



GENERAL GUIDELINES

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Updated 1st September 2022

GUIDELINES & REGULATIONS

1. This Syllabus issued September 2020, should be used for all examinations between 1 September 2020 and 31 August 2023 and replaces all previous issues.
2. Online entry is the preferred method of examination entry. Alternatively, an examination entry form may be obtained from NEA or from a local representative.
3. **Payment to be made by BACS transfer, on request by debit card secure link or by Cheque.** Payment will be due within 7 days of the invoice date and strictly no later than 2 weeks before the date of examinations.
4. Alternatively, the manual entry form must be completed and sent with **1 payment as above covering the collective entry fee** to the local representative or to NEA. Please note if more than 1 payment is submitted an appropriate surcharge will be made by NEA.
5. Examinations will, wherever practicable, be held at a time and centre chosen by the Teacher. **All arrangements for examinations must be made through the NEA office.**
6. The last day for receipt for electronic entries for examinations is **4 weeks** prior to the examination date. The last day for receipt of postal entries for examinations is **6 weeks** prior to the examination date. Thereafter late entries will only be accepted at the discretion of the Examinations Director.
7. Approved late entries will be surcharged at 20% of the original examination fee for each such Learner. No entry, or changes to entries already received will be accepted less than 2 weeks before the examination date.
8. Changes to names, grades or disciplines within 2 weeks of the examination date is subject to a surcharge of £20 per amendment, as is any change from one session to another. All changes must be made in writing.
9. A **Cancellation Fee of £50.00** will be charged for Examination Sessions cancelled less than **4 weeks** prior to the previously booked Examination Session Date. **All cancellations must be received in writing (or by e-mail) to the Examinations Director.**
10. A Learner unable to attend owing to illness must send a medical certificate to NEA. No refund of the examination fee will be made but Learners may attend the next available examination session on payment of a further 50% of the current fee. **Learners absent**



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for any other reason may only enter again upon payment of the full fee. In no circumstances will fees be returned.

11. The name of the Learner, as shown on the entry form, will be used to produce all examination reports and certificates. **Names must be submitted as they are to appear on the certificates** Any errors in the certificates because the name has been incorrectly spelt or due to the entry form being illegible will only be rectified at a fee of £5.00 per certificate. (All Teachers are encouraged to use the online entry form through the website to facilitate processing). **Entries will only be accepted online or on the NEA official entry forms.**
12. Learners for either the Associate or Licentiate Diploma must have gained the Gold Medal for the same subject at least six months prior to the Diploma examinations.
13. The presentation of a wrong piece **will** result in disqualification. A Learner may re-enter for the same grade on payment of the appropriate fee.
14. The Examination Centre should be opened 30 minutes prior to commencement of Examinations to allow the Examiner access to set-up for examinations.
15. Each Learner will be notified of the date and time on which they must attend for their examination. **THEY MUST ATTEND AT LEAST 15 MINUTES BEFORE THEIR SCHEDULED TIME.**
16. The time allocated for each Examination includes time for the Examiner to complete the Report Form.
17. Learners should bring clean copies of their selections with them.
18. A clear copy of all selections to be performed in any Diploma must be forwarded to the NEA office at the time of submitting entry.
19. For Grade 5, 6, 7 and 8 Interview Technique, Teachers must submit the Learner's C.V with entry.
20. For Grades 6 – 8 a minimum age of 15 is recommended.
21. The examination may be ended at any time at the discretion of the Examiner. **THE DECISION OF THE EXAMINER IS FINAL.**
22. Information about lodging an appeal against a result is contained in our document **NEA Enquiries and Appeals Policy and Procedure** which is available on request and on the website. Initial enquiries about any appeal must be made in writing, enclosing



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a copy of the Examiner's Report Form. NEA has a **Malpractice Procedure**, a copy of which can be obtained on request or from the website.

23. A basic Teacher's Notes are available upon request (electronic or hard copy).
24. Examiners will in no case examine their own pupils.
25. A Learner who enters for more than one grade in one subject must be examined in the lower grade first. If the Learner fails to pass the lower grade examination then both the fee and the right to enter for the higher grade examination are automatically withdrawn.
26. Those Learners who have gained the Diploma of Associate or Licentiate of the NEA are entitled to append the letters "A.N.E.A." OR "L.N.E.A." after their names.
27. Those Learners who have gained a previous Diploma may within 2 years be eligible to use modules as Accredited Prior Learning for the LNEA in the same discipline.
28. When a Learner's examination fee is received by NEA, such a Learner's examination immediately becomes controlled by these regulations.
29. As theory is introduced for discussion in a simple but progressive way, it is expected that Learners will always have knowledge of theory for any **previous** grades. Therefore Examiners may, on occasions, ask questions about theory relating to previous grades.
30. **Costume, make up and props** are not necessary in any of our Examinations, but, for acting, Learners may wear:
 - appropriate footwear
 - a practice skirt
 - a shawl or hat
31. Learners may use **hand props** such as:
 - a fan
 - a bag
 - an umbrella
 - a walking stick
32. The maximum number of Learners who may be entered into a Group Examination is 8.
33. There is no limit to the number of Learners that can be entered into Filmed Group Performance Examinations.



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34. The use of **visual aids** in a presentation for an examination such as Public Speaking or Interview Technique is perfectly acceptable. It is important that these aids **enhance** rather than **detract** from the talk.
35. Overseas Learners taking exams at a centre outside the British Isles may, if they wish make substitutions as set out, appropriate to the grade being taken.
36. NEA reserves the right to issue medals in other than precious metals.
37. NEA reserves the right to change the design of the Certificates it issues.
38. **Learners with Special Needs.** NEA welcomes these Learners to the examinations. Teachers **must** inform the office at the time of entry and should telephone to discuss any particular requirements. A copy of both **NEA's Disability and Special Needs Policy** and **NEA's Reasonable Adjustments and Special Considerations Policy and Procedures** are available from the website.
39. NEA provide examinations in **Communication** for Learners with specific disabilities, special needs or other disadvantages, which are tailored to the Learner's particular abilities.
40. NEA can arrange for examinations to be taken in both Welsh and Gaelic in certain circumstances. This must be discussed and arranged with the Examinations Director prior to entry.
41. NEA can arrange for examinations to be held in approved centres outside the UK. Please contact the Examinations Director to discuss and arrange such a session.
42. NEA reserves the right to record any online examinations for moderation and training purposes. These recordings will be deleted after one year.
43. NEA reserves the right to record random face to face examinations for moderation and training purposes. These recordings will be deleted after one year.
44. NEA seeks to comply with the requirements of the current UK Data Protection Regulations. For a copy of **NEA's Data Protection Policy** please contact the Examinations Director.
45. NEA seeks to comply with the requirements of the current UK Health and Safety Legislation. For a copy of **NEA's Health and Safety Policy** please contact the Examinations Director.



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46. NEA seeks to comply with the requirements of the current UK Child Protection Legislation. For a copy of **NEA's Child Protection Policy** please contact the Examinations Director.
 47. NEA seeks to comply with the requirements of the current UK Equality of Opportunity Legislation. A copy of **NEA's Equal Opportunities Policy** can be found on our website.
 48. Details of NEA's Marking Standards, Learning Objectives and use of Key Skills are all clearly set out in the Syllabus.
 49. Any queries regarding the actual selections should be referred to the Examinations Director.