

ROYAL SCOTTISH COUNTRY DANCE SOCIETY

MINUTES OF THE EXAMINATIONS
COMMITTEE MEETING AT 12
COATES CRESCENT, EDINBURGH,
ON SATURDAY 12 JANUARY 1991
AT 11AM.

PRESENT: Miss L Martin (in the Chair), Mr A S Aitkenhead (Chairman),
Mr W Hamilton, Miss A W Miller, Mrs A Holden, Mrs M Corson,
Miss J Yeats.

ATTENDING: Mrs J Dick (Assistant Secretary)

Miss Martin welcomed members to the first meeting of 1991.

EX91/1 APOLOGIES

There were no apologies

EX91/2 MINUTES OF MEETINGS ON 23 JUNE, 4 AUGUST and 18 AUGUST 1990

These Minutes had been approved at the Executive Council
Meeting in November 1990.

EX91/3 BUSINESS ARISING

a) EX90/14 a) IDTA

The Assistant Secretary reported that a reply had been
received from The IDTA in response to our letter enclosing
the revised draft syllabus for comment. The IDTA
expressed disappointment that the examinations had not
proved to have been as popular as expected and hoped the
revised syllabus would stimulate greater participation.

It was agreed that the IDTA should be asked if they are
willing to reprint the syllabus and indicating to them that
the Society will contact all Branch Secretaries asking
them to make children's classes and dancing schools in
their areas aware of the IDTA Examinations.

b) EX90/14 c) SOUTH AFRICAN TOUR

Both Mrs Corson and Mr Wilkie submitted detailed reports
on the South African Tour, which was very successful and
was enjoyed by all participants. Mrs Corson, in her
report, stated how pleased both Examiners were by the
efforts candidates had made in attending as in some cases
there were great distances to travel.

Mrs Corson concluded her report by thanking the
Examinations Committee, on behalf of Mr Wilkie and
herself for inviting them to undertake the tour and
everyone in South Africa for their hospitality.

/hospitality

The Committee thanked Mrs Corson and Mr Wilkie for the work they had done on behalf of the Society.

- c) EX90/14 e) POTENTIAL EXAMINER - NEW ZEALAND
The Assistant Secretary reported that the potential examiner would attend the first course at Summer School, 1991.

The appointment of Senior Examiner was deferred to the next meeting.

EX91/4

MUSIC COURSE 1991

The Assistant Secretary informed the Committee that 8 applications for the Violinists' Course had been received. After discussion it was decided to have a combined course for recall pianists and violinists. Because of lack of accommodation at Headquarters the numbers would be restricted to 4 recall pianists and 6 violinists. Selection of applicants to be made by the Course Director in consultation with the Tutor/s.

It was also agreed that:

- a) The date for the Course would be 18th to 20th October 1991.
- b) Director of the Course and Tutor (pianists) would be Miss M Johnstone. If two tutors were required, Mr Robert Mackay would be invited to assist. Miss Isla Stephens would be approached and asked if she will be available to tutor the violinists.
- c) Headquarters would approach Edinburgh to ascertain if they are still willing to host students. The successful applicants will be informed of a contact number if they wish to accept the invitation from Edinburgh Branch, otherwise they can claim the usual RSCDS overnight allowance.
- d) Tutors and Course Teacher will be booked into accommodation for the course if necessary.
- e) The Vice-Chairman, Miss W Miller, will be present to welcome students on arrival at Headquarters on 18th October at 7.30pm.
- f) The Course Teacher from the Examinations Committee would be Miss L Martin.

Fees for the Director and Tutor/s were also agreed.

EX91/5

MUSIC COURSE AT SUMMER SCHOOL

As a result of an advertisement in the Bulletin two replies have been received, both from pianists. These will be acknowledged thanking them for their interest.

/interest

It was agreed by the Committee that the advertisement was poorly placed in the Bulletin and that it should be given a more prominent position in the 1991 Bulletin.

EX91/6

FUNDING OF MUSIC COURSES

F89/24a) and F90/42

It was noted that the Finance Committee and the Executive Council had agreed to pay the travel costs within the UK, the teaching fees and, if necessary, the usual RSCDS overnight allowance to successful applicants.

EX91/7

REMIT FROM FINANCE COMMITTEE - F90/38d "That overseas tours be restricted to one each financial year"

The Committee considered it was desirable that the present rota for overseas visits be retained, but realise that they are becoming a heavy financial burden on the Society.

Suggestions were: that a pianist be sent only if the overseas country requests one and is willing to fund the total cost: that the Australian and New Zealand visits be combined: that overseas countries holding Examinations between official visits bear the whole cost.

Further discussion on this matter was deferred until more information becomes available.

The Committee recommends that the whole question of funding official visits be thoroughly discussed and remits this to the Finance Committee.

It was also suggested that the Secretary should meet with representatives from several Travel Firms to get advice on the economical planning of our requirements in this respect.

EX91/8

EXAMINERS' SEMINAR

1. Amendments To Notes For Tutors

Amendments to the Notes for Tutors as recommended at the Seminar were discussed. The first draft will be considered at the next meeting.

2. Amendments To Syllabuses For Preliminary Test And Teacher's Certificate

The final draft was considered and minor corrections and amendments were made.

Mr Hamilton was thanked for his work in connection with the printing of the drafts.

/interest

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/draft

3. Class Structure

a) Examinations - Number of Candidates

The Examinations Committee recommend that, unless in exceptional circumstances, there should be no fewer than six candidates to justify two examiners travelling to the place of examination. If one Branch does not have the required number of candidates it should be encouraged to liaise with another Branch, unless the individual Branch is prepared to pay all expenses.

b) Numbers in Examination Classes

After further discussion by the Committee it was decided that 14 candidates be accepted for the Teacher's Certificate class at St Andrews and 18 for the Preliminary Test class. The Committee agreed that numbers in a Branch class should be left to the discretion of individual Branches. However if teaching hours are limited to 30 then it is recommended the number of candidates should be restricted to 14 for the Teacher's Certificate and 18 for the Preliminary Test and sufficient time be allocated for the proper conduct of the examination.

c) Mixed Teacher's Certificate/Preliminary Test Classes

It was accepted that sometimes there is no alternative to a mixed grade class, but the ideal is to have separate classes.

4. Bank of Questions

The Committee agreed with the recommendations from the Examiners' Seminar that there should not be a Bank of Questions under the different headings as specified in Notes for Tutors but that individual Examiners should continue to set the written paper.

It was emphasised that the two appointed examiners should liaise and agree on the setting of the questions.

5. That The Teaching of Simple Highland Steps be Included in The Syllabus

The Committee agreed that it was not viable to include the teaching of Highland Steps in the Examination Syllabus, other than those in "Won't You Join The Dance".

/Dance"

6. That the Teaching of Correct Posture and Correction of Postural Problems be given More Emphasis.

Regarding the question of correct posture the Committee were unanimous in their agreement that good poise is a very important aspect of Scottish Country Dancing and that the teaching of correct posture is inherent in the teaching of dance. This is covered in the revised Notes for Tutors.

It was also agreed that the correction of postural problems was outwith the scope of the syllabus.

7. Grading of Results

The Committee unanimously agreed that the results should not be graded.

8. Addition to "Guide to Branch Administration"

The Committee agreed that the following should be added to paragraph 26 in the paper "Guide to branch Administration".

"Where this is not practical, Branches should encourage suitable candidates to attend examination classes elsewhere. When candidates have successfully completed the Preliminary Test, the Branch should endeavour to give them the teaching experience specified in "Conditions of Entry to a Course of Training for the Teacher's Certificate".

9. Alteration to Wording on Result Slip

It was unanimously agreed by the Committee that the result slip remain as it is

EX91/9

REMIT FROM EXECUTIVE COUNCIL - WRITTEN REPORTS *

This was deferred to the next meeting.

EX91/10

REMIT FROM SUMMER SCHOOL COMMITTEE SS90/23b

This question has been responded to by the Committee in EX91/8-3b.

EX91/11

EXAMINATION TOURS

- 1) North America. A letter from Mr Pogson, Teachers' Association (Canada) was read to the Committee informing them of the ongoing arrangements. The two examiners are scheduled to arrive in North America on March 19th 1991.
- 11) Australian Tour. A letter from Mrs Muriel More had been received informing the Committee that she will be unable to accept the invitation to Australia.

The Committee discussed her replacement and having considered several names, agreed that the Secretary would approach Miss D Hamilton, Glasgow to ascertain her willingness and availabilty.

It was reported to the Committee that no further details were to hand regarding travel arrangements, until we hear again from Mrs Lumsden, Adelaide.

EX91/12

FUTURE COMMITMENTS

The Committee considered future commitments and made tentative plans. *

EX91/13

CORRESPONDENCE

- a) A letter was received from Mrs Wilson, Leicester Branch regarding written assessments. This would be answered explaining the Committee's decision.
- b) A letter from Mr Jamieson of Doncaster Branch regarding the format for examinations would be replied to.
- c) Mr Baker, Liverpool Branch wrote in connection with forthcoming examinations. The Committee agreed that all the candidates should be permitted to take the examination on the same day.
- d) A letter from Mr Butchart objecting to the phrase "Dancing Couple" was noted.
- e) Ms Sutherland, Teachers' Association (Canada) wrote regarding qualifications for becoming a Candidate Tutor. To be advised that requested information is in Notes for Tutors.

/Tutors

- f) A letter from Ms Sutherland, Teachers' Association (Canada) requesting some clarification on the confidential statement required for candidates was discussed. The Secretary will reply.
- g) Mr Pogson, Teachers' Association (Canada) wrote regarding the possible publication by TAC of guidelines or other material for Tutors. The Examinations Committee considered there was no need for such a publication in addition to Notes for Tutors and the new Manual.
- i) A letter from Mrs G Bond of Malvern was noted and will be acknowledged.
- j) Miss Banks, Forres, wrote resigning as an Examiner. Her resignation was accepted with great regret and the Secretary was instructed to express the Committee's thanks for all the work she had done on the Committee's behalf.
- k) Letters from Mr Wright, Mrs Archer and Dr Paterson of Bristol Branch, regarding recent examinations were sent for comment to the Examiners concerned.

EX91/14

ANY OTHER BUSINESS

There was no Other Business at this time.

EX91/15

DATE OF NEXT MEETING

15th February 1991

MEETING CLOSED AT 6PM

CONFIDENTIAL

EXAMINATIONS COMMITTEE

PAPER APART

MINUTE EX91/4

MUSIC COURSE 1991

IV. Fees for Tutors

Miss M Johnstone as Director and Tutor will be offered a fee of £70.00.

Mr R Mackay as Piano Tutor will be offered a fee of £50.00.

Mrs I Stephens as Violin Tutor will be offered a fee of £50.00.

MINUTE EX91/12

FUTURE COMMITMENTS

1991: TAC

To be sent a list of Examiners in order that they may select two. The suggested names are:

Mrs J McLean, Mr W Ireland, Dr A MacFadyen & Miss L Martin.

1993 North America

Headquarters to approach Mr A S Aitkenhead and Dr MacFadyen to ascertain if they would be available for the tour.

THE ROYAL SCOTTISH COUNTRY DANCE SOCIETY

MINUTES OF THE EXAMINATION
COMMITTEE MEETING AT 12
COATES CRESCENT, EDINBURGH
ON FRIDAY 15 FEBRUARY,
1991, AT 6.30PM.

PRESENT: Miss L Martin (in the chair), Mr A S Aitkenhead, (Chairman),
Miss A W Miller, Mrs M Corson, Mr W Hamilton, Mrs A Holden,
Miss J Yeats.

ATTENDING: Mrs J A Moore (Secretary)

The Meeting was held to complete unfinished business from the
Meeting on 12 January 1991.

EX91/16 APOLOGIES

There were no apologies.

EX91/17 EXAMINERS' SEMINAR

a) Amendments to Notes for Tutors
Amendments to Syllabus for Preliminary Test and
Teacher's Certificate. *ju M CN 6*

The Committee agreed to minor amendments.

b) Percentage of Failures at Each Examination.

The Committee agreed with the recommendations from the
Examiners' Seminar that there should not be a percentage
of failures at each examination but that each candidate
should be considered on his or her own merits.

EX91/18 CORRESPONDENCE

a) Letters from Mr P Wright, Mrs E Archer and Dr A R Paterson
were noted and the Secretary would reply.

b) Letter from Hereford Branch regarding a recent examination
was discussed and a reply would be sent.

c) Mrs Stoker, London, wrote intimating her resignation from
the List of Examiners. This was accepted by the
Committee and Mrs Stoker was thanked for her work over the
years.

d) Correspondence from IDTA regarding grading was discussed.
The Secretary would reply.

EX91/19 ANY OTHER BUSINESS

a) Miss Martin was appointed Senior Examiner for Course 1
at St Andrews Summer School, 1991.

/1991.

- b) For the Preliminary Test and Teacher's Certificate examinations at St Andrews, it was agreed that class tutors should complete the details of candidates on examination slips.

EX91/20

DATE OF NEXT MEETING

22 JUNE 1991

THE ROYAL SCOTTISH COUNTRY DANCE SOCIETY

MINUTES OF THE EXAMINATIONS
COMMITTEE MEETING AT 12
COATES CRESCENT, EDINBURGH
ON SATURDAY 22 JUNE 1991 AT
11am.

PRESENT: Miss L Martin (in the chair), Mr A S Aitkenhead (Chairman),
Mr W Hamilton, Miss A W Miller, Mrs A Holden, Mrs M Corson,
Miss J Yeats.

ATTENDING: Mrs J A Moore (Secretary)

EX91/21 APOLOGIES

There were no apologies.

EX91/22 MINUTES OF MEETINGS ON 12 JANUARY AND 15 FEBRUARY 1991

The Minutes of the Meetings of 12 January and 15 February
1991 had been approved at the Executive Council Meeting in
May 1991.

EX91/23 BUSINESS ARISING

a) EX91/9
REMIT FROM EXECUTIVE COUNCIL - Written reports for
candidates

In order to comply with the wishes of the Executive
Council the Examinations Committee is prepared to issued
a pro forma only to those candidates who have failed.
This is to be for a two year trial period and to take
effect from January 1992.

It was agreed that the pro forma would be sent to the
candidate with the result slip and a copy retained by
the examiners.

All examiners will be informed accordingly.

A sub-committee consisting of the Convener, Mr
Aitkenhead, Mrs Corson, Mr Hamilton and Mrs Holden will
meet at St Andrews to devise the pro forma.

b) EX91/7
REMIT FROM FINANCE COMMITTEE F90/38d - Restrictions on
Overseas Tours.

There was considerable discussion on cutting the costs
of overseas tours but the Committee is of the opinion
that the existing rota of tours should remain.

Meanwhile letters will be sent to TAC, New Zealand
Branch and the Australian Branches asking what they
would be willing to contribute to these tours.

A letter will also be sent to TAC asking for its views on the appointment of examiners in North America who would work with the Home examiner.

c) TOUR OF NEW ZEALAND 1992

The Secretary was asked to write to New Zealand Branch about a proposed examinations/teaching tour in September 1992. The Committee agreed that we should continue to send a pianist if it is financially possible

d) The Committee noted that Mr Robert Mackay had been appointed to accompany Mrs MacLean on the Australian tour.

e) The Committee thanked Mr Aitkenhead and Mrs Dunn for their report on the recent six and half weeks Tour of North America.

EX91/24

FUTURE COMMITMENTS

Tentative plans were made regarding overseas tours.

EX91/25

MUSIC COURSE 1991

The Secretary reported that the arrangements for the Course were well in hand. Four pianists and six violinists had accepted invitations to join the Course. Miss Isla Stephens has accepted the invitation to tutor the violinists and Mr Robert Mackay will assist Miss Muriel Johnstone.

The Committee recommended that there should be a Music Course in 1992 for accordionists and new pianists. The Secretary was asked to remit this to the Finance Committee for approval. Branches will be contacted to ascertain the demand.

EX91/26

BUSINESS ARISING FROM EXAMINERS' SEMINAR

a) The final amendments to the Notes for Tutors and the Syllabuses were agreed and the booklets are now ready for printing.

b) The list of decisions affecting examinations/examiners and Branches/TAC was agreed and would be distributed to all Examiners, TAC and Branch Secretaries.

EX91/27

CORRESPONDENCE

a) A letter from Mr J D Carswell was noted and a reply would be sent.

b) A letter from Mr I S Grant of Bristol Branch regarding recent examinations was discussed and the Secretary would reply.

c) A letter from Mr D Brown was noted and the Secretary would reply.

- d) After considering the individual circumstances a request, from Mrs Baker (Liverpool), for examination refunds was accepted.
- e) A letter from Doncaster Branch regarding a potential examiner was noted and the Secretary would reply.

EX91/28

ANY OTHER BUSINESS

The Secretary reported that a draft of the new IDTA Syllabus incorporating the suggested amendments had been received. The Committee agreed that printing of the amended Syllabus should proceed.

EX91/29

DATE OF NEXT MEETING

To be decided at the next meeting of the Executive Council in November 1991.

Mina Carbon.

11 Jan 1992.

THE ROYAL SCOTTISH COUNTRY DANCE SOCIETY

MINUTES OF THE EXAMINATIONS
COMMITTEE MEETING HELD AT
UNIVERSITY HALL, ST ANDREWS,
ON SATURDAY, 27 JULY 1991, AT
3.30pm.

PRESENT: Miss L Martin (in the chair), Mr A Aitkenhead, Mr W Hamilton,
Mrs M Corson, Mrs A Holden.

EX91/30 This meeting was held to discuss the potential examiner, Mr
Gary Morris, who had gone through the procedure required for a
potential examiner at the end of Course 1 at St Andrews Summer
School.

By a majority vote it was agreed to add Mr Morris's name to
the official list of Society examiners.

Mrs M Corson
11 Jan 1992

THE ROYAL SCOTTISH COUNTRY DANCE SOCIETY

MINUTES OF THE EXAMINATIONS
COMMITTEE MEETING AT 12 COATES
CRESCENT, EDINBURGH ON SATURDAY
11 JANUARY 1992 AT 10.30AM

PRESENT: Mrs M Corson (in the Chair), Miss A W Miller (Chairman), Mr G Lawson, Mrs N Dunn, Mr W Hamilton, Mr G Mechan, Mr S Wilkie.

ATTENDING: Mrs J A Moore (Secretary)

EX92/1 APOLOGIES

An apology was received from Mr A S Aitkenhead.

EX92/2 CONVENERS REMARKS

The Convener welcomed the members of the Committee, particularly those who were newly appointed.

EX92/3 MINUTES OF MEETING ON 22 JUNE 1991

The Minutes of the Meeting of 22 June 1991 had already been approved at the Executive Council Meeting on 16 November 1992.

EX92/4 BUSINESS ARISING

a) EX91/23 a) WRITTEN REPORTS FOR CANDIDATES

The Secretary reported that a pro forma for those candidates who failed examinations was now available. Copies of the pro forma had been sent to all Examiners for information.

b) EX91/23 b) RESTRICTIONS ON OVERSEAS TOURS

The Secretary reported that letters had been sent to TAC, New Zealand Branch and the Australian Branches asking what they would be willing to contribute to overseas tours. So far only three replies had been received.

c) EX91/23 c) TOUR OF NEW ZEALAND 1992

The Secretary reported that Miss Jean Yeats had accepted an invitation to undertake this tour and that Miss Jean Sim would be the pianist. The dates of the tour had yet to be fixed but it would coincide with the New Zealand Winter School. The Secretary said that New Zealand Branch had offered to pay the internal travelling and accommodation for both Miss Yeats and the pianist and that the Branch had negotiated a grant (approximately £600) from the Queen Elizabeth II Arts Council towards the international airfare.

d) EX91/23 d) TOUR OF AUSTRALIA 1991

Mrs Johan MacLean reported that she and Mr Robert Mackay had visited Branches, Affiliated Groups and Clubs and organised workshops. The standard of dancing varied but all appreciated the live music. The examinations had been organised efficiently however more pre-examination planning was required. It would have been helpful if the itinerary had been received earlier.

e) EX91/25 MUSIC COURSE 1991

It was reported that four pianists and six violinists attended the Course. Miss Yla Steven tutored the violinists and Mr Mackay was piano tutor while Miss Muriel Johnstone was Course Director.

The range of ability of the violin students was quite wide. The fiddlers were pleased with the teaching they received from Miss Steven and all of them commented also on the benefits of the Sunday morning 'mock' class with Mrs Corson.

The four pianists on the Course were of a very high standard and the Director was confident in recommending two of them as suitable for playing at Summer School.

The Director felt that there were small disadvantages in not having the students housed in one place and for future courses perhaps there could be an investigation into inexpensive Bed & Breakfast accommodation close to Headquarters.

After discussion, the Committee recommended that the next Music Course should take place in April 1994. This would allow Miss Johnstone and Mr Mackay both of whom had now completed five courses, to have a break. It would also allow time to ascertain the extent of interest in holding a Music Course at Summer School.

Concerning a Course in April 1994, the Secretary was asked to write to Miss Johnstone and Mr Mackay to invite them to act again as Course Director and Tutor for pianists. It was agreed that Mrs Corson would teach the "mock" class and that Miss A W Miller would welcome the students to the Course.

It was confirmed that the 1994 Course would be for accordionists and new pianists.

f) EX91/27 b) LETTER TO BRISTOL BRANCH REGARDING EXAMINATIONS

The Committee was informed that no reply had been received to the letter sent to Bristol Branch and it was agreed that there would be no further action on the part of the Committee in this matter.

g) EX91/28 IDTA

The Secretary reported that there had been no further communication from the IDTA concerning the amendments to their Syllabus.

EX92/5

EXAMINERS AND GUIDELINES REGARDING TUTORS

The Committee recommended that Examiners should be asked to discuss with Tutors, where possible, the presentation of candidates for examination.

The Committee also agreed that there were sufficient examiners on the list but that the list would be reviewed annually and that those names already submitted would be kept on file.

EX92/6

CORRESPONDENCE

A letter from Mr Ian Thomson of Harare was noted and the Secretary would reply.

EX92/7

FUTURE COMMITMENTS

The Committee considered future commitments and made tentative plans.

EX92/8

DATE OF NEXT MEETING

20 June 1992 at 10.30am.

THE ROYAL SCOTTISH COUNTRY DANCE SOCIETY

MINUTES OF THE EXAMINATIONS
COMMITTEE MEETING AT 12 COATES
CRESCENT, EDINBURGH ON
SATURDAY 20 JUNE 1992 AT
10.30AM

PRESENT: Mrs M Corson (in the Chair), Miss A W Miller,
Mr G Lawson, Mr A S Aitkenhead, Mrs N Dunn,
Mr W Hamilton, Mr G Mechan, Mr S Wilkie.

ATTENDING: Mrs J A Moore (Secretary)

EX92/9 APOLOGIES

There were no apologies.

EX92/10 MINUTES OF MEETING ON 11 JANUARY 1992

The Minutes of the Meeting on 11 January 1992
had previously been approved at the Executive
Council Meeting on 16 May 1992.

EX92/11 BUSINESS ARISING

- a) EX92/4 b) The Secretary reported that no
further replies had been received to the
letter from Headquarters asking overseas
Branches if they would be willing to
contribute to overseas tours.
- b) EX92/4 g) It was reported that the new IDTA
Syllabus was now available. The Convener
pointed out that the Examinations Committee
had omitted to delete reference to Wont You
Join The Dance but that we could advise the
IDTA about the new Manual in due course.
- Mr Mechan suggested there should be a limit
to the number of IDTA candidates presented
for examination at any given time.
- c) EX92/5 Examinations and Guidelines Regarding
Tutors.

There was considerable discussion concerning
the recommendations from the Examiners'
Seminar and in particular those relating
to Tutors which have been incorporated in
the latest edition of the "Notes for
Tutors". On a proposal that a course for
Tutors should be arranged, the Committee
agreed that the Secretary should write to
Branches to ascertain the support for such a
course.

It was also agreed that a remit should be referred to the Summer School Committee to consider making a refresher course/workshop for teachers as an integral part of the Fully Certificated Class at Summer School.

EX92/12

RESIDENT EXAMINER FOR NORTH AMERICA

The Secretary reported that earlier in the year a letter had been received from TAC expressing interest in the possibility of resident examiners in North America but requesting more information as to the number of resident examiners envisaged and the format for future examination tours. These points were discussed and the Secretary was instructed to write to TAC setting out possible proposals for discussion by TAC.

EX92/13

CORRESPONDENCE

Letters received from Stewartry and Ayr Branches relating to the conducting of Examinations were discussed and the Secretary was asked to reply.

EX92/14

ANY OTHER BUSINESS

- 1) After discussing a query from Garry Morris about Bars 19-20 in The Isle, the Secretary was asked to write to him giving an explanation.
- 2) The current List of Examiners was discussed and the Committee agreed that it was necessary to add more names to the List. It was agreed that invitations should be sent to three potential examiners to attend this year's Summer School at St Andrews.

EX92/15

DATE OF NEXT MEETING

9 JANUARY 1993

*Anna Corson
9 Jan 1993.*

THE ROYAL SCOTTISH COUNTRY DANCE SOCIETY

MINUTE OF THE MEETING OF
THE EXAMINATIONS COMMITTEE
ON SATURDAY 7 NOVEMBER 1992
IN ABERDEEN AT 11AM.

PRESENT: Mr A S Aitkenhead (in the Chair), Miss A W Miller, Mr G
Lawson, Mr S Wilkie, Mr G Mechan.

EX92/16 APOLOGIES

An apology was received from Mrs M Corson.

EX92/17 EXAMINERS

In conformation with Minute EX84/3 Mr Aitkenhead, as
the Senior Examiner present at the meeting, reported on
the potential examiners under consideration.

After careful consideration of the unanimous
recommendations by the Senior Examiners and the official
examiners the Committee agreed that the candidates names
would not be added to the official list of Society
Examiners.

*Mica Bevan
9 Jan '93*

THE ROYAL SCOTTISH COUNTRY DANCE SOCIETY

MINUTES OF THE EXAMINATIONS
COMMITTEE MEETING AT 12 COATES
CRESCENT, EDINBURGH ON SATURDAY
9 JANUARY 1993 AT 10.30AM

PRESENT: Mrs M Corson (in the Chair), Miss A W Miller, Mr G
Lawson, Mr W Hamilton, Miss L Martin, Mr S Wilkie,
Miss J Yeats.

ATTENDING: Mrs J A Moore (Secretary).

EX93/1 APOLOGIES

There were no apologies.

EX93/2 MINUTES OF MEETINGS ON 20 JUNE AND 7 NOVEMBER 1992

The Minutes of the Meeting on 20 June 1992 had
previously been approved at the Executive Council
Meeting on 21 November 1992.

The Minutes of the Meeting on 7 November 1992 were
approved after it had been noted that Mrs N Durn had
been omitted from those present at the meeting.

EX93/3 BUSINESS ARISING

a) EX92/11 a) The Committee agreed that letters
should be written to those overseas Branches who had
not yet replied to the earlier letter from Headquarters
asking if they would be willing to contribute to over-
seas tours.

b) EX92/11 c) Remit to Summer School Concerning a
Course for Teachers at Summer School.

After discussion the Committee agreed that if such a
course could be offered it should be an optional class/
workshop, open to all students attending Summer School
who hold the Teacher's Certificate.

The object of such a class/workshop would be to help
teachers and would include practical work and
discussion.

The Examinations Committee proposed to find out, by
means of a simple questionnaire, the level of interest
in such a session if this remit was acceptable to the
Summer School Committee.

c) EX92/12 Resident Examiners for North America

It was reported that a Committee, chaired by John Middleton had been formed to investigate this possibility.

EX93/4

APPOINTMENT OF EXAMINERS

Letters which had been received from the potential examiners who had attended St Andrews in 1992 were discussed at length. Arising from this discussion it was agreed that the procedure for the appointment of examiners as laid down in EX84/3 would be on the Agenda for review at the next meeting of the Committee.

Concerning the current list of examiners, the Committee felt there was no immediate urgency about appointing new examiners, however the situation would continue to be reviewed annually.

EX93/5

REPORT ON TOUR TO NEW ZEALAND 1992

Reporting on the 1992 Tour to New Zealand Miss Yeats said that the itinerary covered all the regions of New Zealand Branch and included the Winter School at Whangerei. All the hosts and hostesses had been very hospitable and spared no effort to make Miss Yeats and Miss Sim (pianist) welcome. Examinations were held in Auckland and Christchurch and a total of thirty four classes were taught; Miss Sim gave a talk on music.

Miss Yeats thought that Scottish Country Dancing in New Zealand was in a healthy state.

EX93/6

COURSE FOR TUTORS

The Committee proposed that the Course should be for tutors and potential tutors of examination classes who hold the Teacher's Certificate.

It was agreed that the date for the Course would be 26 March 1994 from 9am - 5pm. It was also proposed that lunch and the course fee should be provided.

This would be remitted to the Finance Committee at the next meeting. After which, Branches would be contacted to ascertain the demand.

EX93/7

MUSIC COURSE 1994

The Committee agreed that the date for the proposed Music Course for new pianists and accordionists would be 20 - 22 May 1994. It was confirmed that the Director of the Course would be Miss M Johnstone and piano Tutor Mr Robert Mackay. Mr Bobby Crowe would be approached and asked if he would be willing to tutor the accordionists. It had previously been agreed (EX 92/4 e) that Mrs Corson would teach the "mock" class and that Miss A W Miller would welcome the students to the Course.

The Committee proposed that the Society should provide the overnight accommodation and the Course fees, but that the successful applicants would be responsible for their own travel and meals.

Fees for the Director and Tutors were also agreed. These proposals would be remitted to the Finance Committee at the next meeting.

EX93/8

SYLLABUS FOR TEACHING BEGINNERS

Now that the Manual of Scottish Country Dancing has been published, the Committee agreed that the Syllabus For Teaching Beginners should be reviewed before re-printing.

EX93/9

FUTURE COMMITMENTS

Tentative plans were made regarding overseas tours.

EX93/10

CORRESPONDENCE

- a) A letter from IDTA enquired whether the RSCDS could recommend names to add to their list of examiners for Scottish Country Dancing. The Secretary would send a reply suggesting names to be contacted by IDTA.
- b) A letter from Warrington Health Authority regarding the rating scale of the RSCDS Teacher's Certificate when compared with part one and a final certificate in City and Guilds. A reply would be sent pointing out that the Teacher's Certificate had no professional standing although many local authorities recognised it when appointing teachers for adult education.
- c) Discussing a letter from Glasgow Branch about extending the Adjudicators List, the Committee agreed that at the moment this was not being considered but that the current list would be kept under review.

d) Mr K Stacey (Doncaster Branch and Convener of the Finance Committee) had written suggesting ideas for the appointment of examiners and queried the financing of potential examiners at St Andrews.

e) With reference to the receipt of a letter of nomination to the Examiners List, the Committee agreed that there was no immediate urgency about appointing new examiners at the moment and a letter of reply would be sent to this effect.

f) Mr M Brown (York and North Humberside Branch) queried the Strathspey Poussette instructions as printed in the new Manual.

g) A letter from Mr A Brown setting forth his views on dancing exams was noted by the Committee. The Secretary was asked to reply informing Mr Brown that this had been discussed at length at the last Examiners Seminar but had been rejected.

h) The Committee discussed two letters from TAC relating to teacher candidate examinations. One of these suggested the desirability of issuing reports indicating strengths and weaknesses. A reply would be sent pointing out that candidates who fail examinations do receive confidential checklists indicating those aspects which examiners consider unsatisfactory. If they so wished, candidates may pass this information on to their tutor.

The second letter referred to examiners' requirements from candidates. These are stated in the syllabuses.

i) Mr Jamieson (Doncaster Branch) had asked about the procedure regarding recommendations of potential examiners. He would be advised that this was as stated in EX89/6.

EX93/11

ANY OTHER BUSINESS

Because there was usually insufficient time to discuss fully all items on the Agenda it was proposed that the Committee should meet three times during the year. The months proposed for these meetings would be January, May and September. It was agreed to remit this proposal to the next meeting of the Finance Committee.

EX93/12

DATE OF NEXT MEETING

19 June 1993 at 10.30am

The Meeting Closed at 6pm

Maria Colson

THE ROYAL SCOTTISH COUNTRY DANCE SOCIETY

MINUTES OF THE EXAMINATIONS
COMMITTEE MEETING AT 12 COATES
CRESCENT, EDINBURGH ON SATURDAY
19 JUNE 1993 AT 10.30AM.

PRESENT: Mrs M Corson (in the Chair), Miss A W Miller, Mr G
Lawson, Mr W Hamilton, Miss L Martin, Mr S Wilkie,
Miss J Yeats.

ATTENDING: Mrs J A Moore (Secretary).

EX93/13 APOLOGIES

There were no apologies.

EX93/14 MINUTES OF MEETING ON 9 JANUARY 1993.

The Minutes of the Meeting on 9 January 1993 had
previously been approved at the Executive Council
Meeting on 8 May 1993.

EX93/15 BUSINESS ARISING.

a) EX93/3 b) Remit to Summer School Committee
concerning a Teachers Course.

The Secretary reported that the Summer School Committee
had agreed in principle to the idea of such a Teachers
Course and depending on the outcome of the suggested
questionnaire, it could be included in the agenda for
Summer School 1994. However, the Director of Summer
School wished to be consulted regarding the contents of
the questionnaire.

It was agreed that Mrs Corson and Miss Martin would meet
with Dr MacFadyen to discuss the questionnaire. The
Committee recommended that there should be one class per
course at Summer School subject to numbers and that the
duration of the class should be 2.30 - 4.30PM.

b) EX93/6 Course for Tutors. The Secretary reported
that the response to the letter to Branches about the
Course had been overwhelming. Because of the very large
numbers of applicants the Committee agreed that the
Course would have to be restricted and that those
Branches submitting more than two nominations would have
to select a maximum of two candidates to attend.
Subject to the agreement of the Finance Committee a
further course might be run at a future date.

EX93/7 Music Course. The Secretary reported that Miss M Johnstone had agreed to act as Course Director and that Mr R Mackay and Mr B Crowe had accepted invitations to tutor the pianists and accordianists. The Secretary said that to date, only six replies to the letter to Branches about this Course had been received. It was agreed that a reminder about the Course would be sent to U.K. Branches with the next Branch Output and that the closing date for replies would be 31 October 1993.

d) EX93/11 It was noted that the Finance Committee had agreed to the proposal that the Examinations Committee should meet three times a year.

e) EX93/3 c) Resident Examiners for North America. Two letters from TAC confirming their positive interest in the proposal and seeking further Guidelines for Potential Examiners were discussed. The Secretary would reply.

EX93/16

SYLLABUS FOR TEACHING BEGINNERS.

The Syllabus for Teaching Beginners was reviewed and amended to bring it into line with the Manual of Scottish Country Dancing.

EX93/17

PROCEDURE FOR APPOINTMENT OF EXAMINERS:
PROPOSAL FROM EXECUTIVE.

The proposal from the Executive Council stated that in future Potential Examiners, if their names are not added to the Examinations List after they have attended for assessment at St Andrews, that they be given helpful indication of what their shortcomings might be so that if they wish to resubmit their application they know what remedial work will be needed.

This proposal was discussed at length and several possibilities looked at (i.e. whether the indication of shortcomings should be a written statement, a verbal statement or as a check list). It was finally decided in the first instance to look at the feasibility of a possible pro forma. All Examiners in the U.K. would be asked to put forward suggestions regarding the content of the pro forma to be given to those potential examiners who failed in their assessment.

It was also agreed that EX84/3(a)(ii) regarding policy for arrangements for potential examiners and EX89/6 regarding appointment of examiners would be reviewed.

EX93/18

REVIEW OF PRO FORMA FOR PRELIMINARY TEST AND TEACHER'S CERTIFICATE.

The Committee agreed that the pro forma for those candidates who had failed examinations had proved helpful and their usage would continue. Some slight amendments to the present form were suggested.

EX93/19

CORRESPONDENCE.

a) A further letter had been received from Mr M Brown concerning the instructions in the Manual regarding Strathspey Poussette. Mr Brown would be advised that all comments and queries regarding the Manual should be addressed to the Publications and Research Committee which had already answered this particular query.

b) A letter from Isle of Skye Branch enquiring if it would be possible to hold some form of weekend school in Skye for musicians was discussed. The Committee agreed that the Isle of Skye should make its own arrangements for such a course. At the moment there were no plans for funding individual courses.

EX93/20

ANY OTHER BUSINESS

a) Various flaws in the new IDTA syllabus were discussed and noted for future review.

b) Miss J Yeats reported to the Committee on the recent North American Examination Tour. Ten Examination Centres had been visited. Miss Yeats congratulated Mr David Pogson on his excellent arrangements and his meticulous attention to all the details. All the Branches had been most hospitable.

The Convener thanked Miss Yeats and Dr MacFadyen for undertaking the Tour.

EX93/21

DATE OF NEXT MEETING

25 September 1993 at 10.45AM

Miss Carbon

THE ROYAL SCOTTISH COUNTRY DANCE SOCIETY

MINUTES OF THE EXAMINATIONS
COMMITTEE MEETING AT 12 COATES
CRESCENT, EDINBURGH ON SATUR-
DAY 25 SEPTEMBER 1993 AT
10.30AM.

PRESENT: Mrs M Corson (in the Chair), Mr G Lawson,
Mr W Hamilton, Miss L Martin, Miss J Yeats.

ATTENDING: Mrs J A Moore (Secretary).

EX93/22 APOLOGIES.

Apologies were received from Miss A W Miller
and Mr S Wilkie.

EX93/23 MINUTES OF MEETING ON 19 JUNE 1993.

Following an amendment to EX93/17, line 6,
which should now read "if their applications
are resubmitted", the Minutes were approved.

EX93/24 BUSINESS ARISING.

a) EX93/15a) Remit to Summer School regard-
ing Teachers Course.

The Convener reported that she had classified
the findings of the survey under various
headings. She said it was evident that there
was a recognised need for a Teachers Course.
The Committee agreed that the Course should
initially be held at St Andrews Summer School
only. The Committee considered it was out-
with the remit of the Examinations Committee
to arrange regional courses, as was suggested
in the survey. It was further agreed that
Mrs Corson and Miss Martin would meet with
the Director of Summer School to discuss the

findings of the survey.

b) EX93/15b) Course for Tutors.

The Secretary informed the Committee that approximately 40 applications the Course for Tutors had been received.

After discussion, it was agreed that those attending would remain in one group and the Course would be in two parts, a theory section and a teaching section. Mrs Mina Corson was invited to be the Course Director and in addition, two tutors and a pianist would be invited to take part. Enquiries would be made about a suitable location.

c) EX93/15c) Music Course.

The Secretary reported that arrangements for the Course were well in hand and that ten pianists and two accordionists had applied for places.

d) EX93/15e) Resident Examiners for North America.

The Secretary said there was nothing further to report concerning resident examiners in North America at this time.

EX93/25

SYLLABUS FOR TEACHING BEGINNERS.

The Secretary reported that the Syllabus had been reviewed, necessary amendments made and it was now at the printers. Proof copies would be sent to each member of the Committee before the final printing.

EX93/26

PROCEDURE REGARDING UNSUCCESSFUL POTENTIAL EXAMINERS.

Following the previous meeting, all examiners in the U.K. were asked to submit suggestions regarding the content for a possible pro forma for potential examiners who failed in their assessment. The Secretary said she had now received all the submissions and it was agreed that copies of these should be circulated to the Committee Members for comments which would be referred to a sub committee. The sub committee of three examiners would devise a sample pro forma. Mrs Corson, Mr Lawson and Miss Yeats were appointed to this sub committee.

EX84/3(a)(ii) regarding policy for arrangements for potential examiners and EX89/6 regarding appointment of examiners were reviewed.

With reference to EX84/3 the following amendments were agreed:

- 5) line 2: after "written" insert "critique and"
line 4: after "critique" insert "and assessment".
- 6) line 3: after "verbal" delete rest of sentence and insert "critique and assessment of the written paper, practical dancing and teaching of each of the two candidates he/she has observed and be prepared to answer verbally questions on his/her critiques and assessments".
- 7) line 2: delete "two" and substitute "four".
- 8) line 2: after "decision" add "after the next meeting of the Committee".

With reference to Ex89/6 the Committee discussed at length whether "from Branch Committees" should be deleted from paragraph 1. Finally it was decided to retain the wording as it currently stands but to keep it under review.

EX93/27

CORRESPONDENCE.

Two letters relating to the unsuccessful assessments of potential examiners were discussed and the Secretary was asked to reply.

EX93/28

ANY OTHER BUSINESS.

A remit from the Publications & Research Committee recommending that the set dances for the Preliminary Test and the Teachers' Certificate should be updated to correspond with the current wording in the Books was noted. It was agreed that these would be reviewed at the next meeting.

EX93/29

DATES OF NEXT MEETINGS.

The following dates were agreed for the 1994 meetings:

8 January 1994
18 June 1994
24 September 1994.

A. C. Cotton
8/1/94

THE ROYAL SCOTTISH COUNTRY DANCE SOCIETY

MINUTES OF THE EXAMINATIONS
COMMITTEE MEETING AT 12 COATES
CRESCENT, EDINBURGH ON SATURDAY
8 JANUARY 1994 AT 10.30AM

PRESENT: Mr A S Aitkenhead (in the Chair), Miss A W Miller, Mr G
Lawson, Mrs L Gaul, Mr W Hamilton, Mrs E McCausland,
Miss L Martin.

ATTENDING: Mrs J A Moore (Secretary)

EX94/1 APOLOGIES

There were no apologies

EX94/2 CHAIRMAN'S REMARKS

The Convener welcomed the members of the Committee to
this first meeting of the New Year and he especially welcomed
Mrs Gaul and Mrs McCausland who were new members of
the Committee.

EX94/3 MINUTES OF MEETING ON 25 SEPTEMBER 1993

The Minutes of the Meeting on 25 September 1993 had
already been approved at the Executive Council Meeting
on 20 November 1993.

EX94/4 BUSINESS ARISING

a) EX93/24 d) Resident Examiners for North America

The Secretary reported that names and curriculum
vitae of possible candidates had been received just
two days prior to the meeting. It was agreed that
this information would be circulated to Committee
members and that the matter would be fully discussed
at the next meeting.

b) 93/25 SYLLABUS FOR TEACHING BEGINNERS

The Secretary informed the Committee that the final
draft of the Syllabus was now with the printers.

EX94/5

TEACHERS' COURSE, SUMMER SCHOOL

The Convener reported that Mrs Corson and Miss Martin had met with the Director of Summer School in October 1993 to discuss various suggestions for a Teacher's Course. Although there seemed to be a wish for such a course/class, the problems of organising it were considerable and if it could be arranged it would not be before 1995. The Committee agreed that it would do nothing further in the meantime.

The Director of Summer School had said he would ask teachers of the Fully Certificated class, during the first class of the morning, to emphasise teaching methods, teaching points and make individual criticism where relevant.

EX94/6

COURSE FOR TUTORS

For the benefit of the new members on the Committee, the Secretary summarised the arrangements for the Tutors Course to be held in St George's West Church on 26 March 1994. She reported that a Course Director, two Tutors and a pianist had been appointed and that they would be meeting to discuss the content of the Course. The lunch and Course fees would be paid from the Jean Milligan Memorial Fund.

It was expected that approximately forty tutors would attend.

EX94/7

MUSIC COURSE

The Secretary advised the Committee that Mr B Crowe was now unable to Tutor the Accordion section of the Course. Because only two candidates had applied for this section the Committee agreed that it should be suspended.

Accommodation and Course fees would be provided from the Jean Milligan Memorial Fund.

EX94/8

POTENTIAL EXAMINERS

The suggested pro forma drawn up by the sub committee was circulated to the full committee for consideration and comment and would be discussed at the next meeting.

EX94/9

SET DANCES FOR PRELIMINARY TEST AND
TEACHER'S CERTIFICATE

Necessary amendments were made to bring the wording of the dance descriptions into line with the most up-to-date editions. These amendments would, in due course, be circulated to the Committee members.

The Committee, after discussion, agreed the exclusion of diagrams thus allowing the dance descriptions to be put on computer. The music would be included but on a separate page.

EX94/10

CORRESPONDENCE

- a) A letter from Mrs See (New South Wales) asked the Committee to consider an upper age limit on anyone applying for either the Preliminary Test or the Teacher's Certificate. The Committee agreed that this was catered for in the Notes For Tutors where tutors are given the right to decide whether a candidate should continue with a particular course (Notes A 12).

Mrs See also asked if there could be an exchange of Examiners Between Australia and New Zealand from time to time. The Committee agreed to this provided the costs of travel do not exceed travel within Australia and that such exchanges must be within Australasia.

- b) Letters from New South Wales requesting Examiners' expenses relating to the examinations held in Sydney for three candidates were discussed. The Committee agreed that it could not sanction these expenses as it had been agreed at the Examiners' Seminar (and later ratified by the Executive Council) that the minimum number of candidates to justify two examiners travelling to the place of examination should be not fewer than six unless special circumstances arise when application should be made beforehand.
- c) Comments from Liverpool Branch concerning the pro forma for failed candidates was noted.

[Faint, illegible text on the left page]

- d) A letter requesting permission to sit the full certificate in less than two years after successfully completing the Preliminary Test was discussed. The Committee agreed that the regulations must be adhered to.
- e) A letter from TAC relating to the North American Examination Tour last spring was read to the Committee. The Secretary had previously replied to the letter and the Committee agreed that no further action was required.

EX94/11

ANY OTHER BUSINESS

- a) The Secretary was asked to write to the IDTA suggesting the name of an examiner to replace Mr Mechan who has had to withdraw for health reasons.
- b) It was suggested that another Examiners' Seminar might be discussed at the next meeting.

EX94/12

DATE OF NEXT MEETING

18 June 1994 at 10.30am

THE ROYAL SCOTTISH COUNTRY DANCE SOCIETY

THE MINUTES OF THE EXAMINATIONS
COMMITTEE MEETING ON 18 JUNE 1994
AT 12 COATES CRESCENT, EDINBURGH
AT 10.30AM

PRESENT: Mr A S Aitkenhead (in the Chair), Miss A W Miller, Mr G Lawson, Mrs L Gaul, Mr W Hamilton, Mrs E McCausland, Miss L Martin.

ATTENDING: Mrs J Dick (Assistant Secretary).

EX94/13 APOLOGIES

There were no apologies.

EX94/14 CONVENERS REMARKS

Mr Aitkenhead thanked everyone for attending the Meeting and especially Miss Miller and Miss Martin.

The Convener said that draft documents had been sent out previously in order to speed up the proceedings as the Agenda was a lengthy one. Mr Aitkenhead said that he would not be available for the next meeting on 24 September and the Committee agreed an alternative date of Sunday 16 October at 10.30am.

EX94/15 MINUTES OF THE MEETING ON 8 JANUARY 1994

The Minutes of the Meeting on 8 January 1994 had previously been approved at the Executive Council Meeting on 14 May 1994.

EX94/16 BUSINESS ARISING

a) EX93/25 - Syllabus for Teaching Beginners.

The Assistant Secretary reported that these were now available at Headquarters and each member of the Committee was given one.

b) EX94/11 a) - The Convener discussed this with the Committee and it was confirmed that Mr G Mechan's name was still on the List of Society Examiners.

EX94/17

TUTORS COURSE

The Tutors Course was held in St George's Church West, Edinburgh on 26 March. Miss L Martin and Mrs J MacLean were the Tutors and Miss D Hamilton the Musician.

Miss L Martin in giving her report on the Course outlined the format it had taken and considered that it had been a very worthwhile project although she pointed out that in future it might be a good idea to have one Course for Tutors and another one for Potential Tutors and not to mix the two groups.

The Chairman, Miss Miller, endorsed Miss Martin's Report and said that it had been a very worthwhile Course and as it was the first of its kind many lessons had been learned for future Courses.

Miss Miller thanked all those involved for all the effort and hard work that had gone into making it such a success.

The Assistant Secretary reported that a number of letters had been received in respect of the Course.

EX94/18

MUSIC COURSE

The Music Course was held on 20-22 May 1994. Mr R Mackay and Miss M Johnstone were in charge of tutoring 10 participants on the Course.

The Assistant Secretary read a letter from Mr Mackay in which he stated that it had been a very enjoyable and worthwhile weekend. Mr Mackay said that he hoped all the pianists had gone away having benefited from the Course and that he was very pleased that the Committee encouraged these pianists who showed such interest in the music of the Society.

EX94/19

BUDGET FOR 1995/1996

The Convener informed the Committee that a budget for 1995/1996 had to be decided for submission to the Finance Committee.

This was discussed by the Committee in detail.

The Secretary will also be asked to report on contributions for overseas tours.

POTENTIAL EXAMINERS

a) North America - The Assistant Secretary handed out two late applications for Potential Examiners for North America.

Mr Aitkenhead reported that Mrs F Gray and Mrs E Vandergift would be attending Summer School 1994 as Potential Examiners for assessment.

Mr W Hamilton objected to the fact that the CV's for the Potential Examiners had not been given to all members of the Examinations Committee.

The Convener explained that the CV's had had to be dealt with quickly in order to allow the applicants from North America to make travel arrangements to Summer School.

It was agreed that in future all documents would be presented to the Committee.

The letter received from Mr Middleton (TAC) enclosing the new CV's was discussed by the Committee and it was agreed that a letter should be sent pointing out that although the names will be looked at it does not mean they will automatically be appointed as Examiners.

b) Pro Forma for Selection of Potential Examiner

i) A suggested pro forma for use by Senior Examiners along with the panel of examiners had been circulated to the Committee.

Before this was discussed Mr W Hamilton was asked to leave the meeting as he had a vested interest in this matter.

The draft was discussed and amendments and alterations made. Further draft copies will be sent to all members of the Committee for comment at the next meeting.

ii) Data Recording of the details of Examinations

Provisional forms had previously been sent to the Committee and after discussion it was agreed that Examiners and Headquarters staff would use them for a trial period.

c) Composition of Assessment Panel

Proposals for the composition of an Assessment Panel had been previously distributed to the Committee. These were discussed and amended. A further amended draft will be sent to members of the committee for discussion at the next meeting.

EX94/21

SET DANCES FOR PRELIMINARY TEST AND TEACHERS' CERTIFICATE

Mr W Hamilton pointed out that amended copies of the Set Dances had not been circulated to all the members of the Committee.

Copies which were available were amended and Mr Hamilton agreed to make the necessary alterations.

It was agreed that Publications & Research Committee should be advised of the amendments as discussed.

The Committee also agreed that the Set Dances should be sent out with "Tutors should Refer to Relevant Book" attached.

Copies of the Set Dances will be forwarded to Committee members.

EX94/22

TOKYO EXAMINATION

The Assistant Secretary reported that there were 13 Preliminary candidates and the written paper had been held on 3 May. The papers would be translated and given to the Examiners when they arrive in Tokyo.

The Convener explained to the Committee that the arrangements for these particular examinations were made between meetings so that they could be undertaken in conjunction with the examiners tour to Australia and consequently decisions had to be taken quickly. He had spoken with Miss Miller and she presented the proposal to the Finance committee who had given the go ahead although it was pointed out that this would be a one-off occasion.

EX94/23

AFRICAN EXAMINATIONS

The Assistant Secretary reported that arrangements were now in hand and that the examinations would be held in 5 or possibly 6 centres. At the moment there are 9 Teachers' Certificate and 11 Preliminary Test candidates. The Examiners, Mr Aitkenhead and Mr Wilkie will arrive in South Africa on 27 August and depart on 5/6 October.

EX94/24

DRAFTS SUBMITTED FOR DISCUSSION

Mr Aitkenhead informed the Committee how difficult it had been to gather the information in order to put together this draft on procedure for selecting Potential Examiners.

The papers were discussed and alterations made. Further draft copies will be sent to the members of the Committee for discussion at the next meeting.

In discussing the appointment of a Senior Examiner at Summer School it was pointed out that the decision came from the Examinations Committee and not the Summer School Director.

It was agreed by the Committee that Miss L. Martin will be the Senior Examiner at Summer School this year.

EX94/25

EXAMINERS' SEMINAR

The Committee agreed that an Examiners' Seminar should be held in 1995. Several dates were discussed and all Examiners would be advised about the Seminar when details were available.

EX94/26

CORRESPONDENCE

A letter received from IDTA advising the Committee that Mrs M Corson had withdrawn her name from their list of Examiners was discussed by the Committee.

A letter of acknowledgement will be sent suggesting that they contact Mrs V Davidson as a replacement. The Society will also let her know that her name has been submitted.

SS94/27

ANY OTHER BUSINESS

A remit from Summer School was read to the Committee, stating that they would like the musicians and teachers to be informed of the results of the examinations at the same time as the candidates.

This was discussed and it was agreed that only the teachers who had taken the examination classes would be informed.

EX94/28

DATE OF NEXT MEETING

Sunday 16 October 1994 at 10.30am

Richard
16/10/94

Confidential.

Report on Potential Examiner

St. Andrews, 1994

1st Course.

I met with Mrs. Frances Gray and Mrs. Elinor Vandegrift prior to the start of the examinations to discuss the arrangements made for assessment. Both had been given a copy of the procedure for assessment relating to Potential Examiners (Ex 93/26). They were also given copies of all the other relevant papers relating to the examinations and to the meeting with the Examining Panel.

At this point both potential examiners had queries regarding the length and depth expected in the written critiques and assessments and what the format would be during the interview with the Panel.

When the examinations commenced, Mrs. Maclean was present to act as Senior Examiner for Mrs. E. Vandegrift.

Mrs. Frances Gray.

Mrs. Gray was punctual in reporting for all sessions.

We visited both classes and sat through the lessons of several candidates in each. Mrs. Gray also listened to the critiques given by the official examiners to five other candidates.

She submitted satisfactory written reports on each of the two selected candidates on the three aspects of the examination.

These critiques and assessments showed that she had an adequate perception of the fundamental aspects of examining.

The Panel of four official examiners was given the opportunity to assess the submitted critiques and assessments prior to interviewing the potential examiners.

With the written critiques before her, Mrs. Gray gave a verbal report on her assessments of the two candidates. This was a lengthy procedure as she read each paper in detail after adding explanatory comments. She found it extremely difficult and in fact was unsuccessful when pressed to condense her report into a ten minute criticism.

The Panel had the opportunity to ask questions and to discuss the various aspects of the assessments with Mrs. Gray.

These questions were adequately answered.

Conclusion

After some discussion it was a majority decision by the Panel that Mrs. Francis Gray be recommended for appointment to the official list of examiners.

It was considered that while her verbal evaluations did not show the ability to be brief and objective her preparation and presentation of the three aspects of assessment was well structured and detailed.

Examining Panel

Mrs. M. Corson
Mrs. A. Holden
Mr. Wm. Ireland
Mrs. E. McCausland

Lesley Martin
Senior Examiner

Report Regarding Potential Examiner Elinor Vandegrift.

Though fluctuated in decision making, regarding final results, Mrs. Vandegrift, on reflection, was able to present a valid critical appraisal of candidates work regarding written and physical presentations. She was able to summarise, with adequate fluency, the results of observations made throughout the procedure.

With regard to self evaluation, Mrs. Vandegrift showed some awareness of the required modification in any personal shortcomings arising throughout the assessment.

In terms of relationship, Mrs. Vandegrift proved to be responsive, with a purposeful attitude to tasks set. She was able to engender suitable rapport with candidates and communicate with examiners.

Mrs. Vandegrift would, I feel, be capable of making a positive contribution to any work undertaken for the Society.

In agreement with all examiners on the panel at summer school, I would recommend that Mrs. Vandegrift be considered as an examiner for the ^{Society} MacKearney.

THE ROYAL SCOTTISH COUNTRY DANCE SOCIETY

THE MINUTES OF THE EXAMINATIONS
COMMITTEE MEETING ON 16 OCTOBER
1994 AT 12 COATES CRESCENT,
EDINBURGH AT 10.30AM.

PRESENT: Mr A Aitkenhead (in the Chair), Mr G Lawson, Mr W Hamilton, Mrs E McCausland, Miss L Martin.

ATTENDING: Mrs J A Moore (Secretary).

EX94/29 APOLOGIES

Apologies were received from Miss A W Miller and Mrs L Gaul.

EX94/30 MINUTES OF MEETING ON 18 JUNE 1994

The Minutes of the Meeting on 18 June 1994 were approved.

EX94/31 BUSINESS ARISING

There was no business arising.

EX94/32 POTENTIAL EXAMINERS

a) Report on Assessment of Potential Examiners at Summer School 1994.

The Committee was informed that both the Potential Examiners attending Summer School 1994 had been recommended for appointment to the Official List of Examiners. The Committee accepted the recommendations.

b) Drafts Submitted for Discussion:

The following procedures were agreed -

A Procedure to be used when selecting Potential Examiners (PE) to be included on list of Examiners for RSCDS.

1) RECOMMENDATIONS FOR NOMINATIONS FOR PE

Names of nominees may be sent to Headquarters by:

- a) Examinations Committee
- b) An individual Examiner
- c) A Branch Committee

Each nominee must submit a detailed CV and a letter of recommendation from sponsor.

This will be considered by the Examinations Committee and should contain a list of experiences within Scottish Country Dancing as noted below.

2) CRITERIA

- (i) Must be a qualified teacher of the RSCDS with a wide experience of teaching all standards of classes at Branch level.
- (ii) Must have considerable experience as a TUTOR of CANDIDATE CLASS on Preliminary Test and Teacher's Certificate.

In addition to this the following experience is recommended:

- (iii) Should have experience in presenting teams for Country Dance Festivals and/or Demonstrations.
- (iv) Should have experience in Adjudicating at Festivals organised by Branch or Area organisations.
- (v) Experience on the staff at RSCDS Summer School or Day Schools or Weekend Schools organised by Branches or Dance Groups.

- NB (a) Potential Examiners should have a proven record of professional and personal integrity and conduct which will uphold the traditions of the Society.

- (b) Examiners not on the Examinations Committee but who have knowledge and experience of examining a Candidate Class of the PE – should be allowed to examine the CV and make comment, for the benefit of the Examinations Committee.

3) NOTIFICATION

Each application will be acknowledged. When the list of Examiners is to be extended each application will be considered by the Examinations Committee. The selected PEs will then be invited to attend Summer School at St Andrews for assessment. PEs will be offered accommodation for the time required for the assessment.

4) PROCEDURE FOR POTENTIAL EXAMINERS

- a) The PE should be present at the examinations for the Preliminary Test and for the Teacher's Certificate held at St Andrews at the end of either the first or second course at Summer School.
- b) The PE will be asked to mark the examination papers of one candidate for each of the two examinations.
- c) The PE will observe the practical dancing and submit a written critique on each of the two candidates whose paper he/she has marked.
- d) The PE will sit through at least one teaching session in both the Preliminary Test and the Teacher's Certificate examinations to hear the examiners' critiques to candidates – but not to the two whose papers he/she has marked.
- e) He/she will follow his/her two candidates all the way through the examinations and, as well as a written critique and assessment of their papers and their practical dancing, will submit a written critique and assessment of their teaching.

- f) In the presence of a Senior Examiner appointed by the Examinations Committee and the official Examiners, the PE will give his/her verbal critique assessment of the written paper, practical dancing and teaching of each of the two candidates he/she has observed and be prepared to answer verbally questions on his/her critiques and assessments.
- g) A report on the PE prepared by the Senior Examiner in consultation with the four official Examiners will be sent by the Senior Examiner to the Examinations Committee.
- h) The Secretary will inform the PE of the Examinations Committee decision after the next meeting of the Examinations Committee.

NB In no circumstances will any correspondence concerning the decision, or contents, be entered into by the RSCDS or by the Assessors themselves.

B Paper Apart: A pro forma was drawn up for use by the Senior Examiner and assessment panel to enable a letter to be sent to an unsuccessful PE.

C DUTY OF SENIOR EXAMINER

The Senior Examiner will arrange to meet the Potential Examiner to discuss procedure and will accompany the PE throughout the assessments.

The Senior Examiner will ensure that the PE

- a) has access to the paper of the two Candidates – one from Preliminary Test and one from Teacher's Certificate.
- b) be introduced to the two Official Examiners of each class.
- c) be informed of the Candidate whom he/she will observe in each class.
- d) be informed of the time and place of the interview with the Assessment Panel.

- e) be aware of the procedure of the Panel.

The Senior Examiners will ensure that the Official Examiners should have sight of the CV from the PE. They should also have sight of the critiques and assessments submitted by the PE of their candidates.

EXPR/33

SET DANCES FOR PRELIMINARY TEST AND TEACHER'S CERTIFICATE.

The Committee approved the final drafts of the set dances for the Preliminary Test and the Teacher's Certificate. These would now replace the previous editions.

The Committee thanked Mr Hamilton for the help he had given in producing the draft copies.

EX94/34

EXAMINERS' SEMINAR

After discussion the Committee agreed that the Seminar should take place on Sunday 6 August 1995 at St Andrews which will be the middle Sunday of Summer School.

EX94/35

REPORTS ON RECENT OVERSEAS TOURS

a) Tokyo. Reporting on the Examinations Tour to Tokyo during the Summer, Miss Martin said that 13 candidates had been presented for the Preliminary Test. There were 5 failures.

Plenty of time had been allocated for the examination which, because of the language problem, was helpful. Miss Martin said that she and Mr Lawson were well looked after by their hosts and expressed their gratitude and thanks.

b) South Africa. The tour lasted 6.5 weeks and the two Examiners visited venues in South Africa, Zimbabwe and Kenya.

Examinations were held at 7 venues in both Preliminary Test and Teacher's Certificate. Out of 18 candidates there were 5 failures.

The Examiners, Mr Aitkenhead and Mr Wilkie expressed their appreciation of the arrangements made for this tour by the organiser in South Africa.

c) Australia. It was noted that no examination candidates were presented during this official tour.

Further discussions on overseas official examination tours was deferred to future meetings. However it was agreed that one Examiner from Headquarters should be present at all overseas examinations whenever possible.

EX94/36

FORWARD PLANNING

a) New Zealand Tour 1995. The Secretary was asked to write to New Zealand Branch to enquire if they would be willing to contribute towards a pianist to accompany Mrs Johan MacLean on this Tour.

b) North America 1995. The Secretary was asked to write to North America to enquire when they hoped this examinations tour might take place and how many centres would be involved.

It was noted that 10 examiners had been involved in overseas tours in 1993 and 1994.

The Committee recommended that where possible the same examiners should not be invited to examine in the same centres and so would not examine the same candidate twice.

EX94/37

CORRESPONDENCE

a) Letter concerning TAC North America Tour was noted and the Secretary would reply.

b) A letter was received enquiring about teaching at week-end and day schools. A reply would be sent indicating that Branches make private arrangements with teachers. There is no official list.

c) Letters concerning an examination failure were discussed. The Secretary would reply.

EX94/38

ANY OTHER BUSINESS

The Committee agreed to the proposed meeting with the Publications & Research Committee to discuss amendments and additions to the Manual. Co-options, if considered necessary, could be made. The Publications & Research Committee should arrange the date for this meeting.

EX94/39

DATES OF NEXT MEETINGS

7 January 1995

17 June 1995

23 September 1995

W. H. H. H. H. H.

CURRENT EXAMINATION POLICY

UK

Examinations are held whenever and wherever a Branch makes application. Normally 5 per year.
(No change envisaged)

SUMMER SCHOOL

Examinations for Preliminary Test (PT) and Teacher's Certificate (TC) are held separately each year at the end of each of the two Courses.
(No change envisaged unless the present trend (decreasing applications) continues when discussion with the Director of Summer School will take place.

NORTH AMERICA

Examinations have traditionally been held in America and Canada every 2 years. These are organised by TAC, the itinerary is recommended by the organisers at TAC and HQ is informed. Two Examiners from the UK are sent by HQ and whenever possible one examiner returns for the next scheduled examination tour.

A separate examination is held every alternative year at TAC Summer School for both PT and TC. Examiners are sent from HQ.

(With the development of a panel of Examiners, resident in North America, a change in this structure is envisaged)

AUSTRALIA

Examinations to which HQ sends an examiner are held on a regular basis - every 3 years. The itinerary is co-ordinated by Branches in Australia (ATA).

There are 3 Examiners from Australia, who have been on the list since 1989. Traditionally *one* Examiner is sent from the UK and is accompanied by *one* from Australia. The Examiner from UK is usually occupied in teaching non-examination classes in several Branches during the visit.

The length of the tour is normally 4/5 weeks.

Recently examinations have been organised and the presence of a UK Examiner has not been requested during the year of an official tour.

(some change may be planned)

NEW ZEALAND

Examinations are held on a regular basis, every 3 years, to which HQ sends examiners. The itinerary is co-ordinated by the New Zealand Branch. Three Examiners resident in New Zealand have been qualified since 1990.

New Zealand hold their own examination at the Summer School each year. New Zealand Branch invites a Teacher/Examiner from the UK and one from New Zealand to take part in the examinations at the School.

(Some change may be planned)

JAPAN

This is a new area for Examiners and there is no set pattern.

However, since 1989, there have been 2 organised examinations there, each time for PT only. The Tokyo Branch has been informed that schedules examinations may only be organised when previous arrangements have been made with HQ.

(Some change may be planned)

EUROPE

Examinations are held within the EC at times arranged by Branches and Affiliated Groups. These examinations have members from several countries eg Holland, Belgium and Germany.

SOME STATISTICS NOTED SINCE 1990

Number of Examiners on List: 25
(UK 17; Australia 3; New Zealand 3; North America 2)

| | 1991 | 1992 | 1993 | 1994 |
|----------------|------|------|------|------|
| Summer School | 8 | 8+2 | 8 | 8+2 |
| Branches in UK | 4 | 6 | 8 | |
| Australia | 3 | 2 | 3 | 3 |
| New Zealand | 2 | 2 | 2 | 2 |
| North America | 2 | | 2 | |
| Total | 19 | 20 | 23 | 14 |

Whenever possible, the same Examiners are not invited to return to the same venue for consecutive examinations. The schedules for 2 Examiners going to North America is that one examiner will return on the next tour.

THE ROYAL SCOTTISH COUNTRY DANCE SOCIETY

The Minutes of the Examinations
Committee Meeting on 7 January
1995 at 12 Coates Crescent, Edinburgh
at 10.30am.

PRESENT: Mr A S Aitkenhead (in the chair), Mr G Lawson, Miss A W Miller, Mr W Clement, Mr B Frazer, Mrs L Gaul, Mrs E McCausland, Miss L Martin.

ATTENDING: Mrs J A Moore (Secretary).

EX95/1 APOLOGIES

There were no apologies.

EX95/2 MINUTES OF MEETING ON 16 OCTOBER 1994

The Minutes of the Meeting on 16 October 1994 had been previously approved at the Executive Council Meeting on 19 November 1994.

EX95/3 BUSINESS ARISING

a) EX94/35 (i) Tokyo
There was discussion on the need for Tutors in Japan to be given some guidance for the planned Teacher's Course.

b) North American Tour
The Secretary reported on the arrangements made to date for the Tour.

Possible dates for the visiting examiners were discussed and it was agreed that a tour of 3 to 4 weeks, commencing 10 April 1995 would be suitable. Miss Martin accepted the invitation to undertake the Tour and the need for a second examiner was noted and the Secretary was asked to make enquiries from the three names put forward by the Committee.

c) Meeting with Publications & Research Committee.
Dates were discussed for a combined Examinations Committee/ Publications & Research Committee meeting to discuss amendments to the Manual. Suggested dates were 5th, 19th and 26th February 1995.

EX95/4

OVERSEAS TOURS

After much general discussion it was decided to defer this entire item for an in depth review which would include all Examination Tours and the policy for North American Tours with the newly established Panel.

EX95/5

POTENTIAL EXAMINER

The Secretary reminded the meeting that two further names had been added to the list of nominations sent by TAC.

The CV's of these two additional nominations and also the other five would be re-circulated to the Committee members.

A further two CV's were presented from UK Branches. These were copied and circulated to the committee. Examiners who had knowledge of these Potential Examiners would be sent copies for comments. It should be noted that this is in accordance with the procedure accepted in EX94/32

Relating to the North American Panel it was decided not to invite a Potential Examiner from North America to Summer School 1995 due to the time scale, but invitations would be sent for Summer School 1996.

EX95/6

EXAMINERS LIST

The list of examiners was reviewed and it was noted that there were 17 UK examiners and 8 overseas. The Committee agreed that there were sufficient names on the list at present but the need for others to be added was noted.

The Committee regreted to note the recent death of Miss Doris Robertson who had been a valued Society Examiner for many years. Mr Aitkenhead and Mr Lawson would attend the funeral.

EX95/7

COURSE FOR TUTORS

The decision was made to hold a Course for Tutors with experience in presenting candidates for examinations on 23 March 1996. Branches would be asked for nominations. A course for potential tutors is also to be offered in 1996.

EX95/8

COURSE FOR MUSICIANS

It was agreed to look into the possibility of holding another music course in 1996. This to be for piano and one other instrument if a suitable tutor can be arranged.

EX95/9

EXAMINERS' SEMINAR 1995

The Secretary reported that there was a poor response from the request for Branches and Examiners to submit items for discussion at the Seminar. However several suggestions for inclusion on the Agenda had come from the Australian Teachers Association and Sydney Branch. Committee members were requested to submit items as soon as possible.

EX95/10

SUMMER SCHOOL

The appointment of Examiners for Summer School was discussed. It was agreed that discussions would take place with the new Director of Summer School but meantime the status quo was accepted for Summer School 1995.

EX95/11

POTENTIAL EXAMINERS - REMIT FROM EXECUTIVE COUNCIL

The Committee examined the Pro Forma for Potential Examiners and agreed that a copy of the Pro Forma would be issued to Potential Examiners together with the procedural papers.

EX95/12

CORRESPONDENCE

- a) Letters received from Australia - ATA and Sydney Branch - were read and contents noted. They included several suggestions for the Examiners Seminar. Replies would be sent answering the questions and comments.
- b) A letter was received from Harare. A reply would be sent informing them of the intention to look at the possibility of further tours when the whole questions of Overseas Tours came up for review.
- c) A letter received from South Africa would also be answered informing them of the Overseas Tours review.

d) A letter received from the IDTA regarding the shortage of examiners in the South of England was noted. The Secretary would reply suggesting suitable names.

e) A letter from Berks/Hants/Surrey Border Branch concerning examinations was noted and the Secretary would reply.

EX95/13

ANY OTHER BUSINESS

The Secretary informed the Committee that Mrs Mina Corson had donated a most generous cheque to the Society which she wished to be used to further the excellent work being done by the Examinations Committee.

The Committee expressed its appreciation and asked the Secretary to write to Mrs Corson.

EX95/14

DATE OF NEXT MEETING

17 June 1995

John Atkinson

THE ROYAL SCOTTISH COUNTRY DANCE SOCIETY

Telephone 031 225 3854
Fax 031 225 7783
12 Coates Crescent
Edinburgh EH3 7AF

Date 8 March 1995

To: All Members of the Examinations Committee

Re: Joint Meeting of Publications & Research with Examinations
Committees

Publications & Research Committee met on 25 February and discussed the minutes of the Joint Meeting on 5 February and the following decisions were made. These are enclosed for your comment.

Page 1 Approved

Page 2 Item 6 Ladies Chain if you interchange the numbering of the 1st and 2nd Men then the whole paragraph under this requires to be changed.

Publications & Research Committee consider this should be rewritten to deal with the Ladies Chain in a line dance, also adding in some dances the Ladies Chain may be danced with the lady beginning on the right of her partner.

Item 7 Petronella Turn Publications & Research Committee decided to add "when danced in Strathspey time the first step may be modified to become a travelling step" (this they feel is in keeping with the 7th step in set to corners and partner).

All other items on page two approved.

Additional considerations to the Manual

Page 3.2. Progressing in Two Couple Dances.

"The 2nd couple as the new top couple, begin the dance on the third turn of the dance, the 3rd couple on the fifth and the 4th couple on the seventh" instead of using the word of repetition.

Page 3.3 Progressing in Three Couple Dances.

Change the paragraph as for Progressing in Two Couple Dances.

The last sentence instead of eighth repetition to be changed to "the eighth turn of the dance".

**MINUTES OF MEETING OF
EXAMINATIONS COMMITTEE
HELD AT 12 COATES CRESCENT,
EDINBURGH ON 17 JUNE 1995
AT 1000 HRS**

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

APOLOGIES: Mr B Frazer

The Convener introduced the new Secretary,
reminded the Committee members of the
confidential nature of the business being
discussed, and asked that none of the matters
raised or decisions made be discussed outwith
the Committee.

**MINUTES OF MEETING OF 7
JANUARY 1995 EX95/15**

The minutes of the meeting having been
approved at the Executive Council Meeting
were signed by the Chairman.

It was noted that although the minutes had
stated that all the Curriculum Vitae of the
Potential Examiners had been circulated to the
Committee, two had not been received. They
were Mr A Gray and Mrs S Nedderman.

**JOINT MEETING BETWEEN
EXAMINATIONS AND PUBLICATIONS
COMMITTEE EX95/16**

The Secretary was advised that the corrections
agreed in the previous meeting and at this
meeting would be printed as an addendum and
inserted in looseleaf format in the Manual.

The Secretary agreed to investigate the Society
stocking the publication "Traditional Dancing
in Scotland"

Further amendments were agreed as follows:

Formations

Ladies Chain - (p 6.24)

Line 1

after "by two couples" add *"To begin,
the 2nd couple are in 1st place and
the 1st couple are in second
place on the opposite sides"*

Bars 1-2 Line 3

delete "their partner's place" and
substitute *"the woman's place"*

Bars 3-4 Line 1

delete "hands, 1st woman turns 2nd
man and 2nd woman turns 1st man"
and substitute *"hand, 1st and 2nd
women turn their partners"*

Bars 7-8 Line 1

delete "hand, 1st and 2nd women
turn their partners, all finishing in
their starting positions" and substitute
*"hands, 1st woman turns 2nd man
and 2nd woman turns 1st man. All
finish in their starting positions"*

(p6.25)

Interchange the numbering of the 1st and 2nd
men in all three diagrams.

Insert after the "half ladies chain" the
following:

*"Note: in some dances the Ladies
Chain is danced with the woman
beginning on the right of her
partner."*

Men's Chain (p6.25)

Bars 1-2 Line 3

delete "their partner's place" and
substitute *"the man's place"*

Bars 3-4 Line 1

delete "hands, 1st man turns 2nd
woman and 2nd man turns 1st
woman" and substitute *"hand, 1st
and 2nd men turn their partners"*

Bars 7-8 Line 1

delete "hand, 1st and 2nd men turn
their partners" and substitute *"hands,
1st man turns 2nd woman and 2nd
man turns 1st woman."*

(p6.26)

Interchange the numbering of the 1st and 2nd
men in all three diagrams.

Note for Dances

The Isle (p7.31)

Bar 20 Line 2

add after the current wording *"The
1st woman does not pull back her left
shoulder but continues into the
casting movement."*

The Charmer (p7.21)

insert after the current text for Bars
6-7

*"The diagram in the book is incorrect
because the 1st couple should be
facing diagonally up towards the 3rd
couple."*

It was also noted that when Book 29 and the corresponding Pocket Edition were reprinted, they should be revised with new diagrams inserted.

TUTORS COURSE EX95/17

Although there were discussions about holding a tutors course for potential tutors, it was agreed that the first priority should be to hold a course for tutors with experience in presenting candidates for examinations. This was to be held on 23 March 1996, and the Secretary agreed to ascertain whether St George's Church Hall was available.

It was agreed that Miss Martin, and Miss Johan MacLean would be invited to tutor the course and that Miss Dorothy Hamilton would be invited as a pianist. Mr Aitkenhead would act as course co-ordinator.

An application would be put for funding from the Jean Milligan Memorial Fund to cover candidate fees and lunches. Travel expenses/accommodation expenses would not be reimbursed.

Application forms for entry would be distributed to all branches, although it was accepted that the maximum number of candidates should be limited to 20.

MUSICIANS COURSE EX95/18

The Secretary agreed to contact Muriel Johnstone to invite her to run the course which would be held within the Society offices, and act as Course Director. The music course would start on a Friday evening, continue with sessions throughout the Saturday, and Sunday morning, and disperse after lunch on Sunday. In addition Miss Parker agreed to ascertain from Ms Johnstone the following:

- if she wished someone else to attend to teach an alternative instrument
- her preferred date for the course in 1996.
- her preferred maximum candidates (It was suggested that this should be 12)

Funding would be requested from the Jean Milligan Memorial Fund to cover fees and accommodation (bed/breakfast), it was agreed that the travel/subsistence would not be reimbursed.

EXAMINATION POLICY EX95/19

A paper had been circulated from the convener regarding current examination policy.

It was agreed that the branches organising examinations must inform headquarters of their arrangements, before the examinations take place. It was also agreed that the examiners should in future return all relevant papers to headquarters that relate to any candidate who has failed the examinations.

OVERSEAS TOURS EX95/20

It was agreed to further consider the possibility of a "Pacific Rim" examination tour initially encompassing Australia and New Zealand and possibly to incorporate Japan in the future. This would be solely for examination purposes.

Australia

In connection with a request from ATA for examiners for their 1996 examination, the Secretary agreed to contact them to ascertain whether it was an annual examination, to confirm the precise dates and to indicate that the Committee was considering rationalising their policy regarding overseas tours.

New Zealand

The New Zealand Branch had asked not to have an official tour in 1995 and the Secretary agreed to contact them to ask if they would envisage having candidates for an official tour in 1996 and indicating the rationalisation currently being considered.

South Africa

The Committee agreed that the teaching tour requested, should be considered and asked that the Jean Milligan Fund consider this under "missionary tour" status.

EXAMINERS SEMINAR EX95/21

It was agreed that the amended sections 1-7 inclusive of the above paper would be circulated at the Examiners Seminar for discussion, although the Committee were reminded that the seminar was not a decision making meeting.

INTERNATIONAL DANCE TEACHERS ASSOCIATION (IDTA) EX95/22

The Finance Committee had asked that this Committee consider that the IDTA candidates doing RSCDS examinations should receive some token of Society recognition. The IDTA currently issues medals and a plaque to hand them on, the RSCDS sent examiners and had provided the syllabus.

The Committee were reminded that there were only 4 grades, and although there was a suggestion that this grading may be expanded, agreed that there was not need at the current time. They also agreed that no further recognition was required from the Society.

The Secretary had also received a letter from IDTA regarding their a proposal to set up examinations in NT, Australia, through Mr Henry. The Committee agreed that should sufficient candidates present themselves, the RSCDS would have no objection - Mr Henry was a fully certificated RSCDS teacher.

POTENTIAL EXAMINERS EX95/23

Of the seven overseas applications, two were retained for further consideration, and of the two UK applications, one was retained. It was also agreed that Mr Frazer be invited to apply.

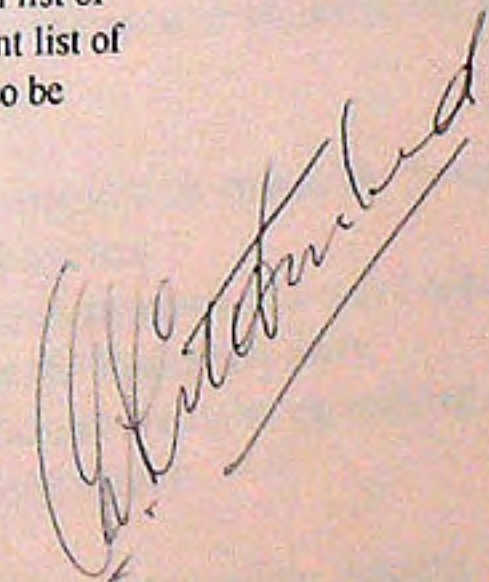
ADJUDICATORS EX95/24

Several complaints regarding adjudicators at festivals had been received, and the Committee agreed that they should be copied to those concerned along with a request for their comments.

It was also agreed that a list would be compiled of those members interested in acting as adjudicators and a similar list for examiners, in order to comply with the requirements of the Data Protection Act. The Secretary agreed to circulate application forms to all those currently on the lists.

The Committee further agreed that a list of Teachers (comprised from the current list of Summer School teachers) should also be compiled, as indicated above.

DATE OF NEXT MEETING:
Saturday 23 September 1995



NOTES ON EXAMINERS SEMINAR -- AUGUST 1995

From Individuals

- 1) Q What agency should organise Teaching Certificate Course (PT & TC)?
 - a) An Individual
 - b) An Affiliated Group
 - c) A BranchA Individuals within a Branch area must first clear intention with the Branch before seeking permission to organise candidate classes.
- 2) Q Should all Examiners on the List be invited to examine in any country?
A All Examiners on the list may be invited to officiate at an examination in any country.
- 3) Q Procedure for requesting and holding Examinations - see Notes for Tutors?
A Guidelines "Notes for Tutors" issued by Headquarters should be observed and adhered to by all agencies organising certificate examinations.
- 4) Q Should candidate selection be more rigorous?
A It was emphasised that the Preliminary Test should be accepted as preparation for the Teacher's Certificate.
- 5) Q Should Examiners sit separately when examining?
A Examiners are to be requested to reduce all unnecessary comment during the teaching aspect of the examination. Not essential to have two separate venues.
- 6) Q With fewer "Teaching Classes" being organised - is 4 years long enough to give candidates experience to be presented as a candidate?
A No Change.
- 7) Q Is there a structure required to enable the Society to identify Potential Examiners within Branches?
A
 - a) Examiners are to be requested to make assessments of tutors of candidate classes on the Reporting form.
 - b) Specific tutor courses are to be established for both experienced tutors and potential tutors.
- 8) Q "The Examinations Committee of the Society, 5 elected members, should not include more than one non-examiner"?

A Recommended that only ONE non-examiner be included for selection of Examination Committee. NB This has been discussed at Executive Council and rejected, the status quo is accepted.

From Examination Committee

1) Q Examiners should be aware of the TIMETABLE produced by the organiser and make every effort to keep to this? NB. Organisers should note that in planning the allocated time for the examination - an allocation of time should be made for -
a) Change over of class 5/10 min.

A Recommended that examiners keep as far as possible to the timetable prepared by the organising branch.

2) Q The Proforma for unsuccessful candidates is useful but provision for notetaking should be emphasised?

A Notetaking facilities have to be made available for all candidates during the de-briefing period.

3) Q Seminar 89, notes, page 3, paragraph 17. This paragraph should be noted by all Examiners?

A "Difficult" questions and "complicated" dances should not be included in the examinations.

4) Q Discussion on "Overseas Examination Tours"?

A Due to the increased number of examiners available for overseas examination tours, it was recommended that the same 2 examiners should not be invited to attend the same venue for a "repeat" visit.

**THE ROYAL SCOTTISH COUNTRY
DANCE SOCIETY.**

**NOTES OF EXAMINERS' SEMINAR
HELD AT UNIVERSITY HALL, ST
ANDREWS ON 6 AUGUST 1995**

PRESENT

Mr A Aitknehead, Mrs B Burnell, Mr W
Clement, Mrs M Corson, Mrs N Dunn, Mrs P
Gale, Mrs F Gray, Mr W Ireland, Mr G Lawson,
Mr W Little, Mrs E McCausland, Dr A
MacFadyen, Mrs N McLaren, Miss L Martin,
Mr G Morris, Mrs M Napier, Miss M Prentice,
Mrs E See, Mr S Wilkie, Mrs M Yarker, Mrs J
Yeats, Mrs J Dick (Assistant Secretary)

ATTENDING

Mrs L Gaul, Mr E Frazer

APOLOGIES

Mrs Vandegrift

Mr G Lawson, Chairman, welcomed everyone to
the meeting and especially those who had
travelled so far

Mr Aitkenhead, Convener hoped the examiners
would find the seminar interesting and
informative. Mr Aitkenhead remembered Mrs
Holden and Mrs Robertson, who had died
recently, with affection and admiration for all
the hard work they had done for the Society, he
said they will be sorely missed. He introduced
the two non-examiners present and said that as
members of the Examinations Committee they
were attending the seminar for information only
and would not be taking part in the debate. He
also pointed out that although no decisions
would be made the recommendations would go
to the Examinations Committee.

**What Agency Should Organise Teaching
Certificate (PT & TC)?**

After some discussion it was agreed to
recommend that Branches should run classes.
Where no Branch exists an affiliated group
could also do so. Only where there is neither a
branch or affiliated group can an individual.

after careful vetting, do so. In all cases prior
application should be made to Headquarters.

**Should All Examiners on List be Invited to
Examine in any Country.**

Discussing the procedure for inviting examiners
on the Official List to take part in an
examination tour, it was pointed out that the
procedure appeared to differ between the UK
and Overseas. It was agreed that
recommendations should be made to standardise
the procedure, stating clearly that all invitations
should be made from Headquarters for both UK
and overseas examiners.

It should be noted that as all examiners are
considered equal it would be appropriate for
overseas examiners to inform Headquarters
when they will be in the UK for any period of
time in order that their services can be utilised.

**Procedure for Requesting and Holding
Examinations - See Notes for Tutors.**

It was agreed that all the information required
was detailed in Notes For Tutors and this should
be referred to and adhered to. Although a
certain amount of flexibility should be
maintained because of distances, it was
recommended that there should be a uniform
way of setting up examinations worldwide.

**Should Candidate Selection be More
Rigorous.**

It was noted that various problems arose when
Branches had to merge classes because of lack of
numbers but nevertheless it was agreed that
where possible a rigorous selection in the dancing
performance should be made. It was
recommended that the selection should be
carried out as stated in the syllabus. The
meeting agreed that all applicants should be
thoroughly prepared. On discussing the
possibility of a preparatory class it was pointed
out that the Preliminary Test was introduced
with this in mind.

**Should Examiners Sit Separately When
Examining.**

This was discussed and it was agreed that this
was unnecessary.

With Fewer "Teaching Classes" being organised - is 4 Years Long enough to Give Candidates Experience to be Presented as a Candidate.

After discussion it was agreed that this should be left as stated in the syllabus.

Is There a Structure Required to Enable the Society to identify Potential Examiners Within Branches.

There is no structure in place at the moment, although the scope for identifying Potential Examiners within Branches and also from Examiners is wide, prospective candidates should be advised to the Examinations Committee who would investigate.

It was recommended that a Course for Potential Tutors be organised to assist with the selection process.

"The Examinations Committee of the Society, 5 Elected Members, Should not Include More Than one Non-Examiner".

It was pointed out that there are two non-examiners on the Examinations Committee at present and also that after election at the Executive Council five elected members could be on the Examinations Committee. After discussion it was agreed to recommend to the Executive Council that there be only one non-examiner on the Examinations Committee.

Examiners Should be Aware of the Timetable Produced by the Organiser and Make Every Effort to Keep to This.

After discussion it was agreed to recommend to Branches that they allow sufficient time for the change over of dancers bearing in mind the timescale allowed.

The Proforma for Unsuccessful Candidates is Useful but Provision for Notetaking Should be Emphasised.

It was agreed that Tutors should be advised that candidates must have notetaking facilities available.

It was recommended that the Proforma in use at the moment on a trial basis should be continued.

Seminar 89' Notes.

It was again agreed that no complex dances should be given to candidates as test pieces.

It was pointed out that past papers are held at HQ but it was not normal practice to use these as a "Bank of Questions".

Discussion on "Overseas Examinations Tours".

The Convener explained that to comply with the Data Protection Act all Examiners had received a form for completion, giving permission for their names to be held on an Official List.

He went on to advise the meeting that a third examiner had been appointed in Australia and New Zealand so that the same examiners were not attending all examinations.

A paper outlining current policy was discussed by the meeting, it was noted that the itinerary in Australia was co-ordinated by an individual not the branch. It was recommended that approval should be obtained from Headquarters for an official tour. It was also recommended that the main purpose of the tour was for examination purposes.

It was noted that the New Zealand tour was cancelled as there were no examinations.

Omitted from the Paper was South Africa and it was confirmed that examinations are held by the Branch/Affiliated Group every 4 years.

BRANCH CORRESPONDENCE

Various letters had been received and these were discussed by the meeting.

It was agreed that official tours should be continued to promote the Society but if these were to be for teaching purposes only, an application for funding would have to be considered.

It was recommended that the examinations tours should be maintained where possible and if there is time, the examiner might give some teaching

although this would have to be approved at Executive level.

On the question of locally held candidate classes being used instead of candidates attending Summer School, it was felt that because Branches did not hold regular classes, it may be that applicants could only attend Summer School. Personal choice was also a factor

Replacing the "Golden Pheasant" in the Set Dances was discussed and it was agreed that because of the formations in the dance it was a very useful dance for candidates and also it would be very difficult to get similar formations in another dance.

Mr Aitknehead informed the meeting that ATA intended to hold a 10 day examination course in 1996 with a correspondence course in January. This was not to be an annual event.

On the question of consistency amongst examiners, it was agreed that steps should be taken to implement the policy that no two examiners will go consecutively to the same venue and an ongoing attempt will be made to ensure consistency amongst examiners.

In answer to questions raised, it was recommended that prospective tutors should attend a Tutors Course and candidates should be assessed for suitability at Branch level prior to the course.

There was some discussion on how best to inform candidates of failure. It was noted that perhaps examiners needed more time for debriefing which would be more constructive than just the Proforma. Although it was pointed out that the Tutor of the class should be more aware of the candidate's failings.

All Examiners were given copies of the up to date Set Dances which had recently been reprinted.

ANY OTHER BUSINESS

Dr MacFadyen raised the matter of difficult questions in examination papers, he pointed out that as the time element was an important factor relevancy in the questions should be adhered to

He also suggested a practical seminar could be run for examiners to ensure they were working to the same level. The Convener advised that this could be the next stage and that this would certainly be kept in mind for future seminars.

Miss Yeats asked what should examiners expect in the Preliminary Test class regarding teaching steps and formations from scratch. It was confirmed that examiners should refer to the syllabus.

Miss Prentice wanted to ensure that flexibility and adaptability were taken into account by examiners and it was pointed out that this was already in the syllabus.

Mr Morris commented that an early history of Scottish Country Dancing could be included in the syllabus, it was noted that a brief history was already in the Manual of Scottish Country Dancing. This will be kept in mind for Publications & Research Committee.

Mr Wilkie queried the Proforma and questioned where "teaching points" should be placed on the form. The Proforma will be looked at again at a later date bearing this in mind.

A standardised form for examiners might be considered.

MINUTES OF MEETING OF EXAMINATIONS COMMITTEE
HELD AT 10.00AM ON SATURDAY 6 JANUARY 1996
AT 12 COATES CRESCENT, EDINBURGH

PRESENT

Mr A Aitkenhead (Convener), Mr G Lawson, (Chairman), Mr W Clement (Vice-Chairman), Mr B Frazer, Mrs L Gaul, Mrs E McCausland, Miss G Parker (Secretary).

APOLOGIES

EX96/1

Apologies were received from Miss L Martin.

MINUTES OF LAST MEETING EX96/2

The Minutes were approved subject to the addition of the following:

Tutors Course: An application will be put for funding from the Jean Milligan Memorial Fund to cover candidate fees and lunches. Travel expenses/accommodation expenses would not be reimbursed.

Application forms for entry would be distributed to all Branches, although it was accepted that the maximum number of candidates would be limited to 20.

The Minutes were then signed by the Convener.

MATTERS ARISING

EX96/3

It had been noted at the Executive Council Meeting that the Committee had agreed that anyone holding a Preliminary Test Certificate would be entitled to teach at Branch level. It was agreed that the above statement had been included because in many areas no fully qualified teachers were available to take Branch classes. Branch teachers should be fully qualified, however Branches should make provision for Preliminary Test holders to gain experience in teaching classes and such members should be encouraged to take their full Teachers Certificate.

Where fully certificated teachers were not available to take Branch classes there should be no bar against Preliminary Certificated teachers doing so.

The Committee recognised that there was currently a situation whereby Branches did not have the required 2 teachers and there was now a need for new teachers to be brought into the system.

The Committee also agreed to recommend to the Finance Committee that they investigate the possibility of encouraging Branches who held surplus assets to consider offering Scholarships to Summer School.

OVERSEAS EXAMINATION TOURS EX96/4
1996 TOURS

New Zealand 1996 EX96/4/1

The last scheduled tour of New Zealand had been intended to take place during 1996 however had been postponed. A new request had been received for an examiners tour of New Zealand to include a teaching session at their winter school. It was agreed that as the main purpose of the tour was not examinations, this would require to come under the auspices of a missionary visit and the request would have to be put before the Jean Milligan Memorial Fund.

ATA 1996 EX96/4/2

A request had been received indicating that there was to be an examination held in Australia in 1996 for which examiners were requested. The Committee further noted that ATA did not anticipate there being a requirement for an examination in 1997, the next scheduled overseas examination tour to Australia.

The Committee agreed in this instance to fund an examiner from New Zealand attending the Australian examination. The Secretary also agreed to contact the Secretaries of New Zealand and ATA in order to ask their co-operation in planning future examinations and to ask that they try to ensure that their examinations coincide with the prescribed schedule. Any further suggestions they could make as to the streamlining the process would of course be gratefully received.

1997 TOURS
Japan 1997 EX96/4/3

A request had been received from Tokyo Branch to ask whether it would be possible to have examiners at a proposed Teacher's Examination to be held in 1996. The Committee agreed that since this was outwith the normal schedule no funding could be approved for a tour in 1996.

After some discussion however, it was agreed that a Pacific Rim tour incorporating Australia, New Zealand and Japan would be investigated for 1997.

It was suggested that an examination tour incorporating a schedule of no more than a 3 week duration could be considered. The proposed dates were over the period July - August 1997.

It was noted that this was for the purposes of examinations not for teaching.

The Secretary agreed to contact the relevant Branches with regard to a proposed schedule.

New Zealand, South Africa EX96/4/4

It was agreed that the examiners for these tours would be appointed at the next meeting of this committee.

North America EX96/4/5

The Committee noted that both Mrs Vandergift and Mrs F Gray had responded indicating they were prepared to act as Examiners during the proposed North American examinations in 1997. Both had however indicated that they would prefer to examine outwith their geographical area ie Mrs Vandergift preferred to examine in the West and Mrs Gray to examine in the East.

The Committee noted these comments however they were keen to reduce the potential costs of this tour and therefore agreed to request that both examiners examined at the original sites wherever possible.

The Secretary agreed to contact the Secretary of TAC to ascertain who was to organise the 1997 examinations.

TEACHING TOUR - SOUTH AFRICA EX96/5

Following a request from the Secretary a draft programme had now been received for a teaching tour of South Africa. The draft programme proposed a tour from 7 May - 28 May 1996 incorporating Johannesburg, Harare, Pietermaritzburg, Port Elizabeth and Cape Town. It was anticipated that the approximate

cost of the tour would be £1,274.00. The Committee also noted that the Jean Milligan Memorial Fund had granted the funding for the tour on the following basis:

It was a one-off missionary tour to maintain strong links with South Africa. The tour would include a teacher and a pianist.

Several suggestions were agreed as teacher and pianist.

POTENTIAL EXAMINERS 1996 EX96/6

It was noted that both the Potential Examiners selected for assessment at Summer School 1996 had agreed to attend. One would prefer to attend during Course 1 and the other during Course 2.

NEW EXAMINERS EX96/7

The Secretary agreed to contact Johannesburg Branch to confirm whether or not Margo Monteith wished to be considered by this committee as a Potential Examiner.

EXAMINERS - SUMMER SCHOOL EX96/8

The Committee agreed that Mr Aitkenhead as Convener and Mrs M MacRae as Director of Summer School would jointly decide the Examiners for this years Summer School.

EXAMINATION LANGUAGE POLICY EX96/9

The Committee were advised that during the 1995 Summer School a Japanese candidate for the Preliminary Test examination was requested by the class tutor to leave the class, since she felt that the candidate's English was not good enough and he was holding back the other students. The candidate requested to stay in the class and an interpreter from another group in Japan was brought in by the tutor on the second day when the candidate was recommended to leave. It was not until day 3 that the Director of Summer School was informed of this decision.

In the class to which the candidate was transferred it appeared that there were no language problems and both tutors indicated he was the most proficient dancer in their class.

After some discussion the Committee agreed that the current policy had not been adhered to in this situation. While the examinations are normally conducted in English, candidates may teach using a mixture of their own language and demonstration and the written paper may be completed in their own language. It was agreed for future reference the Director of Summer School would be asked to advise all tutors of this policy.

It was also recommended to Summer School Committee that teachers who considered pupils were unsuitable or were not coping must consult with the Director of Summer School before taking action, and that the Director would advise the office of any changes.

The Secretary agreed to contact the candidate concerned acknowledging that it appeared that a mistake had been made and if he wished to apply for a Scholarship his application would be considered. She also agreed to contact the tutor concerned to advise her of the policy.

CONFIDENTIAL STATEMENT EX96/10

A letter had been received from the Northern Territory Branch querying the requirements for confidential statement for both the Preliminary Test and the Teachers Certificate.

The Syllabus for the Preliminary Test indicated that "when applying for a Course of training an applicant must arrange for a confidential statement of his/her practical proficiency, prepared by the teacher of the class which the applicant attends.....".

Under the Syllabus for the Teaching Certificate "when applying for admission to the Course for training, the applicant must arrange for a confidential statement of his/her teaching ability and experience to be provided by someone knowledgeable in Scottish Country Dance who has seen the applicant teach dancing....."

The Committee accepted the current wording had been carefully chosen and agreed that the intention of the wording was to ensure that those

who had gained their dancing experience from non RSCDS teachers were not excluded from the opportunity of sitting their Teachers examination. It was also recognised that this provided the greatest opportunities for Scottish Country Dancing for all those who might wish to take the examinations.

They therefore agreed no change was necessary.

GUIDANCE FOR PRELIMINARY TEST CERTIFICATE HOLDERS EX96/11

The Committee considered the current guidelines which were made available to all successful candidates at the Preliminary Test examinations and agreed with some minor amendments that these should now be revised and distributed to all newly successful candidates.

It was further agreed that the guidelines should be used as a handout at the forthcoming Tutors Courses and should be made available to all candidate class tutors in future.

1996 COURSES EX96/12

**Musicians Course 16-18 February
Director Muriel Johnstone**

13 applications had been received of which 2 were for accordion, 1 for the fiddle and remaining 9 for the piano.

Miss Johnstone had recommended that the 2 applicants for accordion be advised that due to lack of numbers the Society could not consider running a course for accordions. The applicant wishing to play the fiddle would however be contacted to ask whether he would be prepared to attend.

**Tutors Course 23 March 1996 EX96/13
Director Miss L Martin**

The Secretary advised the Committee that this course which was due to be held on 23 March 1996 had been rearranged and would now be held on Saturday 30 March. This was due to the special Executive Council Meeting now being held on 23 March.

14 applications had been received and all applicants had been advised of the newly revised date and their applications had been acknowledged.

Miss Martin had not yet advised the Secretary whether or not any of the applicants were unacceptable. The Secretary agreed to contact her on her return from the New Zealand Summer School.

**Potential Tutors Course-20 April 1996
Director - Johan MacLean.**

15 Applications had been received and although she was prepared to take all of them she asked that the Committee considered 4.

The Committee looked at each of the applications and the details of the candidates experience and agreed that all 15 should be accepted on the course.

Mrs MacLean also requested that each of the candidates be asked to study the Guidance Notes to Tutors and to bring the notes with them to the course. The Secretary agreed to advise all candidates.

Mr Aitkenhead suggested, and the Committee agreed, that a regular series of tutors and potential tutors courses should be held in future, and that all tutors taking candidate classes should make every effort to attend a tutors course before 1998.

It was also agreed that in order to create standardisation potential tutors should do 1 potential tutors course before becoming a tutor. The Secretary agreed to liaise with ATA and TAC with regard to the possibility of their setting up similar courses in Australia and Canada.

The Committee also recommended that every Branch holding candidate classes should ensure that the class tutor appointed a potential tutor as understudy.

It was further agreed to recommend to the Executive Council that after 1998 all new tutors

should have attended at least 1 Potential Tutors course and understudied at least 1 candidate class.

GUIDANCE TO EXAMINERS EX96/14

The Executive Council had recommended at their last meeting that this Committee consider the possibility of issuing Guidance Notes to examiners in order to aid consistency between all examiners.

After some discussion the Committee agreed that a new style marking sheet and result form would be made available on a trial basis for the examinations held at Summer School this year.

It was further agreed that discussion on candidate performance must take place between examiner and tutor and that candidates may consult with their tutor following receipt of the examination result. It was hoped that this interaction between tutors and examiners would assist the examiners in their assessment of the candidates true abilities, as well as giving candidates an insight of their shortcomings.

The Committee agreed to investigate the possibility of running an examiners practical course at their next meeting.

EXAMINERS SEMINAR EX96/15

Mr Aitkenhead had tabled a short precis of the discussions at the recent Examiners Seminar held during Summer School 1995. The Committee agreed that a synopsis of the meeting including the questions raised and the answers discussed would be circulated to all examiners and all Branch Secretaries.

IDTA EX96/16

Following a request from the Public Relations Sub Committee, the Examinations Committee considered the possibility of revising the current syllabus for the IDTA examinations. This has been suggested since the Society did not appear to have due recognition despite the fact that the full syllabus had been drafted by Society members. The current syllabus still referred to publications such as "Wont You Join the Dance" which were now out of print and therefore the

Committee agreed that a review of the syllabus was now in order.
Mrs Gaul agreed to investigate.

A request had also been received from an IDTA Examiner which indicated that the "Starry Eyed Lassie" was effectively a compulsory dance since it was the only jig mentioned in the syllabus.

Mrs Gaul agreed to draft revisions to be considered further by the Committee.

CORRESPONDENCE EX96/17

A letter had been received by a Mr Cumming advising the Committee that he now wished to retire as Examiner of the RSCDS. He also suggested that the Committee should consider "back to the young" drive, indicating that the Committee should consider the following:

1. The Society limits the age of examiners at appointment to 55 years.
2. That all appointment terminate on the examiner reaching the age of 65.
3. That all existing examiners 70 years of age and over be invited to retire in the interest of "back to the young" drive.
4. That a compulsory retirement age be established for existing examiners commencing at 70 years of age at a date to be fixed and that the retirement age be reduced by 1 year every year until a retirement age of 65 years is achieved.
5. That all retirees be enlisted and circulated as consultants who would be available for a) teacher refresher courses, b) advising new certificate tutors in the proper syllabus cover for the Preliminary and Certificate candidates, c) as consultants to local Branches as required.

The Committee considered the above and agreed that in principle the suggestions were desirable however they did recognise that there would be problems in trying to implement these suggestions at the current time. The matter would be kept under consideration.

The Secretary agreed to contact Mr Cummings to thank him for his long standing service as an examiner and to express the Committees appreciation of all the hard work and dedication he had put into the position.

TAC TALK - LETTER TO EDITOR EX96/18

The Committee were advised that a letter had appeared in the November Issue of TAC Talk regarding the examination process. The Convener agreed to draft a response to be circulated to Committee members for comments before sending to the Editor of TAC Talk. It was agreed that the letter should incorporate responses to the points raised in the open letter.

The Secretary also agreed to contact the editor of TAC Talk to request that if they receive similar letters in future, they would allow Headquarters an opportunity to respond to the letter within the same issue (copy deadlines allowing).

GUIDELINES TO ADJUDICATORS EX96/19

A request had been received from Newcastle upon Tyne & District Branch requesting that the Committee considered issuing guidelines for Adjudicators.

The Committee discussed the possibility of this and agreed that the guidelines currently issued by the Confederation of Music Festivals would be adopted by the Society.

DATE OF NEXT MEETING EX96/20

It was confirmed that the next meeting of the Committee would take place on Saturday 15 June 1996 at 10.30am