification of proposals within the term of the committee. A fourth meeting may be necessary.

EX00/51 DATE OF NEXT MEETING

The next meeting will be held on 13 January 2001 at 10.30am.

The Convener thanked everyone for their patience and input over the past year. Mr Frazer reported that a lot of headway had been made. Mrs Watt was given special thanks for her co-operation.

Mrs Gaul thanked the Convener for his chairing of the meetings in 2000.

The meeting closed at 18.10.

PAPER APART

EXAMINATIONS COMMITTEE 23 SEPTEMBER 2000

EX00/41

POTENTIAL EXAMINERS

Mrs Marjorie MacRae

It was agreed to arrange a meeting with an examiner to discuss the full implications as requested by Mrs MacRae.

Mr Malcolm Brown

The Committee noted the comments in his letters.
The matter is now closed.

Dr Ian Hall

A report from Mr George Lawson was read out with regard to the tutoring of the Teacher's Certificate class at Summer School this year.

It was unanimously agreed to invite Dr Hall to become a potential examiner. The Summer School Director would be approached to ask if it would be possible to accommodate this at Summer School 2001. This invitation is dependant upon the number of applications received for the examination classes and can be for either Course 1 or Course 2.

Mrs Christine Mair

Based on a report from Summer School 2000 it was agreed that Mrs Mair requires more experience before being considered as a Potential Examiner.

The Director of Summer School would be asked if it would be possible for Mrs Mair to tutor a Teacher's Certificate class at Summer School 2001 subject to sufficient numbers.

Mr Mair was not present during the consideration of Mrs Mair.

EX00/42.3

Course in Teaching Skills

Mrs Elma McCausland has agreed to direct this course and Mr James Gray will be the musician.

The agreed fees are as follows:-

Tutor	£120.00
Musician	£70.00.



The Royal Scottish Country Dance Society

Minutes of Meeting of the Examinations Committee
held on Saturday 13 January 2001 at 10.15am
at 12 Coates Crescent, Edinburgh

PRESENT:

Mr B Frazer (Convener), Mr A Mair (Chairman),
Mrs J Martin (Vice-Chairman), Mrs L Gaul
(Immediate Past Chairman), Mrs H Frame, Mr A
Gray, Mrs E McCausland, Miss L Martin.

Mrs MacLean, Director of Summer School joined
the meeting at 11a.m.

IN ATTENDANCE:

Mrs E Watt, Mrs J MacLean (part only).

EX01/7 SUMMER SCHOOL

The move of the written paper to Wednesday
morning to accommodate translations had caused
difficulties for both tutors and staff.

EX01/1 APOLOGIES
There were no apologies, all being present.

It was agreed that the written paper would revert
to Wednesday afternoon and examiners would be
accommodated on the Wednesday evening.

EX01/2 OPENING REMARKS
The Convener welcomed all Committee members
back again for a further year and extended a
special welcome to the Vice-Chairman on her
first Examinations Committee meeting.

It was agreed that each translator translates not
more than 2 papers at any one examination. This
will be added to the Guidelines for Translations.

He reminded everyone of the confidential nature
of the discussions.

Once again there was a very full agenda and the
possibility of a further meeting may have to be
considered.

The examiners must have all translated papers by
first thing on the Thursday morning.

The practical examinations should be based on
realistic timetables with time for change over and
examiners should do their best to adhere to them.
Continual assessment and distance learning will
be considered at the next meeting.

EX01/3 MINUTES OF LAST MEETING
The minutes of the meeting on 23 September
2000 had been approved and seconded at the
Executive Council.

Opportunities to help non-qualified teachers need
to be considered at a later date.

Mrs MacLean's views on the verbal feedback
were noted for discussion later in the meeting.

EX01/4 MATTERS ARISING
EX01/4.1(EX00/46.1) Examination Syllabus
It was confirmed that the new Examination
Syllabus is now available at a cost of £3. All
Committee members received a copy.

It was agreed that the following courses would
take place:

<u>Summer School 2001</u>	Week 2
Tutors Course	

EX01/4.2(EX00/46.2) Notes for Tutors
The addendum is now ready and has been inserted
in the current stock. A copy of this publication
was also given out to all members.

<u>Summer School 2002</u>	Week 4
Teaching Skills Course	

EX01/5 EXAMINERS
The list of examiners with updated addresses,
telephone numbers and e-mails was given to
Committee members.

Mrs MacLean confirmed that the Summer School
Committee would be happy to accept suggested
names for staffing and would accommodate these
wherever possible. The Convener expressed the
Examination Committee's appreciation of this
decision.

EX01/6 POTENTIAL EXAMINERS
See paper apart.

The Dancing Proficiency Test will take place at
Summer School 2001, in weeks 1 & 3, for one

afternoon, with a musician from the Summer School staff.

An additional fee of £5 to cover charges for the hire of the hall and the musician will be levied. The Test will be open to everyone. It should be included on the form that numbers may have to be restricted.

Mrs MacLean left the meeting at lunch time.

EX01/8 COURSES

EX01/8.1 Teaching Skills 2001

There had been an overwhelming response with 42 applications received to date. Costs are more than the budgeted amount. The Jean Milligan Memorial Fund will be asked to finance 20 applicants plus tutor and musician.

The first 20 applications received had been accepted on a first come, first served basis. There was discussion about the applications and it was agreed that in future there should be a selection process. It was agreed to write to the unsuccessful applicants advising them of the next course at Summer School 2002.

Hotel arrangements are to be confirmed by Mrs Watt.

EX01/8.2 Tutors' Course Summer School 2001

It was confirmed that this Course would take place during Week 2 with Mrs Helen Frame as Tutor.

It was agreed there would be a minimum number of 10 and a maximum number of 14.

Preference will be given to those who have not attended tutor courses before.

EX01/8.3 Potential Tutors Course 2002

It was agreed this would be a weekend course taking place in February/March 2002.

The venue is still to be decided and the tutor will be decided at the next meeting. The cut-off date for applications will be 1 December 2001. This course will be advertised in the Bulletin, the Web and the Secretaries' Update.

EX01/9 TOURS

EX01/9.1 North America

It had just been confirmed from the TAC co-ordinator that there are to be 5 centres on the east coast and 3 on the west. The final dates are to be finalised shortly. There was some discussion about whether to use one or two examiners and Mrs Watt will look into the travel costs.

A letter had been received from the Thistle Group and a reply will be sent informing them that it is policy for the Examinations Committee to decide on the examiners. A group cannot request certain examiners. This decision is reached after the application for examination is received. As this is a four year and the dates do not coincide, the group would have to pay all the examiners' expenses. Copies of the letters will be sent to TAC.

EX01/9.2 New Zealand 2001

This tour will take place from 25 August until mid-September. Exact dates remain to be confirmed. Flight prices will be obtained.

EX01/10 BUDGET

EX01/10.1 2000-01

The proposed budget has been reduced by £675 to £6,000. Costs amounting to £232 had been carried over from tours in 1999-00.

EX01/10.2 2001-02

A proposed budget for 2001-02 and planning forecasts to 2004-05 were discussed.

It was agreed to submit the proposed budget dated 06/01/01 to the Finance Committee for consideration.

EX01/11 DANCING PROFICIENCY TEST

The Convener was thanked for all his hard work on this project.

It was agreed that an administrative charge may have to be added to the examination fee. The set charge of £15 is for HQ administration and examiner's fees. A charge for the musician and examiner's transport and accommodation should be added where appropriate. The organising body would be responsible for setting this charge.

Final amendments to the syllabus and criteria checklist were agreed.

A copy of the final guidelines will be sent to all examiners.

It was agreed that the pass mark should be 75% and that a copy of the result sheet should be given to the candidate.

The application forms would go on the Web and be included in the next branch output and other mailings.

For the launch at Summer School 2001, two examiners will preside with the longer term

intention to use one examiner appointed by the Committee plus one experienced teacher approved by the Committee.

EX01/12 EXAMINATION REPORT

An analysis of examination results from mid 1996 to the present showed the following:

Average	PT	TC
Pass rate	75%	79%
Number of candidates	118pa	74pa
20-25 year age group	8%	7%

A recent small sample showed a spread of results across the full spectrum ("A" to "E") with most results better than the median ("C").

The convener will complete the analysis for the full sample.

EX01/13 TOUR GUIDELINES

This discussion was postponed until the next meeting. All replies from examiners should be at HQ by the end of March.

EX01/14 EXAMINATION RESULT FORM

The comments already received were noted. Mr A Gray agreed to take on the task of reviewing this form which will be discussed with a view to its revision at the next meeting.

EX01/15 REVIEW OF VERBAL FEEDBACK

It was unanimously agreed to discontinue with this practice and concentrate on improving feedback through the tutor and result sheet.

This proposal will now be taken to the Executive Council in May and would be effective immediately if ratified.

Mrs Jean Martin excused herself from the meeting at this point.

EX01/16 YOUTH COMMITTEE CO-ORDINATOR

It was agreed that the liaison person representing this Committee should be Mrs Jean Martin.

EX01/17 STRATEGIC PLAN

This subject was postponed until the next meeting when it would be reviewed fully. The members of the Committee were asked to consider how it applied to this Committee and what action should be taken.

EX01/18 CORRESPONDENCE

EX01/18.1 Wilson Nicol (26/8/00)
A reply will be sent confirming that the Poussette be left as it is, the men starting on the left foot. The Chairman agreed to reply.

EX01/18.2 Alan Mair (17/9/00)

It was suggested that the correct teaching of the phrasing and covering of reels of three be drawn to the attention of the Summer School teachers.

EX01/18.3 Berks/Hants/Surrey/Border Branch (5/10/00)

It was agreed to meet their request for the examination dates.

EX01/18.4 Louise Fordyce (11/11/00)

Permission to sit the Teacher's Certificate at Summer School 2001 was given. The Committee felt justified in agreeing to this request as Louise is using her PT pass to advantage.

EX01/18.5 Ulla Petersen (29/12/00)

Copies of this letter were distributed to the Committee. Members were asked to consider the contents and bring their thoughts back to the next meeting.

EX01/18.6 Christine Mair (6/1/01)

Mrs Mair's acknowledgement to previous correspondence was noted. It was agreed that no further action was necessary.

EX01/19 ANY OTHER BUSINESS

The Summer School Committee is to be asked to clarify its use and availability of the form for assessment of potential teachers.

EX01/20 DATE OF NEXT MEETING

The next meeting will be held on 9 June 2001 at 10.15am.

The Convener thanked everyone for their attendance and he in turn was thanked.

The meeting closed at 5.50pm.



The Royal Scottish Country Dance Society

**Minutes of Meeting of the Examinations Committee
held on Saturday 9 June 2001 at 10.15am
at 12 Coates Crescent, Edinburgh**

PRESENT:

Mr B Frazer (Convenor), Mr A Mair (Chairman),
Mrs J Martin (Vice-Chairman), Mrs H Frame, Mr A
Gray, Mrs E McCausland, Miss L Martin.

IN ATTENDANCE:

Mrs E Watt.

APOLOGIES:

Apologies were received from Mrs L Gaul
(Immediate Past Chairman).

EX01/21 OPENING REMARKS

The Convenor welcomed everyone to the meeting
and pointed out that once again there was a lengthy
agenda to get through.

EX01/22 MINUTES OF LAST MEETING

The minutes of the meeting of 13 January 2001 were
approved and ratified at the Executive Council on
12 May 2001.

EX01/23 MATTERS ARISING

EX01/23.1 (EX01/4.1) Examination Syllabus
Members of the Committee were given the
addendum slip to place in their copies of the
Examination Syllabus.

EX01/23.2 Executive Council Minutes (34)

It was pointed out that the wording of the suggestion
should be "the same translator should translate the
same two questions". The Committee recommended
that Mrs Clement's idea that the translator should
translate the same two questions be applied.

EX01/23.3 (EX01/7) Distance Learning

Consideration will be given to producing a support
material pack.

**EX01/24 EXAMINERS &
POTENTIAL EXAMINERS**

The Convenor asked everyone to inform
Headquarters of their e-mail addresses. An updated
list of Examiners would be sent out with these
minutes.

Potential Examiners – See paper apart.

EX01/25 COURSES

EX01/25.1 Teaching Skills 2001 (February)

A report from Mrs McCausland, the Course
organiser, was circulated and she agreed to write an
article for the Bulletin. It was suggested that Mrs
Frame consider the recommendations of the report
in planning the Course at Summer School 2001.

**EX01/25.2 Teaching Skills 2001
(Summer School)**

The Tutor's Course at Summer School had been
cancelled due to lack of numbers. It was decided by
the Summer School Committee and Headquarters
staff to run a Teaching Skills Course in its place.
Mrs Helen Frame had agreed to tutor this. At the
moment there were 24 applications which the
Committee agreed should be the limit. The
Convenor stated it was most encouraging to see the
interest shown by so many members.

**EX01/25.3 Tutors Course
(February 2002)**

It was agreed that this Course should take place on
9/10 February 2001. Lesley Martin agreed to be the
Tutor and several names were suggested as
musician. Mrs Watt would contact them for
availability.

The deadline for applications is to be 1 December
2001. It was agreed to provisionally book the Apex
Hotel, Haymarket. Other venues would be
considered and discussed at the next meeting. It
was agreed that Edinburgh is the most suitable
location.

It was agreed that a request for funding of £1000 for
the Tutor's and musician's fees and conference
facilities would be remitted to the Jean Milligan
Memorial Fund.

Candidates would be charged a fee to cover any
other costs. There would be 10-14 participants. This
Course would be advertised in the Bulletin, on the
Web, at Summer School and the AGM.

EX01/25.4 Future Policy & Schedule

It was agreed there should be a class limit on numbers at all courses.

Course fees would be decided on a case by case basis.

Participants must be prepared to pay their own travel, accommodation and food.

It was agreed to change the cycle of Courses as follows:-

- Teaching Skills Course – annually, starting at Summer School 2002.
- Potential Tutors and Tutors Course (combined) – bi-annually, from 2002.

The combined tutoring course is intended for those interested in tutoring candidates and would be open to all – inexperienced or those already involved.

EX01/26 EXAMINATIONS & OFFICIAL TOURS

EX01/26.1 North America 2001
Reports from the participating Examiners were circulated with the Agenda. It was agreed that all correspondence from Headquarters should specify the latest versions of all the relevant documentation.

EX01/26.2 Thistle School
Two overseas examiners have been appointed to undertake this examination. The timetable is still to be confirmed.

EX01/26.3 New Zealand 2001
Arrangements are all in hand for the Tour to take place between 21 August and 7 September 2001.

EX01/26.4 Japan 2002
The three Japanese Branch Secretaries are to be contacted in writing asking if they wish to hold examinations and who the organiser will be.

EX01/26.5 South Africa 2002
The South African Branch Secretaries are to be contacted in writing requesting information regarding examinations and organisation.

A letter had been received from Mr Malcolm Gillespie requesting that Harare be included in the Tour. A reply will be sent stating that Harare will be taken into account and he would be advised further when further details and the identification of the organiser have been received.

EX01/26.6 Tour & Co-ordinator Guidelines
The Convenor thanked all the examiners (including overseas examiners) who had sent in comments. Documentation had been circulated and he suggested this document now be used. A copy would be sent to all Examiners, TAC, ATA and tour co-ordinators (when known).

It was agreed to issue the documents with the following amendments:

- Organiser to book internal flights for examiners.
- Photocopied documents to be colour coded for Preliminary Test and Teachers' Certificate

It was agreed that the Australian Tours would be scheduled for August/September.

EX01/26.7 Policy re selection of Examiners

It was agreed to print a notice in the Bulletin emphasising that Examiners for candidate exams are appointed by the Examinations Committee and application should be made to Headquarters in good time.

It was agreed to write to all Examiners stating that written comments must be given on all result forms.

EX01/26.8 Notes for Tutors

It was agreed that Tutors were entitled to be present at the examinations but should not give written comments to candidates. A revision to "Notes for Tutors" will be drafted for approval at the next meeting.

EX01/26.9 Examination Fees

It was decided to leave the Examination Fees as they stand for this year. From 1 July 2002 it was decided by a majority vote to increase them as follows:-

Preliminary Test	£10.00
Teacher's Certificate	£15.00

EX01/27 BUDGET

The Committee agreed to add an Examiners' Seminar to the proposed budget for 2003/04.

Expenditure to date was within the proposed budget. Now that budgets were prepared in-house it was hoped that monthly figures would be more readily available.

EX01/28 DANCING PROFICIENCY TEST

Final changes to the checklist were agreed.

A copy of the syllabus would be sent to all members of the Examinations Committee and examiners.

Candidates will be advised that the examiners will choose the dances.

The checklist is to be given out 7 days before the Test. Summer School candidates would receive this at Registration and others would be posted. Examiners would also receive this from the Summer School Office. In future it will be incorporated in

the Syllabus. A certificate for this Test would be designed at Headquarters.

EX01/29 EXAMINATION REPORT
The Convenor had undertaken a survey and reported the following pass rates:

Average	PT	TC
Pass rate	74%	79%
Number of candidates	93pa	57pa

There were very few under 25 year olds and lowering the age has not made any difference. The 5 columns on the Results Sheet had been used.

EX01/30 REVIEW OF EXAMINATION RESULT FORM

The Convenor proposed that a group meet before the September meeting to finalise this form. Mr A Gray was thanked for all his hard work and he agreed to continue with the help of Mr B Frazer and Miss L Martin. It was agreed that 4 columns were sufficient. This form should be ready for the Executive Council in November. All examiners should feel free to submit their comments in writing by the middle of July.

EX01/31 VERBAL FEEDBACK

It was agreed to write to all examiners asking them to give us their ideas on verbal feedback as discussed at the Executive Council. Replies should be received at Headquarters by the middle of July. Proposals will be combined with the review of the result form.

EX01/32 YOUTH COMMITTEE

Mr Mair attended the meeting on behalf of Mrs Martin who was ill. Andrew Kellet was negotiating with interested bodies. Mrs Martin will follow up the Telford College Course - Higher in Dance Practice. No further action was necessary at this stage.

EX01/33 STRATEGIC PLAN

The Convenor read out a proposal from Mrs J Martin and the Committee agreed to take this forward. This plan was being discussed by all the Committees. Mrs Martin was thanked by the Convenor for all her hard work. Mrs Martin agreed to complete a grid and send it to Headquarters to go out along with the minutes of this meeting together with copies of the plan. The Committee were asked to forward any comments to the Convenor by the end of July. This plan would be discussed in more detail at the next meeting.

EX01/34 CORRESPONDENCE

EX01/34.1 U Petersen (29 Dec 00)
A reply would be sent to Mrs Petersen pointing out that:

- More use was being made of the Web site
- Support material is currently being considered

- The Committee agreed that the title "Core Programme" was used too frequently in different respects.
- Help for non-qualified teachers is being considered.

EX01/34.2 J Black (7 February 01)
Members of the Committee were given copies of this letter and all the comments were noted.

EX01/34.3 F Murray (11 May 01)
A reply would be sent stating that the instructions for the Pas de Basque in the Manual are correct with the jete on the 3rd beat.

EX01/34.4 E Warburton (13 May 01)
A reply would be sent pointing out that "handing" is considered to be part of the criteria and is marked on the results sheet.

EX01/34.5 Vancouver Branch (30 Apr 01)
The Convenor read out a letter of thanks for the North American Tour.

EX01/35 ANY OTHER BUSINESS
EX01/35.1 Funding

A request had been received from North West Craven Branch for a grant of £375 for forthcoming examinations. This will be forwarded to the General Purposes and Finance Committees for consideration.

EX01/35.2 Syllabus for Beginners
This publication will be reviewed by the 2001/02 Committee. A stock figure of these would be advised together with an estimate of how long this stock would last.

EX01/36 DATE OF NEXT MEETING
The date of the next meeting is 22 September 2001. The Convenor thanked everyone for their attendance at this meeting and reminded them that the meeting scheduled to take place in June 2002 would now take place on 16 April 2002.

The meeting closed at 6pm.

The Royal Scottish Country Dance Society
**MINUTES OF MEETING OF EXAMINATIONS COMMITTEE
HELD ON SATURDAY 11 AUGUST 2001
AT SUMMER SCHOOL, ST ANDREWS.**

Present: Mr Bruce Frazer (Convenor), Mr A Mair (Chairman), Mr A Gray, Mrs E McCausland,
Miss L Martin.

Attending: Mrs E Watt.

The sole business of the meeting was to consider the report from the assessment panel concerning the appointment of Dr Ian Hall as an examiner.

The Convenor presented the report.

The Committee agreed unanimously to accept the panel's recommendation that Dr Ian Hall's name be added to the list of Society examiners.



The Royal Scottish Country Dance Society

Minutes of Meeting of the Examinations Committee
held on Saturday 22 September 2001 at 10.15am
at 12 Coates Crescent, Edinburgh

PRESENT:

Mr B Frazer (Convenor), Mr A Mair (Chairman),
Mrs J Martin (Vice-Chairman) Mrs L Gaul
(Immediate Past Chairman), Mrs H Frame, Mr A
Gray, Mrs E McCausland, Miss L Martin.

IN ATTENDANCE:

Mrs E Watt (Minute Secretary).

APOLOGIES

There were no apologies, all being present.

EX01/37

OPENING REMARKS

The Convenor welcomed everyone to the meeting. He pointed out that once again it was a very full agenda and some of the items may involve lengthy discussions.

EX01/38

MINUTES OF LAST MEETING

EX01/38.1

9 June 2001

With three minor adjustments (the date of the Tutors' Course should be 9/10 February 2002 and that of the April meeting should read the 13th and under EX01/32 the words "Telford College Course" should be deleted) the minutes were approved by Miss Martin and seconded by Mrs Martin.

EX01/38.2

11 August 2001

It was noted that in future all Committee members would be notified of all meetings. The minutes of the meeting were approved by Mr Gray and seconded by Miss Martin.

EX01/39

MATTERS ARISING

EX01/39.1 (EX01/23.1) Examination Syllabus

It was agreed that the wording on the addendum slip for the Teacher's Certificate be altered to match the wording for the Preliminary Test. New correction slips are to be issued.

EX01/39.2 (EX01/23.2) Translation Guidelines

The guidelines were revised in accordance with the Executive Council Minutes in time for Summer School.

EX01/40

EXAMINERS & POTENTIAL EXAMINERS

The updated list of Examiners was distributed to the Committee.

Potential Examiners

See paper apart.

EX01/41

COURSES

EX01/41.1

**Teaching Skills 2001
(Summer School)**

Mrs Frame read out her report. The participants had been enthusiastic and hard working and were motivated to reassess their approach to preparation and their methods of presentation. The Vice-Chairman reported very positive feedback from the Course.

The Convenor thanked Mrs Frame for running such an excellent Course.

EX01/41.2

Tutor's Course 2002

Miss Martin confirmed she was able to undertake this Course and Mr Mackay had agreed to be musician. Request for funding has been sent to the General Purposes Committee for £1000. An additional contribution of £15 per head from the participants will be required to cover costs. Various quotes were given by Mrs Watt and it was agreed to go ahead with booking the Apex Hotel at Haymarket. Applications should be received by 1 December and the Course will be cancelled if sufficient interest is not forthcoming. If this is the case, the Committee would need to address the question of Tutors' Courses at the January meeting.

It was agreed to send a remit to the General Purposes Committee regarding the timely issue of publicity in the Bulletin and website as it affected advertising of courses and therefore numbers. Mrs Gaul would be visiting Dance Base shortly and would report on it as a suitable future venue.

EX01/41.3

Teaching Skills Course 2002

The Convenor read out a remit from the Summer School Committee stating that a Teaching Skills Course would not take place at Summer School

2002. After a great deal of discussion it was suggested to organise a Teaching Skills Course in the autumn of 2002 as it was unanimously agreed the Teaching Skills Courses were a great success. This will be discussed further at the January meeting.

EX01/41.4 **Course Staff**
Payment Rates

It was agreed that, for budgeting purposes, fees of £12 per hour of class time plus expenses would be included for the Director and musicians of courses.

EX01/41.5 **Warm-ups**

It was agreed to support the Publications & Research Committee with their recommendation of producing a book on the subject of Warm-ups. This Committee would like to participate in any practical trials and see a draft copy of the booklet.

EX01/42 **EXAMINATIONS & OFFICIAL TOURS**

EX01/42.1 **Thistle School**
The report received from Gary Morris was noted. There was an issue arising from this report regarding the physical fitness of candidates and this subject will be discussed at a future meeting.

EX01/42.2 **New Zealand 2001**

The Convenor thanked Mrs Frame for undertaking this trip. Mrs Frame read out her report. In addition to examinations, there had been 4 general classes and 2 workshops for teachers. It was agreed to discuss the possibility of sending a musician on future overseas tours as it was felt this would benefit the dancers and the teacher.

EX01/42.3 **Japan 2002**

An e-mail message from Japan was read out by the Convenor requesting that the Tour be postponed until 2003. This was agreed with the proviso that they then revert back to the schedule. The Finance Committee would be informed of the budget implications.

EX01/42.4 **South Africa 2002**

As there seems to be insufficient numbers for an examination tour it was agreed that an extension tour should go ahead in August/September 2002. A UK examiner is to be confirmed.

EX01/42.5 **Australia**

It was agreed to reply to a letter received from Melbourne Branch informing them that there is a tour scheduled for 2003.

EX01/42.6 **TAC**
The Convenor will respond to a letter received from J'ina Middleton thanking her for her comments on the 2001 tour.

A letter had been received from TAC informing the Committee of their next examinations on 7-10 August 2002. The appointment of Elmor Vandegrift was confirmed as the North American Examiner. A list of possible UK examiners was drawn up.

EX01/43 **BUDGET**
EX01/43.1 **2000/01**

The Convenor was pleased to report that income exceeded budget due to more exams taking place. Expenses were well within budget with meeting expenses below the predicted level, and he thanked the members present for their contribution in this regard. UK examinations costs were approximately half the forecast.

EX01/43.2 **2001/02**

There was no report on expenditure available as yet. Proposed changes to the budget reported by the Finance Committee were noted.

EX01/44 **DANCING PROFICIENCY TEST**

EX 01/44.1 **Summer School**

The Dancing Proficiency Test was piloted during Summer School, Weeks 1 & 3. In week 1 there were 17 participants and 9 participants in week 3. There was an overall 34% pass rate, the average mark being 57. The marks ranged from 26 - 81. Mrs Martin reported on comments made on the Strathspey net and there were also several written reports from participating dancers. The Committee discussed the whole process at length. It was agreed to drop the "pass/fail" criteria and design new certificates with these being issued to all taking part. The name "Dancing Proficiency Test" would be retained on the certificate and the rewording will state "has undertaken" with no mark shown. It was also agreed to retain three test dances but dispense with the unseen dance as this did not add value to the test. These changes along with a number of points of clarification will be incorporated in a draft revision of the syllabus which will be presented at the next meeting.

EX01/44.2 **Leeds Branch**

A request had been received to undertake a Dancing Proficiency Test and it was agreed that they should go ahead with this in December 2001.

EX01/44.3 **Winter School**
Subject to agreement of details with the Winter School Director, a flyer advertising the Dancing Proficiency Test would be prepared and sent out with the next mailing to all school applicants.

EX01/44.4 **Easter School**

The Youth Committee have decided not to organise a Dancing Proficiency Test at the first Easter School. Whilst the Committee were disappointed with this decision they understood the reasoning behind it.

EX01/45 **EXAMINATION REPORT**

The Convenor reported the pass rates have stayed the same although the number of candidates per annum is dropping. The average is currently 99pa for the Preliminary Test and 60pa for the Teacher's Certificate. As the trend is decreasing we will have to look at the income for future budgeting.

EX01/46 **RESULT FORM & VERBAL FEEDBACK**

Mr Frazer, Mr Gray and Miss Martin produced the following proposal:

- 1) Candidates will be given the choice whether or not they wish verbal feedback. This will be added to the application form. The organisers will be responsible for allocating the extra time required.
- 2) The feedback will be given at the same time as at present.
- 3) The result form will be revised to provide a more comprehensive tick list with no need for written comments. Miss Martin had produced two samples of the assessment form for consideration. The Convenor thanked Miss Martin for this excellent work. It was agreed to rename the form "Assessment Form. Two alternatives will be prepared for consideration by the Committee.

The Committee will finalise details at the January meeting.

EX01/47 **STRATEGIC PLAN**

Mrs Martin was asked to give her comments on the draft document submitted on behalf of the Committee. She stated that this would be a large document with possibly the full document being of interest only to the Executive Council. All the suggestions may not be immediately achievable but can be on-going. The Committee agreed that the Strategic Plan was beneficial especially in view of committee memberships changing. The draft document was reviewed and will be updated.

by the Convenor and sent to Mrs Martin by the beginning of November.

It was agreed that Headquarters should hold a register of current teachers on their database. It was decided to write to all Branch secretaries requesting a list of their current teachers (practising or not) with the date of gaining their full certificate.

EX01/48 **NOTES FOR TUTORS**
An addendum introducing a new clause 46a was agreed.

EX01/49 **SQA QUALIFICATIONS**

Mrs Martin read out correspondence and confirmed that the dancing qualification is going ahead. Mrs Martin had sent a copy of the RSCDS Proficiency Test syllabus to the SQA and agreed to continue with the liaisons. The Convenor thanked Mrs Martin for all her work.

EX01/50 **CORRESPONDENCE**
EX01/50.1 **Brian Harry (undated)**

It was agreed to write to Mr Harry acknowledging his note and pointing out that the Teaching Skills Course had been introduced as a refresher course. The production of a register of teachers is being undertaken but the control of the use of the Teachers' Certificate was not considered to be practical.

EX01/50.2 **Peter Marshall (11/7/01)**

A letter expressing his appreciation of the examiners' encouraging remarks was received from Mr Marshall in connection with the recent examinations at Leicester.

EX01/51 **OTHER BUSINESS**

EX01/51.1 **Continuous Assessment of Teacher Candidates**

The Convenor stated that he would like the Committee to give serious consideration to the contents of a letter from Mrs Anita Mackenzie. Mrs Mackenzie will be informed that the Committee has noted the matter for discussion in its Strategic Plan objectives.

EX01/51.2 **Youth Committee**

A remit from the Youth Committee outlining its plans for Children's Tests within the RSCDS had been received. The Examinations Committee confirmed its agreement to inform selected children's teachers of the plans and will forward a list of teachers including some overseas to the Youth Committee.

EX01/52 DATE OF NEXT MEETING

The next meeting will be held on 12 January 2002 at 10.15am.

The Convener stated that this was the last meeting of the present Committee and thanked Mrs Watt and all members for their help, hard work and long hours.

Mrs Gaul thanked the Convener for his chairing of the meetings in 2001.

The meeting closed at 17.48hrs.

PAPER APART

EXAMINATIONS COMMITTEE 22 SEPTEMBER 2001

EX01/40 POTENTIAL EXAMINERS

Mrs Marjorie MacRae

Mrs MacRae's name would be kept on file pending further reports.

Mrs Christine Mair

Mrs Mair tutored the Teacher's Certificate class at Summer School this year. The Committee considered a joint report by the two examiners (Mr Bill Ireland and Mrs Elma McCausland). It was agreed to consider Mrs Mair's position following her tutoring of a course which she has undertaken for Dunfermline Branch and in the meantime she will be asked for an up-to-date CV of her dancing.

Mrs Ann Dix

Reports had been received from the four examiners who had examined Mrs Dix's candidates and these were considered by the Committee. It was agreed to write to Mrs Dix informing her the Committee recommends attendance at a Tutor's Course and more experience in teaching beginners and intermediate dancers along with more experience of tutoring further examination courses before a final assessment is made.



The Royal Scottish Country Dance Society

**Minutes of Meeting of the Examinations Committee
held on Saturday 12 January 2002 at 10.15am
at 12 Coates Crescent, Edinburgh**

PRESENT:

Mr B Frazer (Convenor), Mr A Mair (Chairman),
Mrs J Martin (Vice-Chairman), Mrs H Frame, Mr
A Gray, Mrs E McCausland, Miss L Martin.

Mrs Mina Corson had resigned as an Examiner
and a letter had been sent thanking her for all her
work.

IN ATTENDANCE:

Mrs E Watt.

EX02/4.2 Potential Examiners
See paper apart.

APOLOGIES

There were no apologies all being present.

EX02/5 COURSES
EX02/5.1 Tutor's Course 2002

The minimum number of 10 participants had been
reached. It was felt that the slow response was
mainly due to poor publicity and the website not
being updated. It was noted that the long term
plan is for the website to be controlled by
Headquarters. It was agreed that serious thought
must be given to future advertising i.e. flyers in
appropriate mailings and the web. Assistance of
£880 has been agreed from the Jean Milligan
Memorial Fund which covers the costs of the
tutor and musician plus £20 for each delegate.
The participants had been asked to contribute £45
each. It was agreed that late applications would
be accepted, up to a maximum of 14.

EX02/1 OPENING REMARKS

The Convenor welcomed everyone to the first
meeting of the new session. The Committee
membership was unchanged, which would
provide continuity. It was regretted that some
items on the agenda may have to be postponed
until the next meeting.

It will be suggested to the General Purposes
Committee that an awareness exercise be
considered on the possible uses of the Jean
Milligan Memorial Fund – it may be available for
individual's attendance at Courses.

EX02/2 MINUTES OF LAST MEETING

The minutes of the meeting of 22 September 2001
had been approved and ratified at the Executive
Council on 17 November, 2001.

EX02/5.2 Teaching Skills Course 2002
It was agreed to hold this on 26-27 October 2002
in Glasgow. Mrs Watt would prepare costings
for the next meeting. Possible names were agreed
for the posts of tutor and musician and they would
be contacted for availability. The minimum
number was agreed at 10 with a maximum of 18.
This course would be advertised on the web site
and included in branch mailings. Funding would
be sought from the Jean Milligan Memorial Fund.

EX02/3 MATTERS ARISING
EX02/3.1 (EX01/50.1) DATABASE OF TEACHERS

Mrs Watt reported that there had been 504 replies
to date. It was agreed to incorporate on the
database a record of Tutor's Courses and
Teaching Skills Courses attended.

EX02/3.2 (EX01/51.2) YOUTH COMMITTEE
Information on children's tests in New Zealand
had been passed to Mrs Fiona Turnbull.

EX02/3.3 SQA
Mrs Martin had been assured that the points
raised would be taken into consideration at their
meeting next week. The name RSCDS will be on
the units as points of reference.

EX02/4 EXAMINERS & POTENTIAL EXAMINERS

EX02/4.1 Examiners
An updated list of Examiners was circulated to
members of the Committee.

EX02/5.3 Teaching Skills Course – Edinburgh Branch
The Convenor will reply to the communication
from Edinburgh Branch recommending that the
tutor is someone with wide teaching experience
and offering any assistance required.

Mrs Frame & Mrs McCausland agreed to prepare recommended guidelines including minimum and maximum numbers of 10 and 18 respectively and the requirement for a report by the Branch for the next meeting. These will be available to any Branch.

Permission will be requested from the applicants to add their names to the teachers' database.

EX02/6 EXAMINATIONS & OFFICIAL TOURS

EX02/6.1 Forthcoming UK Examinations
Details of forthcoming examinations at the following Branches were announced:-
Roxburgh, Selkirk & Peebles

Ayr
Dunfermline
North West Craven.

EX02/6.2 South Africa 2002
Pretoria Branch are to be the organising Branch. Mrs Watt will ask for further details including the exam centres, numbers of candidates, whether live music would be available and which centres would like a teaching visit. A reply would be requested by the end of January. The Committee regrettably agreed that, in the present circumstances, Zimbabwe would not be included. Ian Hall has agreed to undertake this tour. The availability of Margo Monteith is to be confirmed.

EX02/6.3 TAC 2002
Mrs Helen Frame has been invited to be the UK examiner and has accepted

EX02/6.4 Japan 2003
It was agreed to write to the 3 Japanese Branches with the dates as proposed by Tokai Branch (3/5 May 2003) asking for written confirmation of dates and the name of the tour co-ordinator.

EX02/6.5 Australia
It was agreed to write to Melbourne Branch again asking if they received our letter and stating we look forward to receiving a reply giving us the current position.

EX02/7 BUDGET
EX02/7.1 SORP 2000
The Convenor had received a copy of the SORP 2000 regulations. It is understood that the budgets submitted by the Committee fulfil the requirements.

EX02/7.2 2001-02
Expenditure was within budget. It was noted that the budget should however be increased by £1,895 to account for North American Tour costs carried forward.

EX02/7.3 2002-03
The proposed budget was read out by the Convenor and was agreed by the Committee with one minor amendment. This will now be passed to the Finance Committee.

EX02/8 EXAMINERS SEMINAR 2003/04
The Committee were asked to consider this and bring their ideas back to the next meeting. Funding would be discussed.

EX02/9 EXAMINATION REPORT
The Convenor reported that candidate numbers had dropped slightly over the last six years.

Average	PT (2000)	TC (2000)
Number of candidates	99 (118)	61 (74)
Pass rate	74% (75%)	79% (79%)

EX02/10 CANDIDATE ASSESSMENT FORM
After lengthy discussion it was agreed that Draft "A" be adopted with amendments. It was agreed to send the amended form to all examiners for comments by the April meeting.

EX02/11 STRATEGIC PLAN
The Convenor tabled a status report of the plan agreed at the last meeting. Mrs Martin reported on the meeting she and the Examinations Convenor had with Moray House representatives on 11 January 2002. She confirmed that Scottish Country Dancing was on the schedule for BE PE Year 3 options. They are considering using the Proficiency Test. Mrs Martin concluded by saying it had been a most constructive meeting.

EX02/12 WARM-UP BOOKLET
The Publications & Research Committee are preparing this booklet. Three members of this Committee attended a meeting on 11 January 2002 at the Manor School of Ballet. Miss Martin gave her report. They had been shown various exercises for the young, teenagers and adults. Although they were ballet orientated she felt the exercises for the youngsters were fine but the others would have to be adapted to fit our needs. The Convenor thanked Miss Martin for her report and added that the Convenor of Publications & Research will write notes and give them to the Ballet School for approval. The Publications &

Research Committee are to produce a draft copy of suitable exercises which this Committee will see.

EX02/13 REVIEW OF PUBLICATIONS
The following decisions were made regarding publications:-

Index to Formations - This is the responsibility of the Publications & Research Committee.

Syllabus for Beginners - Would be retained but not updated in view of the present large stock.

Examination Syllabus - To be reviewed and discussed at the next meeting.

Notes for Tutors - To be left as it is.

The Manual - To be updated. The chapters were divided amongst the Committee and would be reviewed at the April meeting.

Core Programme for Tutors - To be left meantime and reviewed next year (2002-03).

Glossary of Standard Dance Terminology - Publications & Research Committee to be asked for sight of the update.

Dancing Proficiency Test Syllabus - To be discussed at the next meeting.

Music Book by Pat Clark - Copies to go out with the April agenda for discussion at the next meeting.

EX02/14 CORRESPONDENCE
EX02/14.1 E Gray (26 September 01)
The contents of this memo have been noted but no changes to current practices are envisaged.

EX02/14.2 D Gray (29 November 01)
It was agreed to reply pointing out that verbal feedback is undergoing continual development and future decisions may be affected by the proposed new management structure.

EX02/14.3 S Trafford (15 October 01)
Mrs Trafford to be thanked for drawing the Committee's attention to the situation with Adult Education tutors and contact to be made with Northumberland County Council.

EX02/14.4 May Chen (29 November 01)
It was agreed to write to the American teacher for a confidential report.

EX02/15 DANCING PROFICIENCY TEST
Topics raised in a letter received from Paris Branch had been discussed at the AGM Open Forum and responded to by the Convenor in a letter.

A letter had also been received from David Queen and it was agreed to acknowledge this and state that his comments had been noted for the current review.

Mrs Frame gave her report on the Dancing Proficiency Test at Leeds in December 2001.

A letter had been received from Mr R Taylor to which Mrs Martin had already replied.

No reply regarding the Dancing Proficiency Test at Winter School 2002 had been received from the school director. The Summer School Committee meets on 19 January when a decision may be reached regarding the test at this year's Summer School. This will therefore be discussed at the next meeting.

Due to time constraints, the planned review of the test had to be postponed until the next meeting.

EX02/16 DATE OF NEXT MEETING
The date of the next meeting is 13 April 2002.

It was agreed to hold an extra meeting on 8 June 2002.

The Convenor thanked everyone for their attendance.
The meeting closed at 5.15pm.
The Convenor was thanked.



The Royal Scottish Country Dance Society

**Minutes of Meeting of the Examinations Committee
held on Saturday 13 April 2002 at 10.15am
at 12 Coates Crescent, Edinburgh**

PRESENT:

Mr B Frazer (Convenor), Mr A Mair (Chairman),
Mrs J Martin (Vice-Chairman), Mrs H Frame, Mr
A Gray, Mrs E McCausland, Miss L Martin.

IN ATTENDANCE:

Mrs E Watt

APOLOGIES

There were no apologies, all being present.

EX02/17 OPENING REMARKS

The Convenor welcomed everyone to the meeting. The Dancing Proficiency Assessment was to be top priority.

EX02/18 MINUTES OF LAST MEETING

The minutes of the meeting of 12 January, 2002 were approved by Mr A Gray and seconded by Mrs H Frame.

EX02/19 MATTERS ARISING

EX02/19.1 (EX02/3.3) SQA
Recognition of the Society is acknowledged through reference to the Manual and inclusion of a contact address. Mrs Martin was thanked by the Convenor for all her work.

EX02/19.2 Moray House

Mrs Martin reported there was nothing to add to the notes on the meeting with Dr Phyll Early. Moray House have ordered some of the Dance Scottish packs.

EX02/19.3 (EX02/12) Warm-Up Booklet

The Convenor reported that the Warm-Up Booklet is progressing through Publications Committee but is expected to take some time yet.

EX02/20 LIST OF EXAMINERS

The Convenor announced with regret that Mr Bill Little had decided to retire. He expressed appreciation for all the work Mr Little had undertaken for the Society. A letter had been sent thanking Mr Little for his contribution to the RSCDS.

It was agreed that an updated list of examiners would be sent out to all examiners along with these minutes.

The policy of selecting potential examiners would be considered at the next meeting.

EX02/21 COURSES

EX02/21.1 Tutor's Course 2002

Miss Martin reported that there were 11 attendees and that they all participated fully in all sessions. She stated that the extended time of 2 days was much better than the day course. Aspects of the Course had to be prioritised. Mr Mackay gave a most informative talk with many questions being asked and answered. The venue was satisfactory. Miss Martin was thanked for her work and a letter of thanks had been sent to Mr Mackay. This Course was administered within budget.

EX02/21.2 Teaching Skills Course 2002

Mrs Johan MacLean had agreed to tutor this Course and Miss Dorothy Hamilton had agreed to be the musician. It was agreed that the fees for both tutor and musician would be the same as for the Tutor's Course.

Mrs Watt read out several quotations for a suitable venue in Glasgow and a final decision was reached, dependent upon an inspection by Mrs MacLean.

The General Purposes Committee have provided funding of £650 for the costs of the tutor and musician and the Committee is very grateful for this.

This Course will be advertised to all Branch Secretaries in the next Branch output. The Committee was assured that the Web site would be updated as soon as possible.

EX02/21.3 Teaching Skills Course – Edinburgh Branch

Edinburgh Branch has received some funding to organise their own Course.

Guidelines for applications for the Jean Milligan Fund are to be issued by the General Purposes Committee.

EX02/21.4 Guidelines for Teaching Skills Course

Mrs Frame and Mrs McCausland requested more time to prepare these guidelines and it was agreed they will have a draft ready to go out with the agenda for the June meeting.

EX02/22 EXAMINATIONS & OFFICIAL TOURS

EX02/22.1 South Africa 2002
Unfortunately all the potential examination candidates had withdrawn. A grant had been requested from the General Purposes Committee to have a missionary tour. The General Purposes Committee suggested that consideration be given to a South African teacher undertaking a teaching tour if no examinations were to take place in the near future. The co-ordinator had been asked if there would be sufficient candidates to hold an examination tour in 2003 but she could not confirm this, at this time. It was agreed to ask them for an update and discuss the matter further at the next meeting.

EX02/22.2 Japan 2003
An e-mail had just been received confirming they would appoint a co-ordinator and confirm the dates at their next meeting on 12 May. This tour would be discussed at the next Examinations Committee meeting.

EX02/22.3 Australia
Headquarters have been informed that Melbourne are going ahead with their own examinations. Confirmation of details is awaited.

EX02/22.4 ATA
A letter from the Australian Teachers Alliance had been received requesting information on the next scheduled examination tour. It was agreed to write to ATA enclosing a copy of the "guidelines for examination courses" and informing them that the Committee would be pleased if their course could be integrated with the tour. The examination tour is scheduled to take place August/September 2003.

EX02/23 BUDGET
The Examination Committee expenses are within budget although there will be costs to take into consideration for the extra meeting in June. The Finance Committee have agreed to credit the costs of the North American exams carried forward from the 2000-01 budget.

EX02/24 DANCING PROFICIENCY ASSESSMENT

EX02/24.1 Review
Some members of the Committee regretted the decision of the Executive Council that the Pass/Fail criteria would be discontinued.

The new title of Dancing Proficiency Assessment was agreed unanimously.

When more experience of the assessment had been gained its use within the Society would be considered further.

It was agreed by a majority decision to have a Reel OR a Jig, a Strathspey and formations.

Mr Mair was excused from the meeting at this point.

Agreement was reached that normally a Dancing Proficiency Assessment for 8 candidates would take approximately 3 hours.

Revisions to the various documents were agreed. The Convenor will draft guidelines for organisers and examiners to be considered at the next meeting.

It was agreed to use 1 examiner and 1 experienced teacher (chosen by this Committee) and both to be called assessors.

Mrs Watt was excused from the meeting at this point.

EX02/24.2 Previous Tests
It was agreed that dancers who had previously undertaken the test would be issued with the revised certificate and their grade would be given in a covering letter.

EX02/24.3 Summer School
The Summer School Committee has agreed to make provision for DPAs during weeks 1 and 3 of the school. The Summer School Committee will provide a hall and musician whilst the Examinations Committee will be responsible for all other arrangements including stewarding.

EX02/25 EXAMINERS SEMINAR
Consideration will be given to holding an Examiners' Seminar in 2004. Suggestions for topics of discussion are invited by copy of these minutes.

EX02/26 PUBLICATIONS
Examination Syllabus – Mrs McCausland agreed to prepare a draft revision to be sent out with the agenda for the next meeting.

Manual – Those approached had all agreed to review different sections of the Manual. Some required clarification as to what was required and these will be responded to. Draft revisions are required to be lodged at Headquarters not later than 19 August 2002.

Dancing Proficiency Assessment – Refer to EX02/24.1 above.

Music Notes by Pat Clark – The Committee recognised the work put into preparing this booklet and considered it could be helpful to teacher candidates. No further action will be taken by this Committee.

EX02/27 CANDIDATE ASSESSMENT FORM
Due to time restraints, the planned review of this form had to be postponed to the next meeting.

EX02/28 CORRESPONDENCE
A letter dated 13 March 2002 from M Frost would be acknowledged.

EX02/29 OTHER BUSINESS
A question regarding the payment of musicians for the Dancing Proficiency Test at Summer School 2001 was raised. The Convenor pointed out that the additional charge over the test fee was to cover costs incurred by the organising body. In this case the test had been administered within the Summer School organisation.

EX02/30 DATE OF NEXT MEETING
The date of the next meeting is 8 June 2002.

The Convenor thanked everyone for their attendance.

The meeting closed at 5.45pm.



The Royal Scottish Country Dance Society

**Minutes of Meeting of the Examinations Committee
held on Saturday 8 June 2002 at 10.15am
at 12 Coates Crescent, Edinburgh**

PRESENT:

Mr B Frazer (Convenor), Mrs J Martin (Vice-Chairman) (until 4.55), Mrs H Frame, Mr A Gray, Mrs E McCausland, Miss L Martin.

IN ATTENDANCE:

Mrs E Watt.

APOLOGIES

Apologies were received from Mr A Mair (Chairman).

EX02/31 OPENING REMARKS

The Convenor welcomed everyone to this extra meeting.

EX02/32 MINUTES OF LAST MEETING

The minutes of the meeting of 13 April 2002 had been approved at the Executive Council meeting on 11 May 2002.

EX02/33 MATTERS ARISING
EX02/33.1 (EX02/21.2) Teaching Skills Course 2002

It was noted that the £650 was to cover all course overheads.

EX02/33.2 (EX02/19.2) Moray House
Mrs Martin reported that the matter had been followed up and a response was awaited.

EX02/34 EXAMINERS & POTENTIAL EXAMINERS

EX02/34.1 Madge Laing
Madge Laing of New Zealand has intimated her wish to retire with immediate effect. A letter has been sent to Mrs Laing thanking her for her services to the RSCDS. An updated list of Examiners was circulated.

EX02/34.2 List of Examiners
The Committee discussed the appointment of new examiners and how to accelerate the process whilst maintaining standards. It was decided each member of the Committee should submit their ideas to Mr Gray who offered to co-ordinate this

project. Committee members were requested to forward any proposals to him by 24 August 2002.

EX02/34.3 Potential Examiners
See paper apart.

EX02/35 COURSES
EX02/35.1 Teaching Skills Course 2002

Mrs Watt reported that this Course was now organised as far as the venue, tutor and musician were concerned although further investigations regarding the arrangements for the piano would be made. It was agreed that the application forms and an advertising notice would be ready for Summer School.

EX02/35.2 Teaching Skills Guidelines
The draft guidelines prepared by Mrs Frame and Mrs McCausland will be considered at the next meeting.

EX02/36 EXAMINATIONS & OFFICIAL TOURS
EX02/36.1 Policies

It was agreed that a policy should be made in the eventuality that an examiner takes ill or is delayed travelling to the venue of an examination. A reserve examiner will be appointed for all examinations. In a last minute emergency, after consultation with the tutor, the Convenor of the Examinations Committee should be contacted to confirm that one Examiner can continue with the examination.

Due to budget restraints, it was decided that all overseas examinations should take place during the official tour schedule, otherwise all costs will have to be borne by the organising group.

EX02/36.2 South Africa 2003
It was agreed that a non examining tour should be "teaching" and not "missionary". There was nothing new to report.

EX02/36.3 **Japan 2003**
Dates have been fixed for 26 April - 12 May 2003. It was agreed to ask all the UK examiners for their availability for all tours in 2003 so that planning can proceed at the next meeting.

EX02/36.4 **Melbourne & District 2002**
It was reported that this examination was going ahead in June 2002 with six Preliminary Test candidates.

EX02/36.5 **Australia 2003**
The committee agreed to ATA's request to schedule the tour in June 2003.

EX02/36.6 **Leicester Branch**
Leicester Branch has indicated its intention to organise a candidate course starting in October 2002.

EX02/36.7 **Thistle School**
A request had been received from the Thistle School USA to hold a Full Certificate course. It was decided to write and ask them to clarify their status as regards being an officially recognised examination centre. (A copy of the latest examination tour guidelines will be sent to them.) It will also be pointed out that there is an official examination tour of North America scheduled for next year.

EX02/37 **CANDIDATE ASSESSMENT FORM**
The new amended form was agreed. This new form will be used for the first time at Summer School 2002 and guidelines will be issued to the examiners.

EX02/38 **DANCING PROFICIENCY ASSESSMENT**
It was pointed out that there was only 1 application for Week 1 at Summer School and 3 applications for Week 3. It was decided to write to the applicants informing them that because of the low numbers the assessment may not take place. A poster will be prepared for Summer School to see if this generates more interest before a final decision is made whether or not to continue. The rate for the musician was agreed.

EX02/39 **EXAMINATION SYLLABUS**
Mrs McCausland was thanked for her work in the preparation of this amended syllabus. Changes to the Preliminary Test were agreed including a note at the end stating that the Dancing Proficiency

Assessment was now available to all RSCDS members and may be helpful to potential candidates. (It is not a pre-requisite for the test). Further discussion on the revisions for the Teachers' Certificate and prescribed dances was deferred until the next meeting.

It was also agreed to discuss at a later date the training of non-certificated teachers.

EX02/40 **CORRESPONDENCE**
Due to time constraints this item was deferred to the next meeting.

EX02/41 **DATE OF NEXT MEETING**
The date of the next meeting is 21 September 2002.

The Convenor thanked everyone for their attendance.

The meeting closed at 5.55pm.

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EXAMINATIONS COMMITTEE 8 JUNE 2002

EX02/34.3 **POTENTIAL EXAMINERS**

Mrs Marjorie MacRae
Mrs McCausland reported that Mrs MacRae had requested that her name be removed from the list of Potential Examiners.

Mrs Christine Mair
It was agreed to invite Mrs Mair to be assessed as a Potential Examiner at the next opportunity.



The Royal Scottish Country Dance Society

**Minutes of Meeting of the Examinations Committee
held on 21 September 2002 at 10.15am
at 12 Coates Crescent, Edinburgh**

PRESENT:

Mr B Frazer (Convenor), Mr A Mair (Chairman),
Mrs J Martin (Vice-Chairman), Mrs H Frame, Mr
A Gray, Mrs E McCausland, Miss L Martin.

IN ATTENDANCE:

Mrs E Watt.

APOLOGIES

There were no apologies, all being present.

EX02/42 OPENING REMARKS

The Convenor welcomed everyone to this the last meeting of this Committee in its present form. It was pointed out to the Committee that the records must be made clear to pass on to the next Committee.

EX02/43 MINUTES OF LAST MEETING

The minutes of the meeting of 8 June were proposed by Mr Gray and seconded by Mrs Frame.

EX02/44 MATTERS ARISING

EX02/44.1 (EX02/33.2) Moray House
Mrs Martin confirmed that Scottish country dancing would be included in the 2002-03 BED course. Informal contact has also been made with Jordanhill.

EX02/44.2(EX02/36.1) Policies

With respect to the minute it was agreed that, when contact with the Convenor is not practical, it is important to proceed with the examination on the examiner's own initiative and to inform Headquarters of this decision as soon as possible.

EX02/44.3(EX02/37) Candidate Assessment Form

The new Candidate Assessment Forms were used at Summer School.

EX02/45

**EXAMINERS &
POTENTIAL EXAMINERS**

EX02/45.1 Selection of Potential Examiners

Mr Gray gave a summary of his report and the Convenor thanked him for all his hard work.

Method 1 - The idea of a mock exam was noted but there will be no further action at this stage.

Method 2 - It was agreed that Potential Examiners could be considered at Branch examinations as well as at Summer School. The following stages were agreed:

Stage 1 - Nominated Potential Examiners should satisfy the published criteria in EX300/1.

Stage 2 - Potential examiners will sit in on examinations preferably at both levels, shadowing the examiners, listening to their deliberations and talks to candidates. Discussion will take place with the examiners on what they have seen so that the potential examiners are learning from the process. There should be no more than one potential examiner at each examination.

Stage 3 - Potential Examiners will be assessed according to documented procedures.

Revision of the Criteria in document EX300/1

It was decided to leave this as "work in progress" along with the longer term ideas contained in Mr Gray's report.

It was agreed that documents EX300/1 and EX301/1 be updated to allow assessment of Potential Examiners at centres other than St Andrews Summer School.

EX02/45.2

Potential Examiners

See paper apart.

EX02/46 COURSES

EX02/46.1 Teaching Skills Course 2002

Mrs Watt reported that, to date, 7 applications had been received and that all the arrangements had been made. It was agreed that holders of the Preliminary Test may also apply. The deadline was extended until 19 October 2002.

EX02/46.2 Teaching Skills Guidelines
The draft guidelines were approved with some additions.

EX02/47 EXAMINATIONS & OFFICIAL TOURS

The Convenor reported the following averages over the past 7 years:-

Average	PT (2001)	TC (2001)
Number of candidates	95 (99)	56 (61)
Pass rate	74% (74)	79% (79)

EX02/47.1 South Africa 2003
In reply to an e-mail from Martyn Nickless, it was agreed that Margo Monteith cannot be used as tutor and examiner. It was felt the one candidate should apply for funding from the Jean Milligan Fund but noted that a reply to earlier communications from the General Purposes Committee was outstanding

EX02/47.2 Japan 2003
An e-mail received from the Japanese co-ordinator confirmed the schedule for the exams. The number of candidates will be confirmed at the end of November.
It was agreed that the candidate who passed the Preliminary Test in April 2001 will be permitted to sit the Teacher's Certificate.

EX02/47.3 Australia 2003
ATA's request for a tour in June 2003 will be confirmed in writing.
An enquiry about the tour will be referred to the tour co-ordinator.

EX02/47.4 Thistle School
It was agreed to write to the Thistle School suggesting they affiliate to the RSCDS to qualify as a recognised examination centre.

EX02/47.5 UK Branches
Examination Courses are currently being undertaken by the following Branches with the examinations to take place during 2003:-
Aberdeen
Cambridge & District
Newcastle-upon-Tyne & District.

EX02/47.6 Summer School 2002
A letter had been received from one of the examination candidates and it was agreed to send copies to the tutor and examiners.

A letter had also been received from the teacher of one of the examination candidates and copies would likewise be distributed.

A memo had been received from the Deputy Director of Summer School in connection with the examination procedure. It was agreed to write to the Summer School Committee suggesting they draw up guidelines for Summer School exams taking account of previous committee decisions (eg the written paper, re-sits, volunteers). The Examinations Committee would like to see the draft copy of these guidelines.

EX02/47.7 INTERPRETERS
It was agreed to write to the Summer School Committee stating that the practice of allowing interpreters to be present during the practical teaching exam should not be allowed to continue as it was considered to be discriminatory.

EX02/48 BUDGET
The current figures were not available.
The Convenor confirmed that the expenditure in the last financial year was within budget as far as he could tell.

EX02/49 DANCING PROFICIENCY ASSESSMENT
The Convenor reported that the Summer School Week 1 assessment was cancelled as only 3 applications were received. The Week 3 assessment went ahead with 6 candidates. The meeting with the candidates, steward and assessors was helpful. The pianist (Peter Shand) was well prepared. The 6 assessments took place in 2 hours. The marks ranged from 60% to 85% with the average being 74%. It was agreed that the result bands were realistic. In future it was decided that the Assessor must inform the pianist if the course is cancelled.

EX02/50 EXAMINATION SYLLABUS
Revisions to the Teachers' Certificate were agreed.
The following changes to the prescribed dances were agreed:
Preliminary Test
Omit: The Scotch Circle, Fair Donald, Sandy O'er the Lea
Add: Milton's Welcome, Brechin Lassies. Mrs Stewart's Jig
Teachers' Certificate
Omit: Glasgow Country Dance, Up in the Air
Add: The Chapman, Follow me Home

The new dances will be applicable for examination courses commencing on or after 1 June 2003.

It was agreed to ask Publications & Research Committee to produce new sets of leaflets and CDs for the exams. A new sticker would be inserted in the Examination Syllabus.
Mrs McCausland was thanked for all her work in this regard.

EX02/51 MANUAL
Proposed revisions have been submitted by those involved. Some gaps have yet to be completed. It was agreed to write to the Publications & Research Committee suggesting a joint working party be set up. It will be suggested that 2 members of Publications & Research Committee and 2 members of Examination Committee form this working party and that Alastair MacFadyen be invited to chair the working party.

The draft should be completed by 30 April 2003 and proof read by the working party.

EX02/52 STRATEGIC PLAN
The Strategic Plan was discussed and updated by the Convenor.

EX02/53 CORRESPONDENCE
EX02/53.1 Sheila Barnes (16 June 02)
Comments on the cost of becoming certificated were noted.
The Committee recommends that the incoming Committee consider the implications of costs in the structuring of exams.

EX02/53.2 Publications & Research Committee (11 April 02)
The query re "Dean Bridge of Edinburgh" - hands are not required to be given as it does not specify in the instructions. All adjudicators will be advised of this as this dance often appears in competition festivals.

EX02/53.3 Paul Cross (29 August 02)
The Convenor will reply referring Mr Cross to the Manual.

EX02/53.4 Elma See (19 September 02)
A letter will be sent to Mrs See confirming that the ruling still stands that candidates must be at least 22 years of age to sit the Teacher's Certificate.

EX02/53.5 Lydia Hedge (19 September 02)
A letter of thanks will be sent advising her that her comments have been noted. Ideally later feedback would be desirable but it is not practical.

EX02/53.6 Mrs Fraser (23 August 02)
A letter would be sent advising of the locations of the current examination courses.

EX02/54 ANY OTHER BUSINESS
There was no other business.

EX02/55 DATE OF NEXT MEETING
This was the last meeting of this Committee in its present form.
The first meeting of the Education & Training Committee would be 23 November 2002.

The Convenor concluded by pointing out that this Committee had worked well together for 2 years. Mr Frazer expressed his appreciation for all the input by everyone, particularly in coping with a very heavy workload. Working together had been a most satisfactory experience, hard work but enjoyable.

Miss Martin thanked the Convenor for all his work.

The meeting closed at 5.20pm.

