

# COVID EXAMINATION POLICIES - 2022

APDA is fully committed to face-to-face and/or video examinations. The following protocols and policies apply for examinations, refunds, credits and unforeseen circumstances during Covid times:

## Examinations During Covid

Face-to-face examinations will take place if permitted under government guidelines.

Examination venues and people attending the examination venue are required to follow government health and safety requirements.

Studios can request for an examiner to wear a face mask even if not mandatory. Studio owners should request this at the time of contacting the examiner **prior** to examinations.

If physical distancing is a requirement at the time of examinations, studios should mark/tape the floor accordingly to enable examination candidates to distance easily.

## Examination Disruption due to Covid

If dance schools are unable to operate due to government restrictions during examination dates, APDA will work with the dance studio to reschedule examinations as soon as possible (within the following 12 months) with face-to-face rescheduled examinations or by video submission examinations.

If an examiner is affected by travel restrictions meaning that the examiner cannot attend the planned examination day, APDA will work with the dance studio to reschedule examinations as soon as possible (within the following 12 months) with face-to-face rescheduled examinations or by video submission examinations.

If an examiner contracts Covid or has symptoms and cannot be replaced by another examiner at short notice, APDA will work with the dance studio to reschedule examinations as soon as possible.

## Credit & Refund Policy

If examinations are deferred to a new date (due to Covid government restrictions) and a student has a legitimate reason for being unable to sit their examination on the **rescheduled** date, they can apply for a credit for their next examination. This credit needs to be applied for by email from the dance studio owner within 30 days of the examination date. The reason must be genuine and reasonable to be accepted by APDA.

Candidates who are unable to sit examinations due to **sickness or injury** (including **Covid related illness**), can apply for a medical refund through the existing procedure online. A \$20 administration fee applies to all refunds. This online medical claim form must be submitted by dance studio owners and a medical certificate is required.

Candidates who are unable to sit examinations due to a requirement to **self-isolate** in accordance with government guidance, can apply for a credit for their next examination the following year. This credit needs to be applied for by email from the dance studio owner within 30 days of the examination date.

Refunds are not given for lack of attendance, change of mind or other reasons.