



TERMS & CONDITIONS

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Updated 1st September 2022

TERMS AND CONDITIONS

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 the NEA website.
3. **Payment to be made by BACS transfer, 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 £10 on top 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 including online catch up session. **Learners absent for any other**



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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 £10.00 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 or email them to us at least 48 hours prior to an online exam.
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. The examination may be ended at any time at the discretion of the Examiner. **THE DECISION OF THE EXAMINER IS FINAL.**
21. 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.

22. A basic Teacher's Notes are available upon request (electronic or hard copy).
23. Examiners will in no case examine their own pupils.
24. 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.
25. 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.
26. 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.
27. When a Learner's examination fee is received by NEA, such a Learner's examination immediately becomes controlled by these regulations.
28. The maximum number of Learners who may be entered into a regulated Group Examination is 5 unless it is a Filmed Group Exam as in 32 below.
29. There is no limit to the number of Learners that can be entered into Filmed Group Performance Examinations.
30. 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.
31. NEA reserves the right to issue medals in other than precious metals.
32. NEA reserves the right to change the design of the Certificates it issues.
33. **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.



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34. NEA provide examinations in **Communication** for Learners with specific disabilities, special needs or other disadvantages, which are tailored to the Learner's particular abilities.
 35. 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.
 36. 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.
 37. **NEA reserves the right to record any online examinations for moderation and training purposes. These recordings will be deleted after one year.**
 38. **NEA reserves the right to record adhoc face to face examinations for moderation and training purposes. These recordings will be deleted after one year.**
 39. 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.
 40. 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.
 41. 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.
 42. 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.
 43. Details of NEA's Marking Standards, Learning Objectives and use of Key Skills are all clearly set out on the website, www.neweraacademy.co.uk .
 44. Any queries regarding the actual selections should be referred to the Examinations Director.

Allocation of Marks

The way in which marks are allocated is clearly set out in the Syllabus and on each Learner's Report Form.



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Technique

The Technical skills required in the preparation and performance of the selection. This includes vocal technique, stagecraft and teamwork where appropriate.

Interpretation

The artistic realisation of the selection presented demonstrating appropriate qualities required for performance. This includes the appreciation of and the thought process in achieving the writer's intention.

Communication

To demonstrate the ability to share mentally, vocally and physically in performance and discussion to an appropriate standard.

Discussion

To convey the knowledge required for the Level and to be able to participate in an exchange of ideas to an appropriate standard.

To obtain the Pass mark, Learners should show that they know their selections and have prepared them satisfactorily. In grades where theory is set, they must show that they understand the basic Syllabus requirements.

To achieve the marks necessary for Merit, Learners should show that their preparation has been thorough and be able to demonstrate their work clearly, expressively and enthusiastically, with good attention to detail.

A Distinction mark is given if the Learner's work is of a really high standard. Every requirement of the Syllabus must be fulfilled and the work presented must be artistic, well communicated, technically correct and altogether excellent.

A Learner fails to obtain the marks necessary to pass an examination if their work is not sufficiently well prepared and contains inadequacies which cannot be overlooked. Examiners will give constructive criticism which, it is hoped, will encourage the unsuccessful Learner to re-enter the examination at a later date.



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KEY SKILLS

This Syllabus offers Learners the opportunity to develop and attain confidence and competence in a range of Key Skills through a variety of disciplines. These skills are not necessarily assessed as part of the examination procedure, but may contribute to the all round standard attained by the Learner.

Key Skills support learning across the various disciplines, encouraging them to develop their transferable skills across a range of subjects and contexts.

Key Skills which can be clearly identified and developed include:

- Improvement of own learning
- Increased confidence
- Increased performance skills
- Increased self-esteem
- Effective communication
- Improved problem solving
- Competent Information Technology skills

NEA EXAMS SUPPORT THE NATIONAL CURRICULUM AND OTHER QUALIFICATIONS

NEA examinations are designed to provide scope for further study and support AS and A2 examinations in Drama and Theatre Studies, Performing Arts, English Literature and Communication.

The examinations in Acting, Mime and Devised Drama for Groups are particularly useful and relevant as practise for GCSE, AS and A2 group performance examinations in Grades 6-8.

A Solo Acting examination in Grade 8 is excellent preparation for AS and A2 Drama & Theatre Studies.

Interview Technique provides excellent practice for Learners applying to University, employment or other pursuit for which an interview is required.

Learners taking Business related courses will find Public Speaking, Spoken English and Interview Technique examinations a beneficial supplement.



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