

THE ROYAL SCOTTISH COUNTRY DANCE SOCIETY

MINUTES OF THE EXAMINATIONS COMMITTEE

7 MARCH 1981 - 21 SEPTEMBER 2002

THE ROYAL SCOTTISH COUNTRY DANCE SOCIETY

MINUTES OF THE MEETING OF THE EXAMINATIONS COMMITTEE
AT 12 COATES CRESCENT, EDINBURGH, ON SATURDAY,
7TH MARCH, 1981, AT 10.30 A.M.

PRESENT: Miss M.H. Anderson (in the Chair), Mr. J. Taylor, Mrs. M.G. Parker,
Miss N.J. Arnott, Miss I.C. Martin, Mr. G. Mechan, Mrs. C.P. Wadsworth

ATTENDING: Miss M.M. Gibson (Secretary)

EX81/1 APOLOGIES

None

EX81/2 MINUTES

The Minutes of the Meeting on 20th September, 1980, were approved.

EX81/3 BUSINESS ARISING

- (a) EX80/22 The Committee noted that Mrs. Holden had accepted the invitation to go to South Africa and that Dr. MacFadyen was reserve.
- (b) EX80/25 It was noted that Miss McLaren would be the second examiner for North America and Miss Robertson the reserve.
- (c) EX80/24 The Committee noted that tapes of the examination dances were now available at £3.50 each.

EX81/4 REVISION OF SYLLABUS

The Committee considered the second draft of the revised syllabuses and taking into consideration submissions from those examiners who had sent in comments, a third draft was produced which, it was hoped, would accompany the Minutes for the Executive Council Meeting in May.

EX81/5 TEACHING SYLLABUS

It was unanimously agreed to co-opt Mr. Duncan Macleod to the Committee for the purpose of discussing the teaching syllabus. At Mr. Mechan's suggestion it was agreed that this item should be placed first on the agenda.

EX81/6 BUSINESS CARRIED FORWARD

Submissions regarding the Adjudicator's List and Methods of Selection of Adjudicators, etc. were carried forward to the next meeting.

EX81/7 OTHER BUSINESS

- (a) Teachers of Certificate Classes: A query had been received from Johannesburg Branch as to whether a teacher with but one year's experience since gaining the Teacher's Certificate could present candidates for the Society's examinations. It was the opinion of the Committee that a teacher should preferably have a good many years of teaching behind him/her before undertaking the training and presentation of candidates for examinations; there was, however, no regulation to prevent the presentation of a candidate by a teacher who had recently gained the Teacher's Certificate but the Committee **strongly advised** that the candidate/s concerned should endeavour to receive training from a more experienced teacher. The Secretary was instructed to advise the Branch accordingly.
- (b) Examination Results: Correspondence had been received from a member who had attended the TAC Summer School **Certificate Class** and who had failed to pass the examination. While noting the comments made in the letter, the Committee declined to enter into correspondence on the matter and reiterated the Society's ruling that the examiners' decisions are final.

Mr. Mechan proposed and it was agreed to recommend to the Director of Summer School, St. Andrews, that examination results should be issued from the HQ Office on the day of students' departure.

EX81/8 NEXT MEETING

Saturday, 2nd May, 1981 (Members please note this change of date)

The Meeting closed at 1.10 p.m.

Margaret H. Anderson

2.5.81

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THE ROYAL SCOTTISH COUNTRY DANCE SOCIETY

MINUTES OF THE MEETING OF THE EXAMINATIONS
COMMITTEE AT 12 COATES CRESCENT, EDINBURGH, ON
SATURDAY, 2ND MAY, 1981, AT 10.30 A.M.

PRESENT: Miss M.H. Anderson (in the Chair), Mrs. M.G. Parker, Miss L.C. Martin,
Mr. G. Mechan, Mrs. C.P. Wadsworth.

ATTENDING: Miss M.M. Gibson (Secretary)

EX81/9 APOLOGIES

Mr. J. Taylor, Miss N.J. Arnott; (Mr. Macleod who had been invited to attend this meeting also sent apologies).

EX81/10 MINUTES

The Minutes of the Meeting on 7th March, 1981, were approved.

EX81/11 BUSINESS ARISING

EX81/4: Syllabuses - Final Draft: The Committee, scrutinising the final draft of the syllabuses which would be before the Executive Council on 30th May, decided that an age qualification should, as in the Preliminary Test syllabus, be contained in the Teacher's Certificate syllabus as follows: "Teacher's Certificate Syllabus - Para 1 - line 1:-
Insert after "Applicants" - 'who must be over 22 years of age at the date of the examination.'

EX81/12 ADJUDICATORS

Three names had been submitted for addition to the Adjudicators' list and the Committee noted that no decision had as yet been made in the case of Mrs. Dobbs (previously submitted). The Committee agreed that a definite procedure should be established for the selection of adjudicators and that a start should be made by writing to all Branches in the United Kingdom in the first instance to inform them that it was proposed to extend the Adjudicator's list. Branches would be invited to put forward any nominations (not more than one per Branch) if they wished to do so. Nominations of potential adjudicators should be accompanied with reasons for the recommendation and the relevant curriculum vitae of the nominee. The procedure would then be:

- the Examinations Committee would consider the nominations and from the information before them would select a short list;
- those on the short list would be invited to attend a day course in Edinburgh;
- the course would consist of talks and discussion in the morning and practical work in the afternoon (i.e. potential adjudicators would be asked to adjudicate two teams of children and then each adjudicator would give his/her adjudication to the teams with a 'panel' watching and assessing suitability;
- from the day course it would be anticipated that four or five new adjudicators would be added to the Society's approved list.

As regards the administrative arrangements morning coffee, lunch and afternoon tea would be provided and suitable hall would be arranged in Edinburgh. It was decided to ask the General Purposes or the Finance Committee if these costs could be met from the Memorial or other funds.

The Committee recommended that expenses of travel should be met by the Branches concerned. The Committee hoped that the Executive Council would ratify the scheme so that a start could be made soon.

EX81/13 EXAMINERS

Miss Anderson recalled the practice which operated in 1972 regarding the selection of examiners and proposed that it should be continued with certain modifications. The Committee recommended the following procedure:

- (a) The potential examiner 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 potential examiner should be asked to mark the examination papers of two candidates for each of the two examinations (these candidates should be scheduled to teach during the later stages of the examinations).
- (c) The potential examiner should observe the practical dancing and submit a written critique of each of the four candidates whose papers he/she has marked.
- (d) During teaching, the potential examiner should sit with the official examiners and listen to their assessment of candidates.
- (e) In the presence of the Director of Summer School, or a senior examiner appointed by the Examinations Committee, and one of the official examiners, the potential examiner would give his or her assessment of the teaching of the four candidates whom he/she has been observing.
- (f) The examination scripts, the assessment of practical dancing and of teaching should be discussed with the Director and the two examiners.
- (g) A report on the potential examiner should be sent to the Examinations Committee by the Director and the two examiners.
- (h) The Secretary would inform the potential examiner of the result.

The Secretary was instructed to send these proposals to the Director of Summer School for his observations.

EX81/14 EXAMINATIONS

- (a) Prescribed Dances: It was decided that a review of the prescribed dances in the PRELIMINARY TEST should be made at the next meeting of the Examinations Committee, and that any change would come into use on 1st January, 1983, with the current syllabus remaining valid until 30th June, 1983 (i.e. both syllabuses running concurrently for six months).
- (b) Administration: It was agreed that teachers of examination classes and organisers of examinations required more guidance on administrative topics and it was remitted to the Convener and Secretary to arrange the best means of doing this.

EX81/15 TEACHING SYLLABUS (Suggested progressive stages in teaching, for the guidance of candidates preparing for the Teacher's Certificate Examination).

Mr. Duncan Macleod had prepared a paper for the guidance of those who had passed their preliminary test and who had to gain teaching experience in preparation for the Teacher's Certificate Examination. Mr. Macleod's paper was considered by the Committee and adopted in toto. The Committee recorded their gratitude to Mr. Macleod for his work in this respect and instructed the Secretary to communicate their appreciation and thanks to him. An acknowledgment would also be included in the paper itself.

It was decided that the suggestions should be sent out to all those who pass the Preliminary Test.

EX81/16 OTHER BUSINESS

- (a) A complaint had been received from an examiner that insufficient 'stooges' were being provided in the Teacher's Certificate examinations. The Committee agreed that in revising Form "A" (instructions regarding the examination, which go to the organiser) it should be made clear that two four-couple sets was the minimum expected. Administrative details would also be added to the Guide Notes for Teachers in charge of examination classes.
- (b) The Committee's attention was drawn to the practice, in some areas, of condensing the 30 hour training course into weekends (e.g. three weekends of 10 hours). The Committee understood and sympathised with the organisers of courses where weekly classes were not possible but they recommend that where Preliminary Test candidates and candidates for the Teacher's Certificate examination are being taught together that the number of weekends be extended.
- (c) Mr. Mechan asked if, when selecting examiners/teachers for overseas tours, consideration was given to senior examiners as opposed to new examiners and to active as opposed to non-participating examiners. The Convener explained that everything was taken into consideration e.g. experience, stamina, recent tours or engagements overseas, etc. She pointed out also that in certain cases the invitation to teach or to examine overseas would come directly from the Branch or Teachers' Association to the individual.
- (d) As this was the last meeting of the Committee for this session the Convener warmly thanked all members and the Secretary for their attendance and hard work and in turn the Committee thanked the Convener, Miss Anderson, for her efficient chairmanship. The Committee recommended that one of the meetings of the Examinations Committee in any year should be a full day one.

EX81/17 NEXT MEETING

- To be decided at the Executive Council Meeting in November.

The meeting closed at 2.40 p.m.

Margaret H. Anderson
6.2.82

THE ROYAL SCOTTISH COUNTRY DANCE SOCIETY

MINUTES OF THE MEETING OF THE EXAMINATIONS
COMMITTEE AT 12 COATES CRESCENT, EDINBURGH,
ON SATURDAY, 6TH FEBRUARY, 1982 AT 2 P.M.

PRESENT: Miss M.H. Anderson (in the Chair), Mr. J. Taylor, Mrs. M.G. Parker,
Miss F.H. Adams, Miss N.J. Arnott, Mrs. C.P. Wadsworth

ATTENDING: Miss M. M. Gibson (Secretary)

EX82/1 APOLOGIES

Mrs. M. C. Gudger

EX82/2 MINUTES

The Minutes of the Meeting on 2nd May, 1981, were approved.

EX82/3 BUSINESS ARISING

EX81/14(b) The draft letter to be sent to Branches in UK and North America regarding intimation of classes/courses leading to RSCDS examinations was approved. It was decided that the letter should be despatched to those Branches around mid July (when there would be a regular output to Branches).

EX82/4 EXAMINERS' LIST

- (a) The examiners' list was reviewed.
- (b) Mr. Stanley Wilkie's name was added to the list of examiners.
- (c) A letter was received from Mr. J. Rennie regarding examiners. It was decided not to add further names to the list at present and that the Society should continue to send examiners from Scotland to North America.

EX82/5 PUBLICATIONS

The Committee noted that the Convener had asked at the last Executive Council Meeting that the Publications Committee should notify the Examinations Committee of any amendments to or changes in reprints of Society publications. The Executive Council had agreed. On receipt of amendments the Examinations Committee would inform all examiners and adjudicators.

EX82/6 TEACHING TOURS

- (a) Ireland The General Purposes Committee had allotted funds from the Jean Milligan Memorial Fund to send a teacher and pianist to Northern Ireland and Eire in the autumn of this year (GP81/27(b)). It was decided to ask Miss Miller to undertake the tour on behalf of the Society.
- (b) 1983: The General Purposes Committee had decided to finance from the Memorial Fund a teaching tour of the Far East/Australasia and passed their recommendations to the Examinations Committee. The Committee endorsed the recommendation to invite Dr. Alastair MacFadyen to undertake the tour on behalf of the Society.

EX82/7 ADJUDICATORS' COURSE

- (a) The Committee noted the provisions made for the course by the Finance Committee.
- (b) The Convener reported on the arrangements made to date and said that Miss Adams, Mrs. Gudger, Mr. Macleod and Mrs. Wadsworth had agreed to give brief talks; it was decided to ask for a synopsis of the talks by the date of the next meeting (April) so that a check might be made against too much overlap. The speakers along with the Examinations Committee were invited to be members of the panel to select the new adjudicators. Miss Anderson outlined the plan for the dancing by four teams provided by Mrs. Corson and also for the adjudications.
- (c) The course timetable was approved
- (d) The draft letters to applicants were approved.
- (e) A short list of nine applicants was selected for the course from the submissions received.

EX82/8 EXAMINATIONS

(a) North America

The Secretary reported on a discussion she had had with the Tour Organiser (TAC) in respect of certain administrative aspects of examination tours with a view to improvements in the future.

Miss Arnott then reported on the 1981 tour: Arrangements by the Tour Organiser were excellent; standards generally were high in all spheres of dancing, teaching and the written papers. The examiners were doubtful about the value of "crash" courses where instruction was covered in a few weekends and under different teachers. She also outlined some of the difficulties encountered during the tour and suggested means of overcoming them; although the number of centres had been reduced from previous years the examiners still considered that the travelling was excessive.

Letters were received from Mr. T. Steele on behalf of Twin Cities Branch and from the Director of Instruction, Los Angeles Branch, in respect of the 1981 tour and from Ottawa and Kingston (Ontario) Branches in respect of policy for future tours. The contents of these letters were noted and the Secretary was directed regarding replies.

Mr. Taylor, seconded by Miss Adams, proposed that Miss Anderson, as Convener of the Examinations Committee should be one of the two examiners for the 1983 tour. This was unanimously agreed. The arrangements for the 1983 tour would be put on the Agenda for the next meeting.

(b) Australia

The request by the Branches in Victoria to have only one examiner was rejected: the rule that two examiners conduct the examination was one which the Committee considered had to be maintained.

EX82/9 EXAMINERS

A draft letter to all examiners regarding examination administration was approved.

EX82/10 CORRESPONDENCE

- (a) The Committee noted a letter of appreciation from the Border Regional Council regarding the adjudicators supplied in 1981.
- (b) A letter from the Budlet Group (H.K.) requested recognition of parity of ISTD qualification with the Society's Preliminary Test and for their members to be eligible to take the Teacher's Certificate examination. This was rejected.
- (c) A letter from Mr. Brown of York and North Humberside Branch was noted and a reply was being sent by the Convener.
- (d) A request from Mr. Baker of TUCSON to sit both Preliminary Test and Teacher's Certificate examination in the same year was rejected.
- (e) A telephone request from Mrs. Adams of Atlanta to sit the Teacher's Certificate examination before the expiry of two years from her Preliminary Test Pass was rejected.

EX82/11 NEXT MEETING

17th April, 1982 at 10.30 a.m.

The meeting closed at 5 p.m.

Margaret H. Anderson

17.4.82.

THE ROYAL SCOTTISH COUNTRY DANCE SOCIETY

MINUTES OF THE MEETING OF THE EXAMINATIONS
COMMITTEE AT 12 COATES CRESCENT, EDINBURGH,
ON SATURDAY, 17TH APRIL, 1982 AT 10.30 A.M.

PRESENT: Miss M H Anderson (in the Chair), Mr J Taylor, Mrs M G Parker
Miss F H Adams, Miss N J Arnott, Mrs M C Gudger,
Mrs C P Wadsworth.

ATTENDING: Miss M M Gibson

EX82/12 APOLOGIES

There were no apologies

EX82/13 MINUTES

The Minutes of the Meeting on 6th February were approved.

EX82/14 BUSINESS ARISING

(a) EX82/4: The Committee received the revised list of examiners

(b) EX82/6: The Committee noted that Miss Miller had accepted their invitation to undertake the teaching tour in Ireland in 1982 and that Dr MacFadyen had accepted the invitation to undertake the teaching tour in Hong Kong, Japan, New Zealand, Tasmania and Australia in 1983.

(c) EX82/8: Examination Tour North America 1983. In accordance with the policy adopted (Minute EX80/23) the Committee agreed to invite Miss Margaret McLaren to be one of the two examiners; should she be unable to accept, Mr Duncan Macleod would be invited.

EX82/15 LETTERS OF COMPLAINT AND CRITICISM

Miss Arnott had asked that this item be placed on the agenda as she considered that the Committee's current policy in dealing with letters of complaint and criticism should be amended in order to protect examiners from unjustifiable criticism. She said letters of criticism should come from a reliable and well informed source and that the Committee should define what should be accepted as a reliable source. She suggested that any complaint should, in the first instance, be addressed to the Secretary of the Branch concerned and the Branch Committee should discuss the matter and decide whether or not the complaint was justified and should go further. If so, the Branch Secretary should forward the letter to the Secretary of the Society who would deal with it in the way previously decided. She further suggested that the Chairman of the Society, the Convener of the Examinations Committee and the Secretary, in committee, should be given discretion as to which letters were to be termed acceptable. Miss Arnott put forward a motion in these terms and was seconded by Mrs Parker. No vote was taken as the Committee decided that a sub-committee consisting of Mr Taylor, Mrs Parker and Miss Anderson should give further consideration to the motion before bringing the matter forward to the next meeting.

EX82/16 ADJUDICATORS' COURSE

Final arrangements were discussed, the synopses of talks noted and a list of those participating in the course received. The order of speakers was arranged and the system of selection agreed.

EX82/17 /

EX82/17 PRESCRIBED DANCES

The Committee considered the dances in the Syllabus for both examinations and revised them as follows:

Preliminary Test

Jigs	Reels	Strathspeys
The Isle	Circassian Circle	• Monymusk
Lady Catherine	Duke of Perth	• Bridge of Nairn
Bruce's Reel	Fidget	• Dalkeith's Strathspey
Machine Without		• Sugar Candle
Horses		• Ca' the Ewes
		• Seann Triubhas Willichan

Teacher's Certificate

Jigs	Reels	Medley
Miss Mary Douglas	General Stuart's Reel	Glasgow Country Dance
Kendall's Hornpipe	Gates of Edinburgh	
The Happy Meeting	Kingussie Flower	

Strathspeys

- Miss Milligan's Strathspey
- The Glasgow Highlanders
- Peggy's Love
- The Village Reel
- Up in the Air

The date when the new syllabuses would come into effect will be decided at the next meeting.

EX82/18 OTHER BUSINESS

The Committee received a letter from Miss Margaret McLaren and noted the contents.

EX82/19 NEXT MEETING

No further meeting was at present arranged for this year.

Margaret H. Anderson

11. 12. 82.

THE ROYAL SCOTTISH COUNTY DANCE SOCIETY

MINUTES OF THE MEETING OF THE EXAMINATIONS COMMITTEE AT 12 OAKLEY COURT, YORKMOUTH, ON FRIDAY, 12TH APRIL, 1982 AT 10.30 A.M.

PRESENT: Mrs M H Anderson (in the Chair), Mr J Taylor, Mrs M C V Adams, Miss W J Archer, Mrs M G Dodder, Mrs C T Maheworth.

ATTENDING: Miss M H Gibson

AGENDA: 1. REPORT OF THE COMMITTEE
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THE ROYAL SCOTTISH COUNTRY DANCE SOCIETY

MINUTES OF THE MEETING OF THE EXAMINATIONS
COMMITTEE AT 12 COATES CRESCENT, EDINBURGH,
ON SATURDAY, 11TH DECEMBER, 1982, AT 10.30 A.M.

PRESENT: Miss M H Anderson (in the Chair), Mrs M G Parker, Dr A MacFadyen,
Miss N J Arnott, Mrs M Corson, Mrs A Holden, Mrs W Wadsworth

ATTENDING: Miss M M Gibson (Secretary)

EX82/20 CHAIRMAN'S REMARKS

Miss Anderson welcomed members to the Committee and gave her good wishes to Mrs Parker and Dr MacFadyen for their term of office.

EX82/21 APOLOGIES

Mr J Taylor

EX82/22 MINUTES

The Minutes of the Meeting on 17th April, 1982, were approved.

EX82/23 BUSINESS ARISING

(a) EX42/14(c): The Secretary reported that Miss McLaren had been unable to undertake the examination tour in North America in 1983 but Mr Macleod had accepted the Committee's invitation to do so.

(b) EX82/16: Adjudicators' Course. Miss Anderson gave a full report of the Adjudicators' Course during which a letter from Mrs Barclay, Aberdeen Branch, was noted. In discussing the report the Committee made the following recommendations for any future course which might be held:

- (i) Candidates should have had experience of training and entering teams for festivals.
- (ii) They should have attended festivals to hear experienced adjudicators and should have gained some experience as scribes or in some other capacity.
- (iii) The same format for the course was more or less acceptable.
- (iv) There should be a smaller number of candidates (4-6)
- (v) Further consideration should be given by the Committee to assessment and critiques.

EX82/24 POLICY IN RESPECT OF LETTERS OF COMPLAINT AND CRITICISM

Two items were before the Committee:

(a) Motion proposed by Miss Arnott and seconded by Mrs Parker on 17th April:

"That the decision of 1980 be amended; that only letters of complaint and criticism from a reliable or recognisable source, such as a Branch Secretary, a College of Education, TAC, etc. should be accepted, and, that the Chairman, Convener and Secretary should have some discretion in dealing with any such letters."

(b) An amendment proposed by the Sub-Committee appointed under Minutes EX82/15

"Letters of complaint or criticism with regard to examinations should in the case of Branch members be channelled through the Branch Secretary to Headquarters and in the case of HQ members through the Secretary of the Society. All such matters will be considered by the Examinations Committee."

Mrs Parker intimated her withdrawal as seconder for Miss Arnott's motion and there being no other seconder forthcoming the motion fell.

The amendment proposed by the Sub-Committee, becoming the motion before the Committee, Mrs Corson, seconded by Mrs Parker moved its adoption.

Miss Arnott, seconded by Mrs Holden moved that the motion be amended by the following additions:

- (i) After 'Branch Members' insert "and only if the Branch Committee supports the complaint"
- (ii) After 'HQ Members' insert: "directly involved in the examination"
- (iii) After 'Society' insert: "Examiners concerned will be informed immediately."

On a vote being taken, Miss Arnott's amendment was accepted by 4 votes to 3 and the Committee therefore resolved that

"Letters of complaint or criticism with regard to examinations should in the case of Branch members, and only if the Branch Committee supports the complaint, be channelled through the Branch Secretary to Headquarters, and in the case of HQ members directly involved in the examination, through the Secretary of the Society. Examiners concerned will be informed immediately. All such matters will be considered by the Examinations Committee".

EX82/25 CORRESPONDENCE

Letters from Twin Cities Branch, from ^{Mr} J Rennie (Los Angeles), and from Mr R Mackay were noted.

EX82/26 PRESCRIBED DANCES

- (a) It was decided that the new list of prescribed dances for the Preliminary Test and for the Teacher's Certificate should come into effect on 1st January, 1984.
- (b) It was decided to ask Mrs Muriel Taylor to make the recording for the tapes necessary and to arrange for this to be done in the Spring, 1983. A remit would be passed to the Finance Committee to request that finance would be made available.

EX82/27 AMENDMENTS TO DANCES, etc.

It was decided that notification of amendments to dances when reprints were being prepared and replies to dance queries initiated by the Publications Committee would be sent out to all examiners and Adjudicators and that their attention should be drawn to those amendments, etc which had already been included in the current Bulletin.

EX82/28 EXAMINERS OVERSEAS

The General Purposes Committee had remitted to the Examinations Committee a request that they should consider how best to keep examiners overseas informed. The Committee considered that all examiners (at home and overseas) should be kept informed of alterations to texts of dances and to replies to queries about dances initiated by the Publications and Research Committee; they should also be kept informed of changes to examination syllabuses of fees, of tapes for examination dances. There was no other action considered necessary. Examiners who wished to see the actual minutes of meetings could always have access to them through their Branch Secretary.

EX82/29 EXAMINATION PROCEDURE

- (a) It was decided that examiners should retain the papers of failed candidates for one year from the date of the examination.
- (b) It was decided that candidates applying for a re-sit of the examination must complete the appropriate form (i.e. the form similar to that with which they had first applied to join a Training Course for the examination).
- (c) The Committee noted the increase in examination fees from 1st January, 1983.

EX82/30 NOTES FOR TEACHERS CONDUCTING EXAMINATION CLASSES

- (a) It was decided to print the Notes in the form of a booklet its size to be the same as the current Syllabus (thickness depending on content).
- (b) It was agreed that the booklet should be in three sections:
 - (i) General Hints for the Class Teacher
 - (ii) Course Content (theoretical knowledge practical dance teaching)
 - (iii) Organisation and conduct of the Examination - the role of the class teacher

Because of the increased use of records and tapes the Committee decided to seek further information regarding the skills that are necessary in using such equipment.

It was agreed that Miss Anderson should prepare a first rough draft of the booklet to be considered at the next meeting and members were asked to send her suggestions for the contents of the booklet by 15th January, 1983.

EX82/31 NEXT MEETING

26th March, 1983.

The meeting closed at 2.40 p.m.

Margaret H. Anderson
26.3.83.

THE ROYAL SCOTTISH COUNTRY DANCE SOCIETY

MINUTES OF THE MEETING OF THE EXAMINATIONS
COMMITTEE AT 12 COATES CRESCENT, EDINBURGH
ON SATURDAY, 26th MARCH, 1983

PRESENT: Miss M. H. Anderson (in the Chair), Mrs. M.G. Parker, Dr. A. MacFadyen,
Miss N. J. Arnott, Mrs. M. Corson, Mrs. A. Holden, Mrs. W. Wadsworth

Attending: Miss M. M. Gibson (Secretary)

EX83/1 APOLOGIES

Mr. J. Taylor (absent on other Society business)

EX83/2 MINUTES

Miss Arnott, with reference to Minute EX82/24, commented that the seconder of her motion had withdrawn support without consulting her. She requested that a comma should be inserted in the adopted motion between 'examination' and 'through' in line 5.

With that amendment and the correction of a typing error in the first line of EX82/25, the minutes were approved.

EX83/3 BUSINESS ARISING

EX82/26(b) The Secretary reported that the revised list of examination dances had been recorded and the new tapes for the Teacher's Certificate and for the Preliminary Test dances would now be available.

The Committee decided that when, at some time in the future, other tapes were to be made they should consider the order of the dances in the recording both with regard to type and difficulty.

EX83/4 NOTES FOR TUTORS CONDUCTING EXAMINATION CLASSES.

The Committee received the first draft of the revised Notes. After half the draft was covered it was decided to remit further consideration to the next meeting.

EX83/5 RECORDED MUSIC

The Committee received papers on the use of recorded music and recorded their thanks for the submissions.

EX83/6 TEACHER'S CERTIFICATE EXAMINATION

The Committee received a request on behalf of three candidates who had passed the Preliminary Test in July/August 1981 at St. Andrews to take the Teacher's Certificate Examination in North America when Society examiners would be there in April/May 1983. After considering the special circumstances the Committee agreed that these candidates should be allowed to take the Teacher's Certificate Examination in accordance with paragraph 2 of the Syllabus.

EX83/7 NEXT MEETING

21st May, 1983 (morning and afternoon)

Margaret H. Anderson.

11. 6. 83.

THE ROYAL SCOTTISH COUNTRY DANCE SOCIETY

MINUTES OF THE MEETING OF THE EXAMINATION
COMMITTEE AT 12 COATES CRESCENT, EDINBURGH,
ON SATURDAY, 11TH JUNE, 1983

PRESENT: Miss M H Anderson (in the Chair), Mrs M G Parker, Dr A MacFadyen,
Mr J Taylor, Mrs M Corson, Mrs A Holden, Mrs W Wadsworth.

ATTENDING: Miss M M Gibson (Secretary)

EX83/8 APOLOGIES

Miss N J Arnott

EX83/9 MINUTES

The Minutes of the Meeting on 26th March, 1983, were approved.

EX83/10 BUSINESS ARISING

There was no business arising.

EX83/11 NOTES FOR TUTORS CONDUCTING EXAMINATION CLASSES.

Further consideration was given to the draft 'NOTES', amendments made to the second half, and contents arranged. A second complete draft would be prepared for the next meeting.

EX83/12 NORTH AMERICA - EXAMINATION TOUR

Miss Anderson gave a brief report on the examination tour which she and Mr Macleod had undertaken in April and May. Examinations had been held at 14 different centres with some 29 Branches and affiliated groups putting forward 129 candidates.

Generally speaking, teachers had taken great care in the preparation of candidates for the examination, the standard of practical dancing being particularly good.

Hosts and hostesses had been most helpful and considerate and the organisation by the tutors for each examination had been splendid. Miss Anderson expressed thanks to the TAC and to Mrs Finlay for the excellent planning and co-ordination of the tour. She and Mr Macleod had found it most interesting and enjoyable.

The Committee thanked Miss Anderson for her report.

EX83/13 EXAMINERS

The Committee considered the position regarding examiners overseas; it was decided that at the moment it was not necessary to increase the number of examiners.

EX83/14 ADJUDICATORS

Miss F H Adams had asked that her name be removed from the list of Adjudicators. The Committee accepted her resignation with regret and recorded their appreciation of her services in this respect; they were pleased to note that she would continue as an examiner for the Society.

EX83/15 TEACHING TOUR -

The Committee wished Dr MacFadyen, due to leave on 28th June, a successful tour in the Far East and Australasia.

EX83/16 NEXT MEETING

24th September at 10.30 a.m.

THE ROYAL SCOTTISH COUNTRY DANCE SOCIETY

MINUTES OF THE MEETING OF THE EXAMINATIONS
COMMITTEE AT 12 COATES CRESCENT, EDINBURGH,
ON SATURDAY, 24TH SEPTEMBER, 1983

PRESENT: Miss M H Anderson (in the Chair), Mrs M G Parker, Dr A MacFadyen,
Mrs M Corson, Mrs W Wadsworth

ATTENDING: Miss M M Gibson (Secretary)

EX83/17 APOLOGIES

Mr J Taylor, Mrs A Holden

EX83/18 MINUTES

The Minutes of the Meeting on 11th June were approved.

EX83/19 BUSINESS ARISING

None

EX83/20 NOTES FOR TUTORS CONDUCTING EXAMINATION CLASSES

The Notes were revised and a final draft prepared for the printer.

It was decided the Notes should be published in the same format as the
Syllabus but with the print on the cover being in blue.

EX83/21 EXAMINERS' LIST

- (a) The Secretary reported that Miss Adams had, on the advice of her
medical adviser, requested that her name be removed from the list
of examiners. The Secretary was instructed to write to thank
Miss Adams for all she had done over the years and the Committee
recorded their appreciation of her work.
- (b) The Secretary was asked to obtain from all examiners confirmation
as to whether or not they wished to have their names retained on
the list.

EX83/22 OTHER BUSINESS

Dr MacFadyen gave a brief report of his recent tour to the Far East and
Australasia in so far as it was relevant to the work of the Committee
and the Committee recorded their thanks to him.

Miss Anderson thanked members of the Committee for the hard work they
had put in this year especially with regard to the revision of the
NOTES FOR TUTORS; on behalf of the Committee Mrs Parker expressed
appreciation of Miss Anderson's convenership.

Margaret H. Anderson
10.12.83

THE ROYAL SCOTTISH COUNTRY DANCE SOCIETY

MINUTES OF THE MEETING OF THE EXAMINATIONS
COMMITTEE AT 12 COATES CRESCENT, EDINBURGH,
ON SATURDAY, 10TH DECEMBER, 1983

PRESENT: Miss M. H. Anderson (in the chair), Mrs. M. G. Parker,
Dr. A. MacFadyen, Mrs. M. Corson, Mrs. A. Holden, Mr. G. Mechan,
Miss G. E. McDonald

ATTENDING: Miss M. M. Gibson (Secretary)

EX83/23 APOLOGIES

None.

EX83/24 MINUTES

The Minutes of the meeting on 24th September, 1983, were approved.

EX83/25 BUSINESS ARISING

EX83/20 Notes for Tutors: The Secretary reported that the Notes
would be available early in the New Year as the proof had
now been returned to the printer.

EX83/26 EXAMINERS' LIST

The Secretary reported that intimation had been received from
Miss McLaren and Mrs. Lesslie that they wished their names to be
removed from the list. The Committee recorded their appreciation of
the work these ladies had carried out for the Society as examiners
and asked the Secretary to send an appropriate letter of thanks.

In view of the fact that there were now three fewer on the examiners'
list the Committee decided that it should be increased and a short
list was drawn up of those whom it was decided should be invited to
undertake the necessary training at Summer School.

EX83/27 EUROPEAN TOURS

The General Purposes Committee had asked the Examinations Committee
to select teachers to visit the Branches and groups in Europe in
1984 as a Memorial Fund project. It was considered that the teaching
tours might be divided as:

Scandinavia
France, Holland, Belgium
Germany, Austria, Switzerland (?Italy)
Spain, (?Tenerife), Portugal, Gibraltar

and a list was drawn up of teachers to be invited to undertake this
work.

EX83/28 GLASGOW HIGHLANDERS

The Publications Committee had remitted for the Committee's views
a query regarding the Glasgow Highlanders setting step. The Committee
recommended that 'Won't You Join the Dance?' should be amended as
follows:

P.16 'Glasgow Highlanders Step' second paragraph, line 6
delete 'bring left foot round in front to hopping position'
substitute: 'lift left foot up behind on last hop.'

Letters on the subject from Mr. Clement and Mr. Zobel were noted.

EX83/29 CORRESPONDENCE

(a) A Scheme of Work had been received from Mr. J. W. Mitchell and
was duly noted.

(b) A letter had been received from South Wales Branch and the
contents noted.

EX83/30

EXAMINERS SEMINAR

It was decided that it would be advantageous to hold an Examiners' Seminar this year and 22nd September was suggested. It was decided to ask the Finance Committee for approval to hold this Seminar.

Dr. MacFadyen proposed that the question of restricting individual comments to one point in the examination be discussed at the Examiners' Seminar. Mr. Mehan seconded the motion which was carried.

EX83/31

EXAMINATION QUESTIONS

The Committee considered sample papers for the Teachers' Certificate and Preliminary Test and agreed that there should be a recognisable difference between the questions for the two examinations. It was decided that members should consider the matter and submit, by the end of March, pairs of questions on various themes for the examinations; the matter would then be considered at the May meeting of the Committee.

EX83/32

NEXT MEETING

19th May

The meeting ended at 2.25 p.m.

Margaret H. Anderson.

19.5.84.

PAPER APART

MINUTE EX83/26: EXAMINERS' LIST

It was decided that a letter of appreciation should be sent to Miss McLaren and Mrs. Leslie for their past services as examiners. Anyone else coming off the list should also receive a letter of appreciation.

It was decided to invite the following to attend Summer School Examinations with a view to being considered for the examiners' list: -

Mrs. Brenda Burnell (Leeds Branch), Mr. William Little, Mrs. Stoker - U.K.
Mrs. Jean Conway, Mrs. Elma See - Australia

In the case of the Australian ladies notification should be sent simultaneous to the two examiners in Australia telling them of the Committee's invitation.

EX83/27 EUROPEAN TOURS

In the selection of teachers to carry out the European tours it was decided to split Europe into areas and to invite the following people to undertake teaching tours: -

- Scandinavia - Mrs. Johan MacLean
- France, Holland Belgium - Mr. Bill Ireland
- Germany, Austria, Switzerland (perhaps Rome) - Mr. Bill Little
- Spain, Portugal, Gibraltar, Tenerife - Miss Lesley Martin

and Mr. Bill Hamilton and Dr. Alastair MacFadyen would be held as reserves in case any of the above were unable to accept the invitation.

Tours had been completed (Norway, Sweden and Denmark by Mrs. Johan MacLean and Switzerland, Spain and Portugal by Miss Martin). All those visited had been most grateful and appreciative of the visit which had not only benefited their dancing but had lessened the feeling of isolation. The teachers had expressed their appreciation of the hospitality and welcome they had received everywhere.

THE ROYAL SCOTTISH COUNTRY DANCE SOCIETY

MINUTES OF THE MEETING OF THE EXAMINATIONS
COMMITTEE AT 12 COATES CRESCENT, EDINBURGH,
ON SATURDAY, 19TH MAY, 1984.

PRESENT: Miss Anderson (in the Chair), Mrs M G Parker, Dr A MacFadyen,
Mrs M Corson, Miss G E MacDonald, Mr G Mechan.

ATTENDING: Miss M M Gibson (Secretary)

EX84/1 APOLOGIES

Mrs A H Holden

EX84/2 MINUTES

The Minutes of the meeting on 10th December, 1983, were approved.

EX84/3 BUSINESS ARISING

(a) (i) EX83/26(i) The Secretary reported that Mrs Stoker, Mrs Burnell and Mr Little had accepted the Committee's invitation to attend Summer School this year as potential examiners. Mrs Conway and Mrs See had been invited to attend in 1985; Mrs Conway might attend then but Mrs See, if she accepted the invitation, would attend most likely in 1986. In reply to a point raised by Mr Mechan the Committee considered that additional examiners were required for geographical and other reasons.

(ii) The Committee discussed the present policy regarding arrangements for potential examiners (as set out in Minute EX81/13) and decided they should be revised as follows:

PROCEDURE FOR POTENTIAL EXAMINERS

- (1) The potential examiner 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.
- (2) The potential examiner will be asked to mark the examination papers of one candidate for each of the two examinations.
- (3) The potential examiner will observe the practical dancing and submit a written critique of each of the two candidates whose papers he/she has marked.
- (4) The potential examiner will sit through at least one teaching session in both Preliminary Test and Teacher's Certificate examination to hear the examiners' critiques to candidates - but not to the two whose papers he/she has marked.
- (5) He/She will follow his/her two candidates all the way through the examination and, as well as a written assessment of their papers and their practical dancing, will submit a written critique of their teaching.
- (6) In the presence of a Senior Examiner appointed by the Examinations Committee and the official examiners, the potential examiner will give his/her verbal assessment of the teaching of the two candidates he/she has observed.
- (7) A report on the potential examiner prepared by the Senior Examiner in consultation with the two official examiners will be sent by the Senior Examiner to the Examinations Committee.
- (8) The Secretary will inform the potential examiner of the Examination Committee's decision.

(b) EX83/27: European Tours: The Secretary reported that two of the tours had been completed (Norway, Sweden and Denmark by Mrs Johan MacLean and Switzerland, Spain and Portugal by Miss Martin). All those visited had been most grateful and appreciative of the visit which had not only benefited their dancing but had lessened the feeling of isolation. The teachers had expressed their appreciation of the hospitality and welcome they had received everywhere.

EX84/4 EXAMINERS' SEMINAR

- (a) It was noted that the Finance Committee had agreed to the necessary financial provision.
- (b) The date was confirmed as 22nd September, 1984
- (c) Administrative arrangements: It was decided to hold the Seminar in the Clarendon Hotel from 10.00 a.m. till 4.00 p.m. with morning coffee, lunch and afternoon tea being provided by the hotel.
- (d) It was decided to ask examiners to suggest topics for discussion e.g. Assessment, Standardisation of procedure, Courses for Tutors, etc. from which a programme would be prepared.

EX84/5 EXAMINATIONS

- (a) A letter was received from the Chairman of the TAC regarding the period of preparation prior to taking the Preliminary Test for the T.C. It was decided that this matter should be included for discussion at the Examiners' Seminar.
- (b) North America. A letter had been received from the Teachers' Association (Canada) with regard to the examinations in North America in 1985. The Committee decided that Miss Anderson would undertake the tour (continuing the policy that one examiner from the previous examination should participate in the next) and that Miss Martin should be invited to go as the second examiner. Mrs Corson would be held as reserve should Miss Martin be unable to accept the Committee's invitation.

The Committee hoped that the TAC would be kind enough to co-ordinate the tour as they had done previously.

EX84/6 EXAMINATION QUESTIONS

Sample questions were drawn up in an attempt to demonstrate the differentiation in standard between the Preliminary Test and the Teacher's Certificate Examination for discussion at the Examiners' Seminar.

EX84/7 OTHER BUSINESS

- (a) A letter from Glasgow Branch to the Examinations Committee regarding the cost of holding examination classes was remitted to the Finance Committee.
- (b) The question of overseas examiners was raised by Mr Mechan. The Committee decided that no change in the present arrangements should be considered meantime.
- (c) The Committee would be interested to see the new design for the Teacher's Certificate. The Secretary explained that the Publications Committee were still considering various designs but she would ask the Publications Committee to keep the Examinations Committee informed.

EX84/8 NEXT MEETING

Saturday, 18th August, at St Andrews, at 3 p.m.

Margaret H. Anderson
18th Aug. 84.

THE ROYAL SCOTTISH COUNTRY DANCE SOCIETY

MINUTES OF THE MEETING OF THE EXAMINATIONS
COMMITTEE AT UNIVERSITY HALLS, ST ANDREWS
ON SATURDAY, 18TH AUGUST, 1984 AT 2.30 p.m.

PRESENT Miss M H Anderson (in the Chair), Mrs M G Parker, Mrs M Corson, Mrs A H Holden, Miss G E MacDonald, Mr G Mechan.

ATTENDING Miss M M Gibson (Secretary)

EX84/9 APOLOGIES

Dr A MacFadyen

EX84/10 MINUTES

The Minutes of the meeting on 19th May, 1984 were approved.

EX84/11 BUSINESS ARISING

(a) EX84/5 North American Tour - The Secretary reported that Miss L Martin thanked the Committee for inviting her to examine in North America but regretted that due to personal circumstances she was unable to accept in 1985. Mrs Corson had accepted the Committee's invitation to go as the second examiner.

(b) EX84/6 The Committee reviewed the list of examination questions which had been prepared for consideration by the examiners seminar and amended it slightly. It was agreed that the questions would accompany the agenda for the seminar.

EX84/12 EXAMINERS LIST

Reports were received on the potential examiners who had attended the Summer School examinations and it was decided to add to the list the names of Mrs Brenda Burnell, Mr William Little and Mrs Mary Stoker. These new examiners would be informed of their appointment as Society examiners and invited to attend the Examiners Seminar in September.

84/13 EXAMINERS SEMINAR

(a) The Secretary outlined the administrative arrangements which were approved by the Committee.

(b) From the items suggested by examiners and by the Committee an Agenda was drawn up for the Seminar.

EX84/14 OTHER BUSINESS

Meetings: It was suggested as a guide to the Secretary in drawing up the time-table of meetings for the Executive Council approval that the two meetings for 1984/85 should be in December '84 and either 3rd August (were a potential examiner to attend the first Summer School course) or otherwise in May. The Secretary was asked to ascertain the position regarding the potential examiner who might attend Summer School next year.

EX84/15 NEXT MEETING

To be decided by the Executive Council.

Margaret H. Anderson

23.2.85.

The conclusions were that standards must be maintained and that factors such as with the examination should be discounted (e.g. isolated locality etc) especially when it came to the Teacher's Certificate. In both examinations candidates should have to satisfy both examiners in order to pass. In borderline cases examiners would discuss the candidates and reach a decision. If

NOTE: Recommendations made by the Examiners' Seminar will require to go before the Examinations Committee for consideration and decision and will thereafter have to be ratified by the Executive Council.

EXAMINERS' SEMINAR : 22ND SEPTEMBER, 1984

PRESENT: Miss M.H. Anderson (in the Chair), Mr. A.S. Aitkenhead, Miss J. Banks, Mrs. B. Burnell, Mrs. M. Corson, Mrs. N. Dunn, Mrs. M.C. Gudger, Mrs. A. Holden, Mr. W.J. Ireland, Mr. W. Little, Mrs. N. McLaren, Mrs. J. MacLean, Mr. D. Macleod, Dr. A. MacFadyen, Miss L. Martin, Mr. G. Mechan, Mrs. M.G. Parker, Miss M. Prentice, Miss M. A. Rae, Miss D. Robertson, Mrs. V. Sim, Mrs. M. Stoker, Mr. S. Wilkie, Miss J. C. Yeats, Mrs. M.E. West, Mrs. M. Yarker.

ATTENDING: Miss M.M. Gibson (Secretary)

1. ASSESSMENT

Mrs. Holden introduced the problems of assessment and emphasised the necessity of having some uniformity in methods of evaluation to ensure just decisions. She posed the following questions: Was everyone happy with the present methods of deciding the worth of a candidate? Should they be more closely defined? Was the present system too dependent on the individual views of examiners?

The examination comprises three parts - does a candidate have to pass in each of all three parts? While everyone agreed that the teaching section was most important - how important? - to the exclusion of the rest of the examination if need be? How much value should be placed on a good written paper or excellent dancing if teaching was mediocre?

After a wide-ranging discussion the conclusions drawn were:

- (a) The teaching part of the examination was by far the most important.
- (b) Nevertheless candidates must be able to dance well with due allowance being made for the older candidates who could not dance as well as formerly but who could show their ability.
- (c) The written paper should show that the candidates have the requisite knowledge even if it could not be put down well.
- (d) A written assessment in respect of each candidate should be maintained by the Tutor based on the criteria in 'Notes for Tutors' and made available to examiners if required (but not prior to examination).
- (e) A discussion on candidates with the tutor of the class was preferable to (d).

As opinion was equally divided (13 votes each) on (d) and (e) it would fall to the Examinations Committee to decide what to recommend.

The examiners agreed that in the continuous assessment for the Teacher's Certificate examination, candidates should be required to submit a lesson plan for their set dance as part of the assessment.

2. EXAMINATION QUESTIONS

In order to emphasise the difference in approach and depth of questions for the Preliminary Test and the Teacher's Certificate, the Examinations Committee had prepared sample questions for the information of examiners. It was agreed that these would be useful as a guide.

3. BORDERLINE CANDIDATES

Mrs. Gudger introduced the subject of borderline cases in both the Preliminary Test and the Teacher's Certificate. She considered that the original letters of recommendation were rarely of use to the examiner as they were often written by people who did not know what was expected of candidates.

The conclusions were that standards must be maintained and that factors out-with the examination should be discounted (e.g. isolated locality etc) especially when it came to the Teacher's Certificate. In both examinations candidates should have to satisfy both examiners in order to pass. In borderline cases examiners would discuss the candidates and reach a decision. If

If both examiners after discussion were doubtful the result should be 'fail'.
If after discussion the examiners still did not agree, the result should be 'fail'.

4. STANDARDISATION OF PROCEDURE

Introducing the topic of standardisation of the procedure relating to the conducting of the practical aspects of the RSCDS teaching examinations, Dr. MacFadyen said that there was some uncertainty on the part of candidates regarding what to expect in the examination. While standardisation did not necessarily mean absolute uniformity, options open to examiners should be clearly stated for the benefit of tutors and candidates.

Dr. MacFadyen outlined alternative procedures for the dancing section of the examination, for example -

- each couple to dance a set dance and after an interval, during which successive couples were assessed, each couple seen again dancing a set dance of different tempo.
- a couple to dance twice through a set dance followed immediately by twice through another.
- twice only through two set dances for each couple would probably be enough for assessment of dancing ability though examiners might wish to see a couple dance more than twice or to see all candidates as a group dancing their steps.
- apart from general words of encouragement and praise when deserved, no comments on individual performances be made during or at conclusion of the dancing part of the examination.

In the teaching examination there seemed to be little uncertainty regarding the procedure in the Teacher's Certificate but should the character of the class to be taught (i.e. beginners, intermediate, etc) be indicated? If the submission of a teaching plan is required of a candidate would recommendations have to be made about the format of lesson plans?

Variations in procedure in the Preliminary Test teaching section appear to cause some anxiety among tutors and candidates. Should teaching assignments (i.e. 16 bar sequences producing 'a combination of at least two basic formations') rely entirely on the set dances? (The syllabus at present did not permit this); is a clearer statement of the possible procedures needed if variations in approach by examiners are to continue? In the interests of standardisation would it be more satisfactory to specify (a) the number of formations to be taught and (b) those formations, not included in the set dances, which might be requested by examiners?

After general discussion examiners were in agreement that -

- Each candidate would be required to dance as first couple and lead at least one slow tempo and one quick tempo dance twice through (i.e. normally a couple will lead only two dances and more than that only if the examiners feel it necessary.)
- A couple should not be required to do two dances consecutively.
- Examiners might wish to have all candidates dancing individual steps as a group.

Dr. MacFadyen suggested that individual comments should come at only one point in time in examinations and include comments on the written paper, the dancing and the teaching of the candidate.

It was unanimously agreed that individual comments be given to a candidate after his/her completion of the three parts of the examination.

The suggestion to retain individual comments until the entire examination of all candidates was completed was rejected unanimously.

If it became obvious that a tutor had taught something wrongly, the examiner should have a quick word with the tutor while the dancing was proceeding and after the dance was completed should make the correction before the class. This would be an exception to the practice of restricting comments to the one point in the examination indicated above.

While para 14 of the Preliminary Test syllabus was accepted, it was considered that the Examinations Committee might indicate a list of formations which candidates could be asked for.

As a principle, examiners should indicate a standard to be assumed of the class to be taught by the candidate or indicate what exactly the candidate would be expected to teach by stating 'improve', or 'teach' a particular step to beginners, etc; it was recommended that the Examinations Committee should produce a glossary of what is meant by 'polish', 'improve', 'teach a step from basic'.

5. PRELIMINARY TEST CANDIDATES.

Mrs. Corson proposed that candidates at Preliminary Test level should be asked to teach 'not more than two formations' rather than 'at least two formations'; she felt there was insufficient time to devote to basic teaching points at present.

Examiners considered that where they had an obvious pass, time could be saved towards another candidate who required longer and it was therefore agreed that the status quo should remain with no need to change.

6. ATTENTION TO CANDIDATES

Mrs. Dunn said she would like to see examiners being able to give undivided attention to each candidate and suggested a break in the examination while examiners spoke to candidates - possibly after each two candidates taught.

As an alternative to this it was suggested that there could be three examiners at each examination with one going out in turn as each candidate completed his/her examination.

Examiners considered the status quo (i.e. one examiner talking to the candidate quietly and apart in the room while the examination continued with the other examiner) preferable to having a break in the examination which would considerably lengthen the procedure (12 to 10 votes)

However, by 15 votes it was recommended that, as an experiment at Summer School, St. Andrews, there should be three examiners per examination (i.e. 4 additional examiners over the month).

(Note: In addition to the Examinations Committee's approval this recommendation will have to go to the Finance Committee).

MUSIC

Mr. Aitkenhead dealt with the use of music and with a dearth of pianists in some areas and considered that the use of recorded music should be included in the teaching practice element of the examination. Should candidates be required to produce and use one of the forms of recorded music? Should the Finance Committee be asked to produce the necessary equipment to make this possible?

It was pointed out that teaching the use of recorded music would increase certificate class time and the time of the examination: it was also suggested that candidates would benefit from the use of a pianist at the examination even if they were going back to a tape.

However, if candidates in their certificate classes were using recorded music and wished to do so in examinations, this would be acceptable to examiners.

The Examinations Committee were asked to look into the possibility of producing taped music for step practice.

8. MINIMUM DANCING PERIOD BEFORE PRELIMINARY TEST

A letter from the Chairman, TAC, Mr. Clindinning, was read out by Miss Anderson, the purport being that the period of dancing before taking the Preliminary Test should be increased from the present two to five years.

Examiners thought five years to be too long but a majority opted for four years to be the period. This recommendation would be passed to the Examinations Committee.

9. EXAMINERS' AVAILABILITY FOR TUTORS

Where certificate classes have been taken by a tutor for the first time, Mrs. Corson emphasised the need for Examiners to make themselves available to answer any questions that the tutor might have regarding the class or candidates and that examiners should give any constructive hints for a future class.

This was agreed unanimously.

10. AVAILABILITY FOR EXAMINATIONS

Mr. Mochan proposed that, to aid administration, examiners should inform the Secretary of their availability for examinations - i.e. evenings only, all day, weekends, etc. and with due consideration for distance to be travelled and availability, examiners should be taken from a rota held at Headquarters.

This was unanimously agreed.

11. OTHER BUSINESS

The question of re-sits was raised by Mr. Macleod with specific reference to a second failure and the need to wait twelve months to take an examination again.

Miss Anderson said that all applications to deviate from the rule would have to go before the Examinations Committee where they would be considered with sympathy and understanding.

The Seminar concluded at 4.30 p.m. with a vote of thanks to Miss Anderson as Chairman.

THE ROYAL SCOTTISH COUNTRY DANCE SOCIETY

MINUTES OF THE MEETING OF THE EXAMINATIONS COMMITTEE ON SATURDAY 23RD FEBRUARY, 1985, AT 12 COATES CRESCENT, EDINBURGH AT 10.30 AM

PRESENT: Miss M H Anderson (in the Chair), Mrs M G Parker, Mrs M Corson, Mrs A H Holden, Miss L Martin, Dr A MacFadyen.

ATTENDING: Miss M M Gibson (Secretary)

EX85/1 APOLOGIES

Mr G Mechan

EX85/2 MINUTES

The Minutes of the Meeting on 18th August, 1984 were approved.

EX85/3 BUSINESS ARISING

EX84/14 Meetings: It was decided to hold a meeting in May as already scheduled but also to have a brief meeting on 3rd August for the sole purpose of discussing whether or not the potential examiner attending the first course of Summer School be added to the list of examiners or not.

EX85/4 REMIT FROM EXECUTIVE COUNCIL (EC84/17(b))

The Committee considered the motion

"that in conducting examinations, each candidate should be given a short written comment on his/her performance whether they pass or fail.

This would be of benefit not only to the candidates but to the teacher who prepares them for examinations."

The Committee discussed the motion at great length. They did not see the necessity for a verbal report if a written report was to be given and considered the advantages and disadvantages of a written report against the verbal report.

The advantages of a written report would be that the candidate along with the result of the examination would receive a piece of paper which would in some manner indicate the factors making up the "Pass or "Fail" result.

There might be the additional advantage that both examiners would give their undivided attention to each candidate for the entire examination.

The tutor would also have the information on the report if the candidate was willing to pass it on.

The disadvantages of the written report would be that, unless examining time were extensively lengthened, it could be no more than a check list ticked or otherwise indicated against various aspects of the examination. It would be unwieldy overseas where examiners are moving rapidly from one examination to another by plane and under present arrangements would be impossible.

A written report would preclude the friendly contact with the candidate as at present and would not provide the opportunity to discuss the lesson as at present.

The written report would go out with the results so that the benefit of speaking to the candidate immediately after the examination was over would be lost.

It should be noted that the private and confidential discussion with the candidate is considered important as this is a learning situation and the face-to-face talk gives a flexibility of discussion which could not be replaced by a written report.

If the examiner is to endeavour to compose a written report while the candidate is teaching he/she cannot give his/her full attention to the examination in progress.

It has been claimed that candidates do not remember what is said to them at the examination but there is no reason why a candidate should not make notes of the examiner's remarks.

The tutors of classes are allowed to sit in during examination and may make notes; it would obviously be unnecessary for them therefore to have sight of written reports when they would have their own eye-witness account of the entire examination and be in a position to discuss the performance of their candidates with them after the examination.

Tutors, especially the less experienced, may discuss any points regarding the training with examiners although individual results will not be discussed.

Having considered the advantages and disadvantages it appeared to the Committee, as it had to the Examiners' Seminar, that the disadvantages of the written report far outweighed any advantages and they therefore strongly recommend that the status quo should continue - ie with examiners discussing the candidate's performance with him/her immediately the examination is over.

EX85/5

REMIT FROM EXECUTIVE COUNCIL (EC84/17(b))

The Committee considered the question of examinations in non-English speaking areas.

Written paper: The paper could be written in the candidate's own language but translated by an acceptable interpreter and who was acquainted with Scottish Country Dance terminology, the expense of translation being borne by the Course Organiser/Branch.

Practical - Teaching: The Committee was sympathetic to students with little English but it was decided by 4 votes to 3 (the Chairman using her casting vote) that at examinations an attempt to teach in English should be made in all areas.

EX85/6

REMIT FROM GENERAL PURPOSES COMMITTEE (GP84/31)

The Committee noted the General Purposes Committee's proposals and drew up the following timetable of visits for Examiner/teachers in accordance with the principles laid down by the General Purposes Committee:

1986	1987	1988	1989	1990	1991
Africa New Zealand	N America	Australia	N America New Zealand	Africa	Australia N America

It was noted that visits within the UK and to Ireland, Europe, Far East etc would be intimated by the General Purposes Committee in due course.

A tentative list of examiners/teachers was drawn up and would be intimated in due course once availability of the examiners concerned was ascertained. Those nominated for 1986 would now be contacted.

EX85/7

EXAMINERS LIST

- (a) Mrs West had indicated that she could no longer be available for examining or adjudicating and asked that her name be removed from those lists. Her resignation was accepted with great regret and the Committee recorded their appreciation of her long and loyal service to the Society
- (b) Mrs Alice Wilshire had applied to go on the list of Examiners and Adjudicators. The Secretary was instructed to send her the current regulations in respect of appointment of examiners and to say that her name would be borne in mind when new Adjudicators were being considered.

EX85/8

CORRESPONDENCE

- (a) A letter from Mrs Elma See (Australia) regarding the proposed visit to Australia, etc was noted.
- (b) A letter from Mr Crowley (Doncaster Branch) regarding a course for pianists was discussed and would be carried forward to a future meeting.

EX85/9

EXAMINERS' SEMINAR

The report and recommendations from the Examiners' Seminar were before the Committee.

- (a) It had been suggested that (to give undivided attention to each candidate) there should be three examiners at each examination and, as an experiment, this should be tried out at Summer School

The Committee decided that the experiment should be tried out during the Second Course at this year's Summer School for the Preliminary Test only and that, as Convener of the Examinations Committee, Miss Anderson should be the third examiner. The Secretary would notify the Director of Summer School accordingly. It was noted that the matter would also go before the Finance Committee for their observations as, if this system were to be adopted, both Headquarter and Branches would be faced with greater expense.

- (b) The Seminar had considered a suggestion from TAC that the period of dancing before taking the Preliminary Test should be increased to five years. The Examiners' Seminar considered five years too long and recommended by a majority vote that it should be four years.

The Examinations Committee supported the recommendation for four years.

- (c) The Examiners' Seminar had considered the problems of assessment and the necessity of having some uniformity in evaluation; The Committee agreed with the following conclusions:

- (i) The teaching part of the examination was by far the most important.

- (ii) Nevertheless candidates must be able to dance well with due allowance being made for older candidates who could not dance as well as formerly but who could show their ability.
- (iii) The written paper should show that the candidates had the requisite knowledge even if they could not express themselves well on paper.
- (d) At the Examiners' Seminar opinion was evenly divided on the question of (a) tutors maintaining a recorded continuous assessment on candidates for submission to examiners if required and (b) the examiners having a discussion on candidates with the tutors of the classes.

The Committee decided that a discussion with the tutor on the performance of a candidate during training was preferable to the tutor's providing written assessments.

- (e) The Committee also decided that candidates for the Teachers' Certificate should be required to submit a lesson plan for their set dance, giving it to the examiners just before the start of their lesson.
- (f) The Committee agreed with the Seminar recommendation that in both examinations candidates should have to satisfy both examiners in order to pass. In borderline cases examiners would discuss the candidates and reach a decision; if both examiners after discussion were doubtful or did not agree, the result should be "fail".
- (g) The Committee agreed with the following findings of the Examiners' Seminar that:

- each candidate would be required to dance as first couple and lead at least one strathspey and one jig twice through (ie normally a couple will lead two dances and more than that only if the examiners consider it necessary).
- a couple should not be required to do two dances consecutively.
- examiners might wish to have all candidates dancing individual steps as a group.
- individual comments be given to a candidate after his/her completion of the three parts of the examination. (if it became obvious that a tutor had taught something wrongly, the examiner should have a quick word with the tutor while the dancing was proceeding and after the dance was completed should make the correction before the class. This would be an exception to the practice of restricting comments to the one point in the candidate's examination.)

The Committee decided that the Preliminary Test Syllabus should be amended to state that candidates must be able to teach any of the basic formations described in "Won't You Join the Dance?"

Other items discussed at the Seminar were carried forward to the next meeting.

EX85/10

NEXT MEETING

18th May, 1985

The meeting closed at 4.20 pm

Margaret H. Anderson
18.5.85

THE ROYAL SCOTTISH COUNTRY DANCE SOCIETY

MINUTES OF THE MEETING OF THE EXAMINATIONS
COMMITTEE ON SATURDAY, 18TH MAY, 1985, AT
12 COATES CRESCENT, EDINBURGH, AT 10.30 AM

Present: Miss M H Anderson (in the Chair), Mrs M G Parker, Dr A MacFadyen,
Mrs M Corson, Mrs A H Holden, Miss L Martin, Mr G Mechan.

Attending: Miss M M Gibson (Secretary)

EX85/11 APOLOGIES

None

EX85/12 MINUTES

The Minutes of the Meeting on 23rd February, 1985, were approved.

EX85/13 BUSINESS ARISING

(a) EX85/6 Overseas Tours: The Secretary reported that Mr Macleod and Mr Mechan had accepted the Committee's invitation to undertake a teaching/examination tour in Africa in 1986 and that Miss Anderson had accepted the invitation to teach/examine in New Zealand. Both tours would commence in April, 1985.

(b) EX85/9(b) It had been decided that candidates for the Preliminary Test should have had four years Scottish Country Dancing experience before taking the Test. The Committee decided that anyone taking the Test on or after 1st July, 1986, must comply with this rule.

(c) The Minutes of the meeting on 23rd February having been ratified by the Executive Council on 11th May, the Secretary was instructed to notify examiners, Branches and tutors of the rulings which would affect them.

EX85/14 POTENTIAL EXAMINER

Mrs Holden was appointed as Senior Examiner for the assessment of the potential examiner at Summer School, 1985.

EX85/15 PIANISTS' COURSE

It was decided that a course for pianists should be held in 1986 and the question of finance required would be remitted to the appropriate Committee. Mrs Muriel Taylor would be invited to undertake the direction of the course and that the Secretary should discuss with her the relevant matters, viz; Numbers to be accepted, pianos required, date and duration of course and an outline programme to be received before 3rd August, if possible.

EX85/16 EXAMINERS' SEMINAR

The Committee continued their consideration of recommendations from the Examiners' Seminar.

(a) Preliminary Test It was recommended that the following procedure be adopted for Preliminary Test candidates:

Teaching

Each candidate should be given a note of:

- (i) the step to be taught
- (ii) the formations to be taught
- (iii) Unless exceptional circumstances demand different instructions from the examiners, candidates should assume that the step required to be taught would be familiar to the class but that it is more than likely that the candidate would require to teach the basic stages of the step. The candidate should also assume that the formations, and particularly their linkage, are unfamiliar to the class. This would obviate the need of expressions such as 'improve', 'teach', 'polish' etc to be stated in the note.

(b) Music

- (i) The question of introducing the use of recorded music into the teaching practice element of examinations had been raised at the Seminar and various views had been expressed against the suggestion.

It was already accepted that candidates, if they wish to do so, could take the examinations using recorded music. Taking all the factors into consideration the Examinations Committee decided that the use of recorded music should not be obligatory in the teaching practice section of the examination and that the status quo should continue.

- (ii) The Examinations Committee had been asked to look into the possibility of producing taped music for step practice. The Committee could see some advantage in this but further investigation into the viability of such a tape would be necessary.

(c) Examiners

The Committee endorsed the view expressed at the Seminar that, where certificate classes had been taken by a tutor for the first time, examiners should make themselves available to answer any questions regarding the preparation of candidates and should give constructive advice for a future class.

(d) Re-sits

The question of re-sits had been raised at the Seminar. The Committee reiterated that unless there were exceptional circumstances anyone failing an examination for the second time should wait the full 12 months before taking the examination again as stated in para 20 of the Syllabuses for both the Preliminary Test and the Teacher's Certificate Examination

EX85/17

OTHER BUSINESS

The Secretary reported that the International Dance Teachers Association had approached the Society to request a meeting between representatives of the IDTA and the RSCDS with a view to discussing the introduction by the IDTA of grade or medal tests for Scottish Country Dancing. The General Purposes Committee who had received the application had suggested that the meeting be arranged under the aegis of the Examinations Committee but with the General Purposes Committee represented also. Miss Anderson (Convener Examinations Committee), Dr MacFadyen (Vice-Chairman) and Dr Hall (General Purposes Committee) would meet representatives of the IDTA on 1st June and would report back to the Committee in due course.

EX85/18

NEXT MEETING

3rd August

The meeting closed at 3.05 pm

Therese H. Anderson
3rd August 1985

THE ROYAL SCOTTISH COUNTRY DANCE SOCIETY

MINUTES OF THE MEETING OF THE EXAMINATIONS
COMMITTEE ON SATURDAY, 3RD AUGUST, 1985
IN UNIVERSITY HALL, ST ANDREWS AT 5 PM

PRESENT: Miss M H Anderson (in Chair), Mrs M G Parker, Dr A MacFadyen,
Mrs M Corson, Mrs A H Holden, Miss L Martin, Mr G Mehan.

ATTENDING: Miss M M Gibson (Secretary)

EX85/19 APOLOGIES

There were no apologies

EX85/20 MINUTES

The Minutes of the meeting on 18th May, 1985 were approved.

EX85/21 BUSINESS ARISING

EX85/16 The Secretary confirmed that all decisions affecting
examinations/examiners had been duly notified to all
concerned.

EX85/22 EXAMINERS LIST

In conformation with Minute EX84/3 Mrs Holden as Senior Examiner
reported on the potential examiner under consideration. After
careful consideration of the unanimous recommendation by the Senior
Examiner and the official examiners the Committee agreed that the
candidate had insufficient experience and her name would not be
added to the official list of Society examiners.

EX85/23 EXAMINATION PROCEDURE

Correspondence had been received from Hereford Branch regarding the
procedure followed at their examination in May. Having discussed
the matter the Committee were of the opinion that there had been no
departure from established practice and a detailed reply was prepared
for despatch to the Branch.

EX85/24 IDTA

The International Dance Teachers' Association wished to institute tests
in Scottish Country Dancing and had approached the Society for
assistance and guidance; they were prepared to donate to the Society
for any assistance provided. These were amateur tests for those
under 16 and the Society's help would be specifically in setting up
a syllabus and recommending examiners. The examinations were not
teaching examinations (merely grades of progress) and the certificates
issued would have a clear statement that they were not teaching
certificates. Four levels were suggested from Grade I to Grade IV.

The Examinations Committee recommend that the Society should cooperate
with the IDTA in setting up the syllabus, etc. thereby ensuring that
good standards of Scottish Country Dancing were achieved along with
other benefits accruing to the Society.

EX85/25 OTHER BUSINESS

It was decided that the following two subjects would be included in the Agenda for the next meeting: Pianists' Course
Teaching Terminology

EX85/26 NEXT MEETING

To be decided at the Executive Council in November.

Concluding the meeting, the Chairman thanked the members of the Committee and the Secretary for their cooperation and hard work over the past year.

Mrs Parker moved a vote of thanks to the Convener.

THE ROYAL SCOTTISH COUNTRY DANCE SOCIETY

MINUTES OF THE MEETING OF THE EXAMINATIONS
COMMITTEE ON SATURDAY, 14TH DECEMBER, 1985,
AT 12 COATES CRESCENT, EDINBURGH, AT 10.30 A.M.

PRESENT: Mrs. A.H. T. Holden (in the Chair), Dr. A. MacFadyen, Mr. A.S. Aitkenhead,
Mrs. M.G. Parker, Mrs. M. Corson, Mrs. A. Couper, Miss L. Martin,
Mr. G. Mechan.

ATTENDING: Miss M. M. Gibson (Secretary)

EX85/27 CHAIRMAN'S REMARKS

The Chairman welcomed members to the Committee, especially those who had not served on it previously and hoped they would enjoy the work and find it interesting. While a very fitting tribute had been paid to the late Miss Margaret Anderson elsewhere, she knew that the Committee would wish to record its regret at the great loss suffered by the death of this very able lady who had given her considerable talents to the work of the Society and of this Committee particularly.

EX85/28 APOLOGIES

There were no apologies

EX85/29 MINUTES

The Minutes of the Meeting on 3rd August, 1985, had already been approved at the Executive Council Meeting on 17th November, 1985.

EX85/30 BUSINESS ARISING

EX85/22 - Examiners List: Mrs. Conway had forwarded a medical certificate covering the period of her attendance at Summer School during which she was assessed as a potential examiner and had requested an opportunity for a re-assessment. The Committee were still of the opinion that Mrs. Conway should have more experience in presenting candidates for both levels of examination but agreed that there was no reason why she should not, having gained more experience, be considered eligible ^{for} reconsideration though there could be no guarantee as regards the outcome.

EX85/31 NEW ZEALAND VISIT

The Committee nominated Mr. Aitkenhead to be the teacher/examiner to visit New Zealand in the Spring. Mr. Aitkenhead confirmed that he was available and would be happy to undertake the trip.

EX85/32 IDTA

The Committee noted that the Executive Council had ratified the Committee's recommendation to co-operate with the International Dance Teachers' Association and to produce for that organisation a syllabus for Scottish Country Dancing for children under 16 at four different levels. It was decided that Mrs. Corson and Miss Martin should draft appropriate syllabuses which would be considered by the Committee at the next meeting.

EX85/33 PIANISTS' COURSE

The Committee noted that the General Purposes Committee had agreed to provide funds for board and residence for those attending the course and for the hire of a piano. Unfortunately Mrs. Muriel Taylor had some domestic difficulties which were delaying preparation of the course. It was decided that the course must be offered in 1986 (probably October or early November) which would give everyone concerned ample notice. It was agreed that Mr. Mackay who was to assist Mrs. Taylor, would be asked to take on more of the planning and organisation of the course so that a syllabus might be produced for the information of those wishing to attend.

EX85/34 TERMINOLOGY

The Committee understood that the Publications and Research Committee were preparing a glossary of Scottish Country Dance terms with a view to standardising the terminology. The Committee would like to have sight of the draft before it was published and suggested that, with the Publications and Research Committee's agreement, Mr. A.S. Aitkenhead (who as Vice-Chairman served on both Committees) might keep the Examinations Committee informed of aspects of the Publications and Research Committee's work which was relevant to the Examination Committee's work also. The Secretary would convey this proposal to the Convener of the Publications and Research Committee.

EX85/35 EXAMINERS/EXAMINATIONS

Mrs. Corson reported on the experiment at Summer School of having three examiners at an examination. After consideration the Committee concluded that it was not advisable to increase the number of examiners to three. However, it was recommended that examiners might so arrange matters that the two examiners gave their adjudications to candidates simultaneously at what they considered to be suitable intervals; this would allow every candidate to be seen by the two examiners throughout their examination.

EX85/36 EXAMINERS LIST

Miss M.A. Rae had intimated her desire to resign as an examiner. Her resignation was accepted with great regret and the Secretary was instructed to express the Committee's thanks to Miss Rae for all the work she had done on the Committee's behalf.

A review of the Examiners List would be undertaken at the next meeting.

EX85/37 CORRESPONDENCE

- (a) Leicester Branch had a dyslexic student and were concerned about her ability to produce the written paper. The Committee decided that they would be prepared to accept the use of an unbiased writer (preferably a non Scottish Country Dancer) to whom the candidate would dictate her replies to the questions.
- (b) A letter had been received asking for possible examination locations for Miss Sara Burnell who wished to take the Teacher's Certificate Examination but as it appeared that she would not have attended a training class, the Committee considered that she could not take the examination.
- (c) Dr. Reinstein (Paris Branch) had asked the Committee to consider the production of a teaching tape for step practice. It was decided to consider this further at the next meeting when more information was available regarding the desired content. In the meantime the Finance Committee would be asked if funds could be provided for the provision of such a tape should the Examinations Committee decide that it was necessary.

EX85/38 OTHER BUSINESS

- (a) It was noted from Executive Council Minute 85/14 that where students overseas wished to answer the written paper in their own language the request for permission to do so would be forwarded to Headquarters prior to the examination.
- (b) Mrs. Holden had received enquiries regarding the number of candidates permitted at an examination. The Committee agreed that there was no limitation on the number of candidates provided sufficient time was allowed and that 24 candidates was not too many for two full days.

EX85/38 OTHER BUSINESS (contd)

(c) The Chairman reported that she had attended a meeting of the Scottish National Council for Dance who were proposing to institute Dance Teachers Registration and she had been present at their A.G.M. Although Mrs. Corson was an individual member of the Council and had been elected to their Committee, the Society was not officially registered while it appeared that every other form of dance in Scotland was registered save Scottish Country Dance. Registration would cost £100 per year and by a majority vote of 6 the Committee recommended that the Society should register with the Council for Dance. It was considered that this was a matter for the General Purposes Committee to whom it would be directed and thereafter go to the Finance Committee.

EX85/39 NEXT MEETING

15th February, 1986

The meeting closed at 1.10 p.m.

R.H.T. Holden

15th February 1986

THE ROYAL SCOTTISH COUNTRY DANCE SOCIETY

MINUTES OF THE EXAMINATIONS COMMITTEE MEETING
ON SATURDAY, 15TH FEBRUARY, 1986, AT
12 COATES CRESCENT, EDINBURGH, AT 10.30 A.M.

PRESENT: Mrs A.H.T. Holden (in the Chair) Dr. A. MacFadyen, Mr A.S. Aitkenhead,
Mrs M.G. Parker, Mrs M. Corson, Mrs A. Couper, Miss L. Martin

ATTENDING: Miss M.M. Gibson (Secretary)

EX86/1 APOLOGIES

Mr G. Mechan

EX86/2 MINUTES

The Minutes of the Meeting on 14th December, 1985, were unanimously approved.

EX86/3 BUSINESS ARISING

- (a) EX85/31 - NZ Visit: The Secretary reported that all travel arrangements had been finalised, tickets despatched to Mr Aitkenhead and Miss McLauchlan and the detailed itinerary was expected shortly from the Secretary of NZ Branch.
- (b) EX85/34 - The Convener of the Publications and Research Committee had intimated that he had no objection to Mr Aitkenhead acting as liaison between the two committees where necessary.
- (c) EX85/38(c) - Scottish National Council for Dance: The Secretary reported that the General Purposes Committee had supported the Committee's recommendation that the RSCDS should be a member of the Council for Dance and the Finance Committee had agreed to allot the necessary finance. She also stated that after discussion with the Council's Secretary it had been agreed that the Society's subscription would be £25 per annum.

EX86/4 IDTA

The proposed syllabuses for Grades I to IV of the IDTA examinations for children were, with some amendments agreed by the Committee. Certain principles were established -
The minimum age at date of taking tests should be 7.
Children must be 14 before attempting the Strathspey
The Strathspey would be introduced at Grade IV level (therefore to take the Grade IV test children must be 14.)

The dress recommended: unblocked ballet shoes or ghillies
skirts or dresses for girls
trousers or the kilt for boys.

It was decided to ask the IDTA if they would agree to Fail, Pass and Merit gradings for the tests.

The Secretary was instructed to forward the syllabus to the IDTA for their acceptance or comments while Mrs Corson and Miss Martin would go on to devise a Mark Sheet.

EX86/5 REVIEW OF EXAMINERS' LIST

The examiners list was reviewed and deletions noted. It was decided to defer until 1987 the check of availability with examiners currently on the list.

It was decided to invite two teachers to be considered as potential examiners and to attend this year's Summer School for the purpose of being assessed.

It was agreed that should there be potential examiners at Summer School Mrs Holden would act as "Senior Examiner" (See EX84/3(a)(ii)(6)).

EX86/6 PIANISTS' COURSE (7-9 Nov 1986)

The draft syllabus and letter to Branches were approved. It was decided that selection for attendance from the applicants would be made by Mrs Taylor, Mr Mackay and Dr. MacFadyen. A draft form of application would be drawn up by the Secretary in conjunction with Mrs Taylor and Mr Mackay. Some indication of age should be given e.g. over 50/under 50.

EX86/7 "TEACHING" TAPE

It was noted that the Finance Committee would be prepared to allot up to £200 for a tape were it considered necessary.

Having listened to the tape provided as an example (and cited at the Executive Council Meeting in November, 1985) the Committee considered that its use would be limited. However, as the production of tapes was a Publications and Research Committee responsibility it was decided to pass the matter to that Committee for their consideration.

EX86/8 CORRESPONDENCE

- (a) A letter from Mr Halsted forwarding some of his teaching notes was tabled.
- (b) A letter from Mrs Gallamore in North Carolina asking for a syllabus for beginners was before the Committee. It was agreed to set up a small sub-committee (Mrs Corson, Mrs Couper, Miss Martin) to consider and draft a syllabus for beginners. Mrs Gallamore would be informed that the matter was under consideration.
- (c) Mr John Cummins had submitted that because of his age, the number of years' dancing experience and his professional teaching qualifications, he should be allowed to take the Teacher's Certificate Examination only one year after the Preliminary Test. The Committee considered that they could not agree to his request.
- (d) A letter from Mrs MacDermid (Leicester) regarding the style of the form of acceptance to join a training course was noted.

EX86/9 EXAMINERS FOR NORTH AMERICAN TOUR IN 1987

Mr Duncan Macleod and Miss Lesley Martin were nominated to be the examiners for North America in 1987.

EX86/10 OTHER BUSINESS

The case of an applicant for the Preliminary Test was discussed and it was agreed that he was eligible under Clause 4 of the Syllabus.

EX86/11 NEXT MEETING

2nd August, 1986 at St. Andrews.

The meeting closed at 3.10 p.m.

THE ROYAL SCOTTISH COUNTRY DANCE SOCIETY

MINUTES OF THE EXAMINATIONS COMMITTEE MEETING
ON SATURDAY, 2ND AUGUST, 1986, AT UNIVERSITY
HALL, ST. ANDREWS, AT 5 P.M.

PRESENT: Mrs A.H.T. Holden (in the Chair), Dr. A. MacFadyen, Mr A.S. Aitkenhead,
Mrs M.G. Parker, Mrs M. Corson, Miss L. Martin.

ATTENDING: Miss M.M. Gibson (Secretary)

EX86/12 APOLOGIES

Mrs A. Couper

EX86/13 MINUTES

The Minutes of the meeting on 15th February, were approved.

EX86/14 BUSINESS ARISING

EX86/10 : It was noted that the applicant for the Preliminary
Test referred to under this Minute had withdrawn his
application.

EX86/15 EXAMINERS' LIST

- (a) It had transpired that only one of the two teachers proposed
in Minute EX86/5 had been eligible for consideration as a
potential examiner at this juncture.
- (b) It was agreed by the Committee that the name of Mr George
Lawson who had successfully undertaken the prescribed
procedure at the Summer School, should be added to the list
of examiners.

EX86/16 IDTA

- (a) The draft mark sheet produced by Mrs Corson and Miss Martin
was considered and amended slightly and thereafter approved.
The draft mark sheet would now be forwarded to the IDTA.
The Committee thanked the ladies concerned for their work
in producing the draft mark sheet.
- (b) The Secretary reported that the draft syllabus had been
accepted by the IDTA.

EX86/17 MUSIC COURSE

26 applications had been received to date and selection of those
to attend the course would be made by Mrs Taylor, Mr Mackay and
Dr. MacFadyen. It was noted that the sum allocated for the course
had included only the accommodation and hire of piano and it was
decided to raise the question of the remuneration of the instructors
with the General Purposes Committee since the course was being
funded from the Jean Milligan Memorial Fund.

EX86/18 SYLLABUS FOR BEGINNERS

A suggested syllabus for teaching beginners, produced by the sub-committee appointed under Minute EX86/8, was approved. The Committee thanked the ladies concerned for their work in this respect.

It was considered that the presentation might possibly be improved and Mr Aitkenhead undertook to produce a draft format for the next meeting. Once the format had been approved an approach would be made to -

- (a) the Publications Committee to ascertain that there would be no objections to having the Syllabus printed and
- (b) the Finance Committee for allocation of the necessary funding.

EX86/19 CORRESPONDENCE

Correspondence had been received from Mr Kevin Connolly regarding certain aspects of examinations.

- (a) The Committee's considered opinion was that there was a sufficient variety of 32 bar dances available in Books 1-34 and the two "Miscellanies" to preclude the need to go beyond these in any way for examination purposes.
- (b) The Committee recommended that the number of questions in an examination paper should be four and that the time for the examination should be as laid down in the syllabus.

EX86/20 EXAMINATION/TEACHING TOURS

Mr Aitkenhead reported on his New Zealand tour. The Chairman thanked him for his report and the Committee recorded their thanks to Mr Macleod, Mr Mechan and Mr Aitkenhead for the arduous tours they had undertaken on behalf of the Society.

EX86/21 OTHER BUSINESS

Mr Aitkenhead intimated that he had points he wished to raise at the next meeting. Mrs Holden asked him to notify the Secretary so that the necessary items might be included in the Agenda.

The Chairman on behalf of the Committee thanked Mrs Parker for her past services and expressed regret that this was the last Examinations Committee Meeting which Mrs Parker would attend.

EX86/22 NEXT MEETING

To be decided at the Executive Council Meeting in November.

MINUTES OF THE EXAMINATIONS COMMITTEE MEETING
ON SATURDAY, 28TH FEBRUARY, 1987, AT 12 COATES
CRESCENT, EDINBURGH, AT 10.30 A.M.

PRESENT: Mrs A.H.T. Holden (in the Chair), Dr. A. MacFadyen, Mr A.S. Aitkenhead,
Mrs M. Corson, Miss L.C. Martin, Mr G. Mechan, Miss J. Yeats.

ATTENDING: Miss M.M. Gibson (Secretary)

EX87/1 CHAIRMAN'S REMARKS

Mrs Holden welcomed members to the first meeting of the new session and especially welcomed Miss Yeats who had not served on the Committee previously and Mr Mechan who was recovering from his recent accident.

EX87/2 APOLOGIES

None

EX87/3 MINUTES

The Minutes of the meeting on 2nd August had been approved at the Executive Council Meeting on 15th November, 1986.

EX87/4 BUSINESS ARISING

- (a) The music course had been very satisfactory on all counts and it was agreed that another course should be held for those applicants on the waiting list. Application would be made to the Finance Committee for the necessary allocation of funds. It was considered that early November would be a suitable time but the Secretary would consult the two tutors to find a date convenient to both.

The sub-committee to select participants would be as before - Dr. MacFadyen, Mrs Taylor and Mr Mackay.

While it was the wish of the Committee to have another course for pianists, they were in sympathy with the desire to widen the course to include other musicians and it was decided to ask the Finance Committee's views on having a special course for them.

- (b) Syllabus for Beginners: It was decided to produce the Syllabus for Beginners in the same size as "Notes for Tutors" and the Syllabus for Examinations, with the title on the cover being a different colour.

Mr Aitkenhead agreed to let the Secretary have copies of the charts which the Committee, on his proposal, agreed should be included. The draft would then go to the Publications & Research Committee for their approval, the Secretary would ascertain the cost of printing 1000 and application would be made to the Finance Committee for allocation of finance as necessary.

EX87/5 I.D.T.A.

The draft syllabus prepared by the I.D.T.A. was considered and various amendments suggested. It was considered advisable that a meeting be held with the representatives of the I.D.T.A. to discuss the amendments.

The Committee decided in the first instance to recommend as examiners a small number of those on the Society's Examiners List (subject to their agreement) and in particular those who had been involved in drawing up the syllabus so that the Committee could have first hand information as to how the syllabus was working in practice.

EX87/6 TOUR - AUSTRALIA 1988

It was decided to invite Dr. MacFadyen to undertake the teaching/ examining tour in Australia in 1988. Dr. MacFadyen undertook to let the Secretary know as soon as possible the maximum period he would be available for this purpose.

Due to the lack of pianists in Australia taped music was generally used and the Committee considered that it would be a great boon to all concerned if a pianist could accompany Dr. MacFadyen. It was decided to ask the Branches in Australia if they would undertake to meet the costs of a pianist's internal travel and to ask the Finance Committee if the cost of the travel from UK to Australia could be found, and then an endeavour would be made to find a pianist free to undertake the tour.

EX87/7 LESSON PLAN

The first submissions of lesson plans in the Teacher's Certificate examinations were made at the Examinations at Summer School in 1986. Reports from the examiners involved all confirmed that the lesson plans were worthwhile though, at the same time, the examiners did not over emphasise their importance in assessing candidates.

EX87/8 EXAMINERS LIST

- (a) The last review of the Examiners List had taken place in 1983. It was therefore decided to write to all examiners to ascertain if they still wished to have their names retained on the list and if they could make themselves readily available if required and if they were prepared to travel.
- (b) The Committee noted that Mrs Elma See would attend the first course at Summer School as a potential examiner. In this respect Mrs Holden was appointed Senior Examiner.

EX87/9 EXAMINATIONS - SUBMISSIONS

- (a) The following, who did not exactly meet the requirements laid down in the Examination Syllabuses, had applied to take examinations this year. After considering the individual circumstances the Committee arrived at the following decisions:-

Mr J. Cummins	Permission granted	- Majority decision
Mr G. Senyk	Permission refused	- Unanimous decision
Mrs M.M. Veranth	Permission granted	- Majority decision
Dr. Rosemary Coupe	Permission refused	- Unanimous decision

- (b) (i) Dr. MacFadyen, seconded by Miss Martin, proposed that "examiners might wish to have all candidates dance individual steps as a group" (vide Minute EX85/9(g)). This was unanimously agreed.

Mr Aitkenhead, seconded by Miss Yeats, moved that this should be indicated in the Examination Syllabuses and this was unanimously agreed. (To be added to para. 12 Preliminary Test and para. 15 Teacher's Certificate).

- (ii) Mr Aitkenhead raised the question of a continuous assessment of candidates' progress but it was agreed that the status quo be maintained.

- (iii) Following a proposal by Mr Aitkenhead that consideration be given to providing an additional examiner for New Zealand it was decided to ascertain the views of the New Zealand Branch in this respect.

EX87/10 OTHER BUSINESS

- (a) An application had been received from the Scottish Dance Teachers Alliance about forming an Amateur Syllabus. While the Committee would not advocate any formal association with a scheme where certificates or medals were awarded for Scottish Country Dancing which we regarded as a social activity, they decided that they might be prepared to advise on the formulation of a syllabus. The Secretary was instructed to ask for more details of their requirements.
- (b) Mrs Corson said she had had a query regarding how to enter the Allemande in "Ca' the Ewes tae the Knowes". It was decided to ask the Publications Committee to confirm the opinion of the Examinations Committee in this respect.

EX87/11 NEXT MEETING

1st August, 1987 (St. Andrews)

L.H.T. Holden

TOUR - AUSTRALIA 1987

It was decided to invite Dr. ... to ...

The ... of ... in ...

The ... of ... in ...

(a) The ... of ... in ...

(b) The ... of ... in ...

(c) The ... of ... in ...

(d) The ... of ... in ...

(e) The ... of ... in ...

(f) The ... of ... in ...

MINUTES OF THE MEETING OF THE EXAMINATIONS
COMMITTEE IN UNIVERSITY HALL, KENNEDY GARDENS,
ST. ANDREWS, ON SATURDAY, 1ST AUGUST, 1987 AT
5.45 P.M.

PRESENT: Mrs A.H.T. Holden (in the Chair), Mr A.S. Aitkenhead, Mrs M. Corson,
Miss L.C. Martin, Mr G. Mechan, Miss J. Yeats.

ATTENDING: Miss M.M. Gibson (Secretary)

EX87/12 APOLOGIES

Dr. A. MacFadyen

EX87/13 MINUTES

The Minutes of the meeting on 28th February, 1987, were approved by the
Executive Council at the meeting in May, 1987.

EX87/14 BUSINESS ARISING

(a) EX87/4(b) Syllabus for Beginners: The Secretary reported that the
Syllabus had gone to the Publications Committee who had proposed some
amendments. The Chairman said that most of the amendments were minor
and acceptable but that the observations on the sample lesson merited
some discussion.

It was then decided that in the sample lesson, under the title
'Formations' the following amendments should be made:

Delete "1. Lead down the middle and up

This can be practised round the room - man on the inside, woman on
the outside - by dancing 4 steps in the line of direction, turning
towards partner and dancing back to place".

Substitute:

"Preparation for these two formations may be practised round the room
as follows:

(1) Man on inside, woman ^{and} on outside, dance 4 steps
in line of direction, turning towards partner
dance back to place".

Delete

"Turn partner right hand then left hand"

Align (2) to 'dancers'.

(b) EX87/6 Chairman's Tour of Australia: The Secretary reported that she
had now received the outline schedule for the Chairman's Tour; the
Chairman had not yet seen it. The date of arrival in Australia was
3rd July 1988 and date of departure probably 14th August.

With regard to the smaller groups Mrs Holden thought there might be
difficulty in their obtaining a piano. It was decided to ask Miss
Sim, the pianist accompanying Dr. MacFadyen, if she felt that a
portable piano would be acceptable from her point of view - if so,
this could be put to the organisers and arrangements made for the
hire of such an instrument.

It was noted that the Finance Committee had agreed to underwrite the
pianist's travel expenses.

- EX87/14 (c) EX87/9 Syllabus: The Secretary confirmed that the amendments had been incorporated in the syllabus for the Teacher's Certificate and the Preliminary Test.
- (d) EX87/9(b)(iii) Examiners in New Zealand. There would be no action meantime.

EX87/15 MUSIC COURSE

- (a) The Committee noted that funding for the course would come from the Bequest made to the Society by Miss Laurel Gray.
- (b) The dates of the course would be 20-22nd November, 1987. A provisional booking had been made with the hotel and would be confirmed shortly and arrangements had been made to hire an additional piano as before. Detailed instructions would be sent to the students as soon as the course tutors passed them to the Secretary.
- (c) Ten students had been selected and had accepted a place on the course.
- (d) Mrs Taylor and Mr Mackay would be the tutors and it had been suggested that, for one of the sections of the course, two RSCDS teachers should attend and not one only as on the first course. It was decided that Mrs Holden would be one (to maintain continuity) and that Miss Dorothy Leurs (Edinburgh) should be invited to participate as the other. The Committee decided that in future courses where more than one teacher was required the additional teacher need not be a member of the Examinations Committee.
- (e) It was noted that the Finance Committee had indicated sympathetic consideration for any future courses for musicians other than pianists. It was decided to leave consideration of such courses until the next meeting of the Examinations Committee but the Chairman asked members to be thinking of any suitable violin or accordion teachers and to bring suggestions to the next meeting.

EX87/16 EXAMINERS' LIST

All but one examiner had indicated their desire to remain on the Examiners' List. Mrs Nancy McLaren had intimated that she felt she should resign but by a unanimous decision the Committee decided to ask her to withdraw her resignation.

EX87/17 SDTA

The Scottish Dance Teachers' Alliance had sought the Society's help to train their members to take the Society's examinations. Arrangements for a class in this respect were now being made by Glasgow Branch at the request of the Society. It was the intention of the SDTA to have their teachers trained and in turn they would instruct others. They had asked if we would recognise their certificates as equal to our own, and if we would provide a syllabus.

The Committee decided:

- (a) We would not recognise a Teacher's Certificate, produced by the SDTA, as equal to our own.
- (b) We would be prepared to examine their teachers if they had been trained by their own (RSCDS qualified) teachers.
- (c) We would be prepared to give the SDTA a syllabus for children up to 16 years but not a syllabus for Grades, Medals, etc. for adults.

EX87/18 IDTA

A meeting had been held with the IDTA to finalise the discussion between that organisation and the Society. A number of Society examiners had been nominated as being willing to act as examiners for Scottish Country Dance examinations held under the aegis of the IDTA. Information regarding IDTA Scottish Country Dance examinations would be included in this year's Bulletin.

Certain financial arrangements had still to be made between the Society and the IDTA.

EX87/19 EXAMINER

Mrs See had gone through the procedure required for a potential examiner. It was unanimously decided to add Mrs Elma See's name to the list of Examiners.

EX87/20 EXAMINATIONS

It was agreed that candidates who did not take their examination due to illness or other emergency after they had paid the examination fee, should have their fee returned on request.

EX87/21 NEXT MEETING

Date to be decided by the Executive Council in November.

Mrs Holden thanked all members and the Secretary for their hard work during the year and especially those who had undertaken additional tasks on the sub-committees. In turn members thanked Mrs Holden for her very capable convenership.

The meeting closed at 6.45 p.m.

THE ROYAL SCOTTISH COUNTRY DANCE SOCIETY

MINUTES OF THE MEETING OF THE EXAMINATIONS
COMMITTEE AT 12 COATES CRESCENT, EDINBURGH,
ON SATURDAY, 9TH JANUARY, 1988, AT 10.30 A.M.

PRESENT: Miss L.C. Martin (in the Chair), Dr. A. MacFadyen, Mr A.S. Aitkenhead,
Mrs M. Corson, Mrs A.H.T. Holden, Miss D. Leurs, Miss J. Yeats.

ATTENDING: Miss M.M. Gibson (Secretary)

EX88/1 CHAIRMAN'S REMARKS

Miss Martin welcomed members to the first meeting of the New Year and especially welcomed Miss Leurs who was a new member and hoped Miss Leurs would enjoy the work of the Committee.

EX88/2 APOLOGIES

None

EX88/3 MINUTES

The Minutes of the Meeting on 1st August had already been approved at the Executive Council Meeting in November, 1987.

EX88/4 BUSINESS ARISING

- (a) EX87/14(a) Syllabus for Beginners: It was noted that the Syllabus was now published and available at 75p per copy. It was suggested that Preliminary Test candidates should be encouraged to purchase a copy.
- (b) EX37/14(d) Examiners in New Zealand: A letter (dated 22nd August, 1987) had been received from the New Zealand Branch and the Committee entirely agreed with the suggestions contained therein that the situation should be discussed with the examiner selected to undertake the routine visit to New Zealand in 1989.
- (c) EX87/15 Second Music Course: The official report was not available but the Society had again gained a Summer School pianist from those attending.

The question of further courses was discussed and after some deliberation the following tentative decisions were made:

- (i) There should be another course and this time for accordionists and violinists should there be sufficient demand.
- (ii) Branches should be contacted to ascertain the demand before definite arrangements were made.
- (iii) Ms. Johnstone would be invited to be the Director of the course with other suitable tutors being appointed as necessary.

- (iv) The Committee discussed possible tutors but no further action was taken pending receipt of Ms. Johnstone's reply and any ideas she might have.
- (v) The course would be run on the same lines as before - i.e. a weekend residential course and should take place around February/March 1989.
- (vi) Application for funding would be made to the Finance Committee.

- (d) EX87/17 S.D.T.A.: An interim report was received from Mr G. Lawson who was conducting the class in S.C.D. for the teachers of the S.D.T.A.
- (e) EX87/18 I.D.T.A.: The Committee received various letters from Mr J.W. Mitchell. After discussion it was decided that Mr Mitchell be asked to abide by the advice given to him by the Secretary in her letter of 6th October, 1987.

EX88/5 EXAMINERS' LIST

- (a) The Committee noted with satisfaction that Mrs Nancy McLaren had withdrawn her resignation.
- (b) A nomination of a potential examiner was received but after discussion the Committee felt unable to accept the nomination. The Branch concerned would be notified accordingly.

EX88/6 OVERSEAS COMMITMENTS

- (a) TAC School, 1988: Mrs Corson and Mr Little had been invited to teach and examine at the TAC School, 1988.
- (b) It was agreed that the TAC should follow the procedure of obtaining a short list of examiners from Headquarters from which a selection should be made.
- (c) Teacher/Examiner for New Zealand in 1989: Dr. MacFadyen accepted the Committee's invitation to teach and examine in New Zealand in 1989.
- (d) Adelaide Branch, hosts for the Australian Winter School in 1989, had requested a short list of teachers who might be available at that time - 23-30 September. A list of five names was drawn up and would be sent to the Branch.
- (e) Examiners for North America, 1989: Miss Martin would be one (for continuity) and an invitation would now be sent to another examiner for the tour.

EX88/7 TEACHING TOURS

The Committee received, for information, reports on the tours recently undertaken in Scandinavia and Ireland. These reports would be passed to the General Purposes Committee as they had been taken under their aegis.

EX88/8 CORRESPONDENCE

- (a) Mr Angus Henry, an exceedingly highly qualified educator had written regarding his difficulties in becoming a qualified RSCDS teacher although he was already teaching in Northern Territories in Australia - too far to attend any classes or courses which might be held elsewhere in Australia.

While the Committee were anxious to support him they did not wish to break the rules and suggested:

- (i) that he attend the Summer School at St. Andrews - which apparently posed difficulties.
 - (ii) that one of the Australian examiners be sent up to provide concentrated instruction after which he would have to make an effort to go to an examination centre to take the Preliminary Test.
- (b) A letter from Mrs Barnes, Washington Branch, offering suggestions regarding the conduct of examinations etc. was noted.
 - (c) Newcastle upon Tyne Branch had written to ask if one of their candidates who was pregnant might be excused from taking the practical part of the dancing examination. After careful consideration of the facts, the Committee felt that the practical dancing was an important part of the examination and were unwilling to set a precedent by permitting a candidate to omit it. They suggested that if she wished, the candidate might take the training with her own Branch and later on could take the examination at another centre when she could cope with dancing.

EX88/9 OTHER BUSINESS

- (a) In reply to a question from Mrs Holden examiners present confirmed that they did expect dancers to join hands in "Gates of Edinburgh" reels not only at practice as advocated in "Won't You Join The Dance?" (p.91). It had become custom and practice to join hands and the matter would now be referred to the Publications Committee.
- (b) Examiner's Seminar: It was decided that it would be useful to have another Examiners' Seminar and it was proposed that September, 1989 should be considered. A request would be passed to the Finance Committee for the necessary funding.

EX88/10 NEXT MEETING

23rd July, 1988

The meeting closed at 1.25 p.m.

Lesley C. Martin

THE ROYAL SCOTTISH COUNTRY DANCE SOCIETY

MINUTES OF THE MEETING OF THE EXAMINATIONS
COMMITTEE AT MCINTOSH HALL, ST. ANDREWS,
ON SATURDAY, 23RD JULY, 1988, AT 2.00 P.M.

PRESENT: Miss L.C. Martin (in the Chair), Mr A.S. Aitkenhead, Mrs M. Corson,
Mrs A.H.T. Holden, Miss D. Leurs, Miss J. Yeats.

ATTENDING: Miss M.M. Gibson (Secretary)

EX88/11 APOLOGIES

Dr. A. MacFadyen (On teaching tour in Australia)

EX88/12 MINUTES

The Minutes of the Meeting on 9th January 1988 had already been approved
at the Executive Council Meeting on 14th May.

EX88/13 BUSINESS ARISING

(a) EX88/4(c) Music Course: The Secretary reported that there were
sufficient nominations of both violinists and accordionists to have
viable courses.

After discussion it was decided -

- (i) To have combined course in February 1989 for violinists and
accordionists. 4th February appeared to be the optimum date.
- (ii) To have a follow-up pianists course in early 1990.
- (iii) To leave those not selected now to a later course.
- (iv) To send application forms to all nominated violinists and
accordionists and the tutors to select 6 violinists and 6
accordionists for the course.
- (v) To inform hotel of these future intentions (Clarendon Hotel).
(Include tutors and teacher from Examinations Committee - the
Convener of the Examinations Committee to be the teacher if
only one required and to be one of the teachers if more than
one).
- (vi) Miss Muriel Johnstone would be the Director of the Course.
- (vii) Miss Isla Steven, Edinburgh, should be approached to ask if she
would be free on 4th, 18th or 25th February (preferably 4th)
and if she would be prepared to tutor the violinists. The
Secretary would obtain from Miss Johnstone the details of how
many hours would be necessary, etc.)
- (viii) The tutor for the accordionists was discussed and it was
decided to ask (in order of preference)

Douglas Muir
Bobby Crowe
Alasdair Wood

- (b) EX88/4(b) New Zealand Branch had/that they were interested in having a third examiner and would discuss the matter with the examiner visiting New Zealand for the teaching/examining tour in 1989. This matter would be carried forward for further discussion next year.
- (c) EX88/6(e) Mrs Dunn had accepted the invitation to accompany Miss Martin on the examination tour in 1989 in North America.
- (d) EX88/8(a) The Secretary reported that Mr Henry hoped to attend Summer School in St. Andrews and his Group had requested that he should be considered for a scholarship. This was a matter for the General Purposes to consider but the Examinations Committee would give the application their blessing.
- (e) EX88/9(b) The Committee noted that the Finance Committee had agreed to allot funds for an Examiners' Seminar and the Committee decided that it should be held on 16th September, 1989. All examiners would be informed immediately and New Zealand Branch who had asked for information regarding dates.
Items for the Agenda would be invited from Examiners and Branches. Items to be discussed should reach Headquarters by 30th April, 1989. The Convener of the Examinations Committee and the Secretary would make up the Agenda from items submitted.
- (f) EX88/6(d) Adelaide Branch had notified the Secretary that the Winter School Committee had expressed their thanks to the Examinations Committee for the help received.

EX88/14 TRAINING APPLICATION FORMS

The application forms for training in preparation for the Preliminary Test and the Teacher's Certificate were reviewed and amended and the revised drafts would now go to the printer as soon as possible.

EX88/15 EXAMINATION SYLLABUSES

A small sub-committee of Miss Yeats, Mrs Corson and Miss Martin was formed. They noted the comments of the Committee regarding the set dances in each examination and would take these into consideration. Their decisions would be passed to the Secretary who would then plan the re-ordering of the inserts for the Syllabus and who would intimate the changes to Branches and examiners. Any alterations would be effective from January, 1990.

EX88/16 FUTURE COMMITMENTS

The Committee considered the commitments which lay ahead and made tentative plans (Paper apart).

EX88/17 WORKING PARTY FOR MANUAL OF S.C.D.

In response to the Publication Committee's invitation, the Convener of the Examinations Committee and one member would serve on the Working Party. It was decided to appoint Miss Leurs to be the member.

EX88/18 I.D.T.A. EXAMINATIONS

Miss Martin reported that there was a problem in marking the result papers for the S.C.D. It was decided to remit the matter to another meeting to give the examiners on the Committee time to consider the matter.

EX88/18 I.D.T.A. EXAMINATIONS

Miss Martin reported that there was a problem in marking the result papers for the S.C.D. It was decided to remit the matter to another meeting to give the examiners on the Committee time to consider the matter.

EX88/19 CORRESPONDENCE

An application from Mrs Pearl Smith to have the Certificates gained at a Regional Training Course for Leaders accepted in lieu of the RSCDS Preliminary Test pass was refused.

A letter of thanks had been received from Ms. C. Roberts regarding the last music course.

A report was received from Mr Aitkenhead regarding the recent examination in which he had participated.

EX88/20 OTHER BUSINESS

- (a) Candidates at present at Summer School had asked for permission to write their replies to the written examination questions in their own language (German). It was agreed that this should be possible and the Secretary was asked to investigate the possibility of finding an interpreter in St. Andrews.
- (b) Mrs Corson intimated that the Scottish Council for Dance wanted a special programme for handicapped children. She was to attend a meeting and would report back to the Committee in due course.
- (c) Mr Clement had raised with the Convener the question of a Japanese candidate for the Preliminary Test who had been teaching a large group for many years. It was agreed that if he achieved 30 hours of training under a qualified teacher he would be accepted as a candidate for examination but the examiner must not be involved in the training of any of the candidates he/she was to examine.

EX88/21 NEXT MEETING

21st January, 1989 (Although it had been tentatively suggested that 14th January might be suitable, that date had already been allocated).

10 December 1989.

Minute EX88/15

TENTATIVE PLAN FOR FUTURE COMMITMENTS

- | | | |
|-------|---------------------------|---|
| 1989: | North America | Miss L.C. Martin and Mrs N. Dunn |
| | New Zealand | Dr. A. MacFadyen |
| 1990: | Africa | Secretary to enquire of Johannesburg Branch as to best time and to ascertain if Johannesburg would once again coordinate trip in South Africa.

Mrs Mina Corson and Mr Alastair Aitkenhead were tentatively nominated and would, once the dates were selected, be consulted as to availability. As Mr Aitkenhead would be then Chairman his commitments as such might conflict. |
| 1991: | North America | Mrs Dunn and Mrs McLaren whom failing, Mr Ireland, would be asked to undertake this tour. |
| | Australia | Secretary to approach Branch to accept organisation and ask best time for tour.
Suggested teacher/examiner: Johan MacLean. |
| 1992: | New Zealand | Mr Little (Most suitable time to be ascertained later). |
| | <i>*TAC Summer School</i> | |
| 1993: | U.S.A. | Mr Ireland and an other. |

Note: This document is circulated to Examination Committee Members only. The above named (with the exception of those undertaking tours in 1989) have not yet been approached and as changes may have to take place for one reason or another the information must remain strictly confidential meantime.

** Names for them to select*

THE ROYAL SCOTTISH COUNTRY DANCE SOCIETY

MINUTES OF THE EXAMINATIONS COMMITTEE
MEETING AT 12 COATES CRESCENT, EDINBURGH,
ON SATURDAY 10TH DECEMBER, 1988 AT 10.30 A.M.

PRESENT: Mr A.S. Aitkenhead (in the Chair), Dr. A. MacFadyen, Mrs M. Corson,
Mrs A. Holden, Miss D. Leurs, Mr G. Mechan.

ATTENDING: Mrs J.A. Moore (Secretary)

EX88/22 CHAIRMAN'S REMARKS

Mr Aitkenhead welcomed the members to the meeting and especially welcomed Mr Mechan who had joined the Committee.

EX88/23 APOLOGIES

Miss L.C. Martin, Miss A.W. Miller.

EX88/24 MINUTES

The Minutes of the Meeting on 23rd July 1988 had already been approved at the Executive Council Meeting on 19th November 1988.

EX88/25 BUSINESS ARISING

(a) EX13 - Music Course:

- (i) The Secretary reported that a total of 28 applications had been received for the Course.
- (ii) Six violinists and six accordionists had been selected to attend.
- (iii) Miss Yla Stephen had accepted the invitation to tutor the violinists and Mr Bobby Crowe to tutor the accordionists.
- (iv) The fees for Director and Tutors were left for further discussion, but it was agreed that in the future a fee would be offered to the Director and Tutors rather than asking them to fix the amount.
- (v) At the moment only one course teacher would be required on Sunday, Miss Lesley Martin. However, if another was required, Miss Leurs and/or Mrs Corson were prepared to attend.
- (vi) It was agreed that the Chairman should be present to meet the students on the evening of Friday 24th February.

(b) EX88/17 Working Party on Manual. Dr. A. MacFadyen reported that the new Manual would be in the format of a loose leafed binder. The basic Manual would not be too dissimilar from "Won't You Join The Dance?" but with the addition of a section on music. There would be additional elements such as the Exam Syllabus, Notes for Tutors, which could be purchased separately. The various sections had been apportioned to members of the Working Party and their contributions were to reach Headquarters no later than 3rd February.

(c) EX88/19 The Secretary reported that nothing further had been heard about Miss Pearl Smith since the confidential report was submitted to Glasgow Branch.

(d) EX88/20 Mrs Corson reported on a Work Shop for handicapped children which was to have been under the auspices of the Scottish Council for Dance but because of financial problems there was the likelihood that this would not go ahead.

However, after discussion it was agreed that the Society are willing to help whenever invited to offer assistance.

EX88/26 EXAMINATION SYLLABUS

EX88/26 Two corrections were noted in the Preliminary Test:- "The De'il Among the Tailors" should be Book 14 (not Book 24) and "Frog in the Middle" should be the Miscellany II (not Miscellany I).

The Committee discussed the new prescribed Syllabus of dances for the Preliminary Test for the Teacher's Certificate and for the Teacher's Certificate. It was agreed that three of the dances required some clarification:-

- (i) "The Isle" : no casting by first lady (Bars 8 and 9).
- (ii) "The Golden Pheasant" : Bar 32, after set and turn corners, pass right shoulder into double triangles.
- (iii) "Miss Hadden's Reel" : at the end of second time through, Bars 29-32, the third couple cast to the bottom and dance up into third place. The dancing couple dance up and cast to the bottom. The second couple dance up to place.

This to be put to the Publications and Research Committee and then to be announced at the Examiners' Seminar.

EX88/27 I.D.T.A.

It was proposed that Miss Yates be asked for her comments on I.D.T.A. Examinations and then, with additional information, refer any decisions to the next meeting of the Examinations Committee.

EX88/28 EXAMINATION TOURS

- (a) The Secretary reported that Mr Bob Reid, who is co-ordinating the tour in North America, had received all the administrative instructions regarding the Tour and that we are now awaiting recommended dates from him. As soon as this information is available, Miss Martin and Mrs Dunn will be advised.
- (b) The Secretary reported that Mrs McLaren had replied that she was willing to undertake the Tour to North America in 1991.
- (c) It was reported that as yet there had been no reply from Mrs Ackerley concerning the Tour to South Africa. Mrs Corson agreed to make an informal approach to Mrs Ackerley when she visits South Africa in the near future.
- (d) Having considered several names the Committee recommended that Miss Sim be invited as the pianist to undertake the Tour to New Zealand.
- (e) Japan. It was proposed that a letter be written to the Tokyo Branch concerning a possible Tour to Japan.

EX88/29 EXAMINERS

It was agreed that no additions were being made at this time to the list of Examiners but that Mr Hamilton's application would be considered along with other applicants when the list was being reviewed.

It was agreed that Mrs Corson's guidelines for qualifications for Examiners should be circulated to the Committee for consideration with a view to drawing up guidelines for appointing Examiners.

EX88/30 TEACHING/PUBLICITY TOURS

The Secretary was instructed to write to the Groups in Germany and Austria informing them that the Society is prepared to organise a tour to Germany and Austria in October/November 1989. Mr S. Wilkie and Mrs M. More to be invited to undertake this tour when confirmation of the tour has been received. Convener and Secretary to arrange details when tour has been confirmed.

It was agreed to put a recommendation from the Examinations Committee to the General Purposes Committee that there be discussion about the nomination of teachers for Society teaching tours.

EX88/31 NATIONAL COUNCIL FOR DANCE

It was agreed that Mr G. Mechan should replace Mrs Corson who had resigned as the R.S.C.D.S. representative on the National Council for Dance.

EX88/32 OTHER BUSINESS

- (a) The Secretary to check with Treasurer concerning insurance cover for the T.V.
- (b) The need for the age category on application forms for Teachers' candidates certificates is to be referred to the Examiners' Seminar.
- (c) After discussing Mr Cumming's letter which raised the question of allowing a candidate, who is physically unable to dance, to proceed to examination status, using a substitute dancer, it was agreed that no exceptions could be made.

EX88/33 NEXT MEETING

22nd July, 1989.

The meeting closed at 2.45 p.m.

CONSIDERATIONS FOR APPOINTMENT TO EXAMINERS

(A) Must be a fully certificated teacher of the R.S.C.D.S. with many years of proven experience of teaching all standards of classes.

an advantage to

(B) ~~Must~~ have experience of teaching and presenting teams for Scottish Country Dance Festivals and Demonstrations.

an advantage to

(C) ~~Must~~ have experience in adjudicating at Scottish Country Dance Festivals.

(D) Must have experience of tutoring candidates in the Preliminary Tests and Full Teachers Certificate examinations with proven rate of success.

(E) Must have experience of teaching at Scottish Country Dance Day Schools or Weekend Schools or taught at the R.S.C.D.S. Summer School.

(F) Must have attended the Potential Examiners evaluation at Summer School and successfully satisfied the panel of examiners of their ability to judge the selected candidates in the Practical, Theoretical and Teaching situations in a totally professional manner.

(G) As examiners may have to travel to many parts of the world and act as ambassadors of the Royal Scottish Country Dance Society, it is most important that Potential Examiners should have a proven record of professional and personal integrity and conduct that will uphold the traditions of the Society.

(H) All these considerations, some of which must be considered CONFIDENTIAL, will have to be taken in to account before a Potential Examiner is appointed to the list of Examiners.

89/b

4) Training teams for festivals/demonstrations

THE ROYAL SCOTTISH COUNTRY DANCE SOCIETY

Minutes of the Examinations Committee
Meeting at St Andrews' Summer School
on Saturday 22 July and Saturday 29 July
1989 at 2 p.m.

PRESENT: Miss L C Martin (in the Chair), Mr A Aitkenhead,
Miss A W Miller, Dr A MacFadyen, Mrs A Holden,
Mrs M Corson, Miss D Leurs, Mr G Mehan.

ATTENDING: Mrs J A Moore (Secretary) and Miss D Walker (Assistant
Secretary).

EX 89/1 APOLOGIES

None.

EX 89/2 MINUTES

The Minutes of the Meeting on 10 December 1988 had
already been approved at the Executive Council meeting
on 13 May 1989.

EX 89/3 BUSINESS ARISING

- a) EX88/25(c). The Committee was informed that
Miss Pearl Smith had attended the Certificate Class
in Glasgow and was successful in the Preliminary
Test.
- b) EX88/4(c). Music Course: The Convener reminded
the Committee that it had been agreed at the meeting
of 23 July 1988 that there should be a follow-up
to the pianist music course early in 1990. The
Convener said that the purpose of music courses is
to try to bring on musicians who would be suitable
for playing for Summer School and for Branches in the
future. It was decided that this follow-up course
for pianists should be combined with another violinist
/accordionist course which would be selected from
the unsuccessful applicants to the previous course.
The suggested dates for the course were 28 - 29 April
or, alternatively, 5 - 6 May 1990. Ms Muriel Johnstone
was invited to be the Course Director and she agreed
to consider the details of the course content and to
decide on the number of tutors required. She would
advise the Secretary about the applicants who should
be invited to attend. A suitable fee for Course
Tutors was discussed.
- c) EX88/2(b)(iii). It was noted that the last sentence
to Miss Hadden's Reel should be corrected to read:
The second couple dance up and cast into place.

EX 89/4 EXAMINATION SYLLABUS

After discussing the recommendations from the Publications Committee (PR 89/13a) it was agreed that the Committee should accept the new syllabus of dances which had been circulated to the Committee members at an earlier meeting. The new syllabus of prescribed dances for the Preliminary Test and for the Teacher's Certificate would become effective for classes starting on or after 1st September 1990. The Secretary was asked to ensure that all examiners and Branches were informed about the changes, and to arrange for the printing of the revised lists of dances.

EX 89/5 EXAMINATION TOURS

a) A report was received from Miss Martin regarding the recent examination tour in North America.

b) South Africa 1990. The Secretary reported that South Africa had not yet sent details for this tour.

EX 89/6 APPOINTMENT OF EXAMINERS

After discussion the Committee agreed that recommendations to be considered by the Examinations Committee for the appointment of examiners should be received from Branch Committees, from individual examiners or from the Examinations Committee.

Potential examiners would follow the current procedure for appointment to the list of examiners. In addition to the essential qualification of having experience of teaching the Preliminary Test and the Teacher's Certificate the following experience would be considered appropriate:

- 1) Teaching all grades of classes at Branch level.
- 2) Teaching at the RSCDS Summer School at St Andrews.
- 3) Adjudicating at festivals.
- 4) Training teams at festivals.
- 5) Professional teaching.

The Committee considered names suggested as potential examiners and it was decided that Mrs Elma McCausland should be invited to attend Summer School in 1990 as a potential examiner.

EX 89/7 TEACHERS/EXAMINERS FOR SOUTH AFRICA, 1990.

Mrs Corson and Mr Aitkenhead accepted the Committee's invitation to teach and examine in South Africa in 1990.

EX 89/8 EXAMINER'S SEMINAR

It had been decided that the Examiner's Seminar would be held in the Clarendon Hotel in Edinburgh on 16th September commencing 10 am. The hotel had confirmed the booking and the various costs with the Secretary.

EX 89/9 I.D.T.A.

~~EX 88/27~~ The I.D.T.A. syllabus was discussed and in the light of experience it was decided that some changes ought to be made. A small sub-committee composed of Mrs Corson, Mr Mechan and Miss Yeats (co-opted) was formed to draw recommendations for approval by the Committee.

~~EX 88/31~~

There was discussion on the report from the Representative to the National Council for Dance (EX 88/27) and comment was made on the lack of financial support from Education Authorities.

EX 89/10 CORRESPONDENCE

A letter had been received from Mrs Dunn thanking the Committee for giving her the opportunity to undertake the recent Examinations Tour in North America.

EX 89/11 ANY OTHER BUSINESS

- 1) a) Appointment of Adjudicators - this matter will be put on the Agenda for the next Committee Meeting. It was decided to check the availability of examiners already on the list.
- 2) b) There was discussion on the Confidential Report required to be submitted before acceptance for an examination class. The following points have been extracted from previous Minutes:
 - 2) a) EX 79/21 (a) A Confidential Statement was required for enrolment in a certificate class and should be made on a set pro-forma. The Committee drafted a pro-forma which would be supplied to Branches along with the application forms for entry to the course.

d) EX 80/4 (d) Confidential Reports - The Committee considered further the best way to obtain a confidential report of value to those organising training courses. It was decided that the draft agreed at the last meeting was not entirely satisfactory and the Committee accepted a draft now proposed by the Convener. It was decided that the application form would have on its reverse a request for a confidential report and that the candidates would complete the front of the application form and then pass it to their referee who would be responsible for returning the form and a confidential report direct to the Secretary at Headquarters or to the Branch Secretary as appropriate. A draft of the form would be sent to all members of the Committee before the next meeting so that its suitability could be confirmed.

e) Ex 80/4 (d) Confidential Reports: After further consideration of the draft form for reports, the Committee decided to adhere meantime to the status quo, i.e. no special format would be requested at present. Should the report lack sufficient detail, the organiser of the course might approach the referee for further information.

EX 89/12 EXAMINATION RESULTS

After discussion it was agreed that commencing with Summer School in 1990, Examination Results should be posted to candidates with a copy to the Branch concerned, and not handed out at Summer School.

EX 89/3 DATE OF NEXT MEETING

13th January 1990

NOTE: Recommendations made at the Examiners' Seminar will require to go before the Examinations Committee for discussion and decision and will thereafter have to be ratified by the Executive Council. Therefore, no action should be taken on any of the recommendations meantime.

EXAMINERS' SEMINAR : 16TH SEPTEMBER 1989

PRESENT: Miss L Martin (in the Chair), Mrs B Burnell, Mrs M Corson, Mrs N Dunn, Miss P Gale, Mrs A Holden, Mr W Ireland, Mrs M Laing, Mr G Lawson, Mr W Little, Mrs N McLaren, Mrs J MacLean, Mr G Mechan, Miss M Prentice, Mrs E See, Mrs V Sim, Mrs M Stoker, Mr S Wilkie, Mrs M Yarker, Miss J Yeats.

ATTENDING: Miss A W Miller (Vice-Chairman), Miss D Walker (Assistant Secretary).

APOLOGIES: Mr A S Aitkenhead (in Japan), Miss J Banks, Dr A MacFadyen (in Japan), Miss D Robertson.

Miss Martin opened the Seminar and announced with deep regret the recent death of Mrs Mary Gudger, a Vice President and Senior Examiner of the Society. Mrs Gudger had trained generations of teachers at Summer School and would be sorely missed.

The Chairman welcomed the examiners to this, the third Seminar, and especially welcomed Miss Gale and Mrs Laing from New Zealand, and Mrs See from Australia. She commented that only six examiners had been unable to attend.

1. CURRENT LIST OF EXAMINERS

For information, it was reported that there are twenty-six R.S.C.D.S. Examiners, including three in Australia and two in New Zealand.

2. REPORT ON THE SEMINAR OF 1984.

The Chairman highlighted the changes resulting from the 1984 Seminar and suggested that since most of these changes have now become standard procedure, there might be less uncertainty if they were inserted in the Syllabus and/or the Notes for Tutors.

3. a) AMENDMENTS AND ADDITIONS TO THE SYLLABUS

The Preliminary Test

After general discussion the examiners agreed that there was a need to include some of the procedures resulting from the 1984 Seminar and the following amendments and additions to the text were suggested.

Paragraph 1, line 3 : Delete 'two' substitute 'four'.
line 4 : Delete 'reasonably'.

Paragraph 3, lines 2&3: Delete 'be familiar with' insert 'must know'.
line 3 : underline 'before'

Paragraph 9, line 2 : Underline 'minimum'. Add 'preferably spread over a period of several weeks'.

Paragraph 12 : Add 'Candidates must be prepared to give a concise reminder of each set dance before it is performed'.

(Each candidate will be required to dance as first couple and to lead one reel or jig and one strathspey twice through (i.e. normally a couple will lead two dances, and more than that only if the examiners consider it necessary).

/. .

'Examiners might wish to have all candidates dance individual steps as a group'.

Paragraph 14, line 3 : After 'formations' insert 'described in Won't You Join the Dance?.'

Add 'candidates will be given a note of - the step to be taught - the formation to be taught.'

Unless exceptional circumstances demand different instructions from examiners, candidates should assume that the step required to be taught would be familiar to the class, but it is more than likely that the candidate would require to teach the basic stages of the step. The candidate should also assume that the formations and particularly their linkage are unfamiliar to the class.'

Paragraph 15, line 2 : Delete '10' insert '20'.

Paragraph 18, line 3 : After 'months' add 'during which time they should aim to improve the required skills.'

ADD Paragraph 21 : 'A candidate who is unable to take the examination due to illness or other emergency after he/she has paid the examination fee, will have the fee returned on request.'

The Teacher's Certificate

Paragraph 4, line 1 : Delete 'applicants' insert 'an applicant'.
line 2 : Delete 'their' insert 'his/her'.

It was agreed that throughout the Syllabus 'applicants' should read 'an applicant' and 'their' should read 'his/her'. Examiners expressed disappointment in the lack of useful information in many of the confidential statements. The question of a pro forma arose, but since this idea was thoroughly discussed and then rejected a few years ago, it was agreed to retain the status quo.

Paragraph 4, line 4 : Examiners thought the phrase 'in a responsible position' was misleading and it was agreed that the Examinations Committee should decide whether or not it should be changed.

Paragraph 5, lines 2&3. Delete 'be familiar with' insert 'should know'.
line 3 Underline 'before'.

Paragraph 9, line 3 : After 'a' insert 'suitable'.

Paragraph 10, line 2 : Underline 'minimum'. Add 'preferably spread over a period of several weeks'.

Paragraph 15 : Add 'candidates must be prepared to give a concise reminder of each set dance before it is performed.'

(Each candidate will be required to dance as first couple and to lead one reel or jig and one strathspey twice through (i.e. normally a couple will lead two dances, and more than that only if the examiners consider it necessary).

/. .

'Examiners might wish to have all candidates dance individual steps as a group.'

Paragraph 17, lines 5-8:

Discussion arose about how much breakdown in formation teaching was possible in a 30 minute lesson. It was suggested that if there was a combination of difficult formations or awkward linkages in the given dance there would not be time to teach each formation thoroughly or even to complete the dance. It was generally agreed that examiners should avoid giving very complex or unusual dances as test pieces.

Paragraph 17, line 8 : After 'Syllabus' add 'A candidate will be required to submit a lesson plan for his/her set dance and to give it to the examiners just before the start of his/her lesson.'

ADD Paragraph 22 : 'A candidate who is unable to take his/her examination due to illness or other emergency after he/she has paid the examination fee will have the fee returned on request.'

The examiners unanimously approved the recommendation from the Examinations Committee that the results of examinations taken at Summer School will be sent out to candidates from Headquarters and not handed out at Summer School.

b) AMENDMENTS AND ADDITIONS TO NOTES FOR TUTORS.

After Paragraph 12, ADD Paragraph 13 (subsequent paragraph numbers to be altered accordingly).

'If requested by the Tutor, examiners will make themselves available to answer any questions regarding the preparation of candidates and to give constructive advice for future classes. Extra time should be allocated for this if necessary.'

Paragraph 20, line 1 : Delete 'with' insert 'may'.

Paragraph 28, line 1 : Delete 'many'.

Paragraph 32 : It was recommended that the last two sentences of this paragraph should be discussed by the Examinations Committee.

Paragraph 43(c) : last sentence : Delete '30 minutes' insert '5 minutes per candidate.'

The recommended amendments and additions to the Syllabus and Notes for Tutors would be made before the new manual is printed.

c) AGE CATEGORY ON CANDIDATE APPLICATION FORM.

It was agreed that there was justification for the retention of the age category on the application forms, but block categories as on Summer School application forms would be acceptable.

4. STANDARDISATION

- a) Assessment pro formas: While many examiners use their own pro formas it was generally agreed that a standard form might be useful to all examiners. The matter was referred to the Examinations Committee for further discussion and action if necessary.

A sample pro forma for issue to the candidate with the result of the examination was not discussed. It was unanimously agreed that the status quo should be retained (i.e. the examiner and the candidate having a two-way discussion after the examination).

It was suggested as a compromise that a pro forma be given to each candidate to fill in personally during the talk with the examiner. This suggestion was not generally supported, but will be considered by the Examinations Committee when discussing pro formas in general.

- b) Weighting. There was a suggestion that candidates should have to pass a practical dancing examination prior to applying for entry to a training course. While there was some sympathy for this idea it was decided that the examination structure should remain as it is. A paper outlining a practical dancing examination was given to the Examinations Committee for future consideration.

After considerable discussion it was agreed that -

in the Teacher's Certificate -

- the teaching part of the examination is still the most important.
- however candidates must be competent dancers ,
- and the written paper must show that the candidate has the requisite knowledge.

in the Preliminary Test -

- the practical dancing should be weighted equally with the teaching part of the examination, so therefore candidates whose practical dancing is unsatisfactory will not proceed to the course of training for the Teacher's Certificate.
- the written paper must show that the candidate has the requisite knowledge.

5. CLASS STRUCTURE

- a) Minimum Number of Candidates to justify an Application for Examination

After discussion it was recommended that, unless in exceptional circumstances, there should be not 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) Maximum/Minimum Numbers for an Examination Class at Branch Level and at St Andrews.

The recommended maximum number of candidates for an examination class at St Andrews' Summer School is 13 per class, but the examiners 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 the number of candidates should be restricted to 18 and sufficient time be allocated for the proper conduct of the examination.

After /

After further discussion, it was recommended that 14 would be a preferable number of candidates in the Teacher's Certificate class at St Andrews, but 18 candidates would be acceptable in the Preliminary Test class.

c) Viability of Conducting a Mixed Teacher's Certificate/Preliminary Test Class.

Opinion was equally divided on this subject and no definite conclusion was drawn.

It was argued that in a mixed grade class, the Preliminary Test candidates learned very much more quickly and were able to draw on the wider knowledge of the more experienced candidates. Others argued that the Preliminary Test candidates progressed at the expense of the Teacher candidates who of necessity were given a diluted course.

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

6. NEED FOR A BANK OF QUESTIONS

Discussion about whether individual examiners should continue to set the written paper - with perhaps varying standards - or whether there should be a pool of questions under different headings as specified in Notes for Tutors resulted in a majority vote for the status quo.

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

Miss Prentice raised the point of the candidates' written work. She asked permission to undertake an exercise, as an experiment on behalf of the Society, whereby she would work closely with the tutors of two groups in setting the written work for the candidates. This was unanimously agreed, and on completion of this exercise Miss Prentice will report back to the Examinations Committee. Miss Prentice was thanked for undertaking this work.

7. LETTERS FROM BRANCHES

a) That the Standard of Dancing shown by some Successful Teacher Candidates is not high enough.

It was agreed that the standard in some cases is not high enough. Recommendations for this item are listed under 4(b) Weighting.

b) That the Teaching of Simple Highland Steps be included in the Examination Syllabus.

The Examiners considered that -

- the Syllabus is already very full.
- the teaching of Highland Steps could cause problems with the Scottish Official Board of Highland Dancing.

It was agreed that the teaching of Highland Steps other than those in "Won't You Join The Dance?" should not be included in the Syllabus.

c) /

- c) That the teaching of Correct Posture and the Correction of Postural Problems be given more emphasis and included in the Syllabus.

There was unanimous 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 Notes for Tutors.

The question of correcting postural problems was considered to be out-with the scope of the Syllabus.

- d) That the Results be Ranked, e.g. Poor to Excellent.

After discussion, it was unanimously agreed that results should not be graded.

8. OTHER MATTERS FOR CONSIDERATION.

- a) That Successful Preliminary Test Candidates be given Teaching Experience by their Branch.

Examiners understood that this was already practised by most Branches, but it was agreed that the following addition be made to paragraph 26 in the paper "Guide to Branch Administration".

ADD '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".

- b) That the Result Slip be altered to Show a Fail Result.

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

9. ANY OTHER BUSINESS.

- a) Mrs See requested that the date of future seminars be arranged as close to Summer School as possible, therefore allowing overseas examiners to attend both more readily.
- b) On request, the revised list of prescribed dances was read out along with the points of clarification for "The Isle", "The Golden Pheasant" and "Miss Hadden's Reel".
- c) Discussion arose concerning the phrasing of bars 9 - 16 of "General Stuart's Reel". It transpired that there are various interpretations of this phrase, but it was recommended that a decision be deferred until the publication of the new Manual.

There being no further business, the Chairman thanked the examiners for attending and for their contributions to the discussions.

The Seminar closed at 4.30 p.m. with a vote of thanks to Miss Martin.

NOTE: The revised Syllabus will become effective for classes starting on or after 1st September 1990 NOT 1st January 1990 as was announced at the Seminar.

THE ROYAL SCOTTISH COUNTRY DANCE SOCIETY

MINUTES OF THE EVALUATIONS COMMITTEE
MEETING AT 12 COATES CRESCENT, EDINBURGH,
ON SATURDAY 13 JANUARY, 1990 AT 11 A.M.

PRESENT: Miss L. Martin (in the chair), Mr A.S. Aitkenhead,
Mr T. Hamilton, Mrs A. Holden, Miss D. Leurs,
Mr G. Mechen.

ATTENDING: Mrs J.A. Moore (Secretary)

EX90/1 CHAIRMAN'S REMARKS.

Miss Martin welcomed members to the Committee,
especially Mr Hamilton who had not served on it
previously.

EX90/2 APOLOGIES.

Miss A.W. Miller. (Mrs H. Corson, who had been
invited to attend this meeting, also sent apologies.)

EX90/3 MINUTES.

The Minutes of the Meetings on 22 and 29 July 1989
had already been approved at the Executive
Council meeting on 13 November 1989.

EX90/4 BUSINESS ARISING.

a) EX89/9 I.D.T.A.

The report by Mrs Corson on the work of the
sub-committee was deferred to the next meeting on
23 June, 1990.

b) EX89/3(b) Music Course.

Originally it had been planned that this would be a
multi-course for violinists and accordionists,
combined with a follow-up course for pianists.
However due to the fact that all but one of the
students for the follow-up course were already
playing at Summer School, and that there was an
inadequate number of violinists/accordionists
remaining after the last course, it was decided that
this would be a course for new pianists only. There
has been considerable demand for such a course.

i. The Committee noted the dates of the course would be
28th-29th April, 1990. The Secretary is to make
arrangements with the Clarendon Hotel and to consult
Ms. M. Johnstone about the hire of an additional
piano as before.

Music Course

- ii. The Secretary reported that ten applications had been received.
- iii. Mr Robert MacKay agreed to be course tutor with Ms. Muriel Johnstone as Director.
- iv. Mr A. Aitkenhead agreed to be present to meet the students on the evening of Friday, 27th April, and to be course teacher.
- v. Fees for the course Director and tutor were agreed.
- vi. It was agreed, that if there was sufficient demand another multi-course would be considered later.
- vii. The possibility of holding music courses during Summer School was discussed and referred to the Summer School Committee.

c) EE89/7 Tour of South Africa 1990.

The Secretary reported that she was still waiting to receive tour details from South Africa.

EX90/5

APPOINTMENT OF ADJUDICATORS.

All but one adjudicator had indicated their wish to remain on the Adjudicator's List. Mrs Coxson had intimated she wished to resign and the Committee accepted her resignation with regret and recorded their appreciation of her long service in this respect. It was decided to invite Mrs Johan MacLean to fill the resulting vacancy. Further discussion on the appointment of adjudicators was deferred until the next meeting.

EX90/6

EXAMINERS.

a) Proposed Appointment of Examiner in Australia.

It was with regret that the Committee had learnt that Mr Kevin Connolly had resigned from his position as Examiner (Australia) last August. It was considered to be desirable to have a third examiner in Australia and it was agreed that the nominee submitted as a potential examiner should be invited to attend Summer School either in 1990 or 1991.

b) EX88/13(b) Proposed Appointment of Examiner in New Zealand.

The Committee decided that no action should be taken meantime because no nomination had been received from New Zealand.

c) Appointment of Senior Examiner for Assessment of Potential Examiner at Summer School 1990.

i. Mr Aitkenhead was appointed Senior Examiner.

ii. The Committee noted that the potential examiner would attend the first course at Summer School, 1990.

iii. After discussion, it was agreed that potential examiners should be offered accommodation for the time required.

EX90/7

BUSINESS ARISING FROM EXAMINERS' SEMINAR.

a) Amendments and additions to the Syllabuses for the Preliminary Test and the Teacher's Certificate

The Committee made some progress in amending the Syllabuses in accordance with the recommendations made at the Seminar. A draft of the revisions will be considered at the next meeting.

b) Amendments and additions to Notes for Tutors.

Recommendations were discussed and a draft of the revisions will be considered at the next meeting.

c) Age Category on Candidate Application Forms.

It was agreed that the date of birth should be given if the candidate is under twenty five years. Application forms would be amended.

d) Standardisation

Deferred to the next meeting.

EX90/8

SCOTTISH COUNCIL FOR DANCE.

Following a report on the Council from Mr Mechan the Committee agreed that the SCDS membership be allowed to lapse.

EX90/9

CORRESPONDENCE.

a)i. After considering the individual circumstances, a request from Mrs Pearl Smith seeking permission to train for the Teacher's Certificate in less than the required two years was unanimously refused.

ii. In reply to a letter from Loxton Branch, in connection with forthcoming examinations, the Committee agreed that all the candidates should be permitted to take the examination on the same day.

- c) A letter from Carlisle was noted and the Secretary was asked to reply.
- d) A letter from Mr Knapman regarding attitudes to teaching was discussed and the Secretary would reply.

EX90/10

ANY OTHER BUSINESS.

A report from Mr Aitkenhead regarding examinations in Japan was circulated.

EX90/11

NEXT MEETING.

23 June 1990

- c) A letter from Carlisle was noted and the Secretary was asked to reply.

- d) A letter from Mr Knapman regarding attitudes to teaching was discussed and the Secretary would reply.

EX90/10

ANY OTHER BUSINESS.

A report from Mr Aitkenhead regarding examinations in Japan was circulated.

EX90/11

NEXT MEETING.

23 June 1990

- c) Appointment of Senior Examiner for Assessment of Potential Examiner at Summer School 1990.
- i. Mr Aitkenhead was appointed Senior Examiner.
 - ii. The Committee noted that the potential examiner would attend the first course at Summer School, 1990.
 - iii. After discussion, it was agreed that potential examiners should be offered accommodation for the time required.

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Recommendations were discussed and a draft of the revisions will be considered at the next meeting.

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It was agreed that the date of birth should be given if the candidate is under twenty five years. Application forms would be amended.

- d) Standardisation

Deferred to the next meeting.

EX90/8

SCOTTISH COUNCIL FOR DANCE.

Following a report on the Council from Mr Mechan the Committee agreed that the RSCDS membership be allowed to lapse.

EX90/9

CORRESPONDENCE.

- a) i. After considering the individual circumstances, a request from Mrs Pearl Smith seeking permission to train for the Teacher's Certificate in less than the required two years was unanimously refused.
- ii. In reply to a letter from London Branch, in connection with forthcoming examinations, the Committee agreed that all the candidates should be permitted to take the examination on the same day.

THE ROYAL SCOTTISH COUNTRY DANCE SOCIETY

MINUTES OF THE EXAMINATIONS
COMMITTEE MEETING AT 12 COATES
CRESCENT ON SATURDAY, 22 JUNE,
1990 AT 11AM.

PRESENT: Miss L. Martin (in the Chair), Mr A.S. Aitkenhead, Miss A.W. Miller, Mr W. Hamilton, Mrs A. Holden, Miss D. Leurs, Mr G. Mechan.

ATTENDING: Mrs J.A. Moore (Secretary) and Mrs M. Corson who had been invited to attend this meeting.

Ex 90/12 APOLOGIES

There were no apologies

Ex 90/13 MINUTES

The Minutes of the meeting on 13 January 1990 had already been approved at the Executive Council Meeting on 12 May 1990.

Ex 90/14 BUSINESS ARISING

- a) Ex 90/4 (a) I.D.T.A

Mrs Corson reported on the work of the sub committee reviewing the I.D.T.A. Syllabus. The recommended amendments to the syllabus were accepted and the sub committee was congratulated on the results of its work. A draft of the revised syllabus will be forwarded to the I.D.T.A. for acceptance or comments.

- b) Ex 90/4 (b) MUSIC COURSE

It was noted that the Music Course held at the end of April had been very successful and that there had been more applicants than places. These courses have proved beneficial to the Society and to Branches. Five pianists from the previous pianists courses have already been used at Summer School. Because of the benefits derived from these courses, the Committee agreed in principle that they should be continued. It was felt that the next course should be a recall course for pianists from the three courses already held, but allied to a violinists course. Branches will be contacted to ascertain the demand. It was suggested that October 1991 would be a suitable time.

REMIT FROM FINANCE COMMITTEE F89/24(a)

The Committee proposed that the Society would provide the course fee and second class rail travel (within the U.K) to the course but students would be responsible for their own accommodation and subsistence. The Secretary was instructed to submit these proposals to the Finance Committee for comment.

The Summer School committee, having previously been asked to discuss the possibility of holding a music course as part of Summer School, reported that it felt this required more knowledgeable investigation into numbers of students, fees to be charged, recruitment of teachers, availability of a hall with suitable facilities. Meantime a note would be inserted in the Bulletin this year asking if any musician would be interested in attending Summer School for a music course on the same conditions as dancers and, if so, would they inform the Secretary at the same time stating their instrument.

c) Ex 90/4 SOUTH AFRICA TOUR 1990

The Committee was informed that Nairobi Branch had decided to opt out of the Tour owing to greatly diminished numbers. It was agreed that, if possible, they should be offered a brief visit from Mrs Corson on her way back from South Africa. The Secretary reported that she was expecting to receive the suggested itinerary shortly.

d) Ex 90/5 APPOINTMENT OF ADJUDICATOR

The Secretary reported that Mrs J. MacLean had accepted the invitation to become an adjudicator and that her name would be added to the Adjudicators List. The Committee felt there was no need at present to extend the List and discussion on the procedure for appointment was deferred to a later date.

e) Ex 90/6 (b) PROPOSED APPOINTMENT OF EXAMINER IN NEW ZEALAND

The Committee felt that the appointment of a third examiner in New Zealand would be desirable. The potential examiner would be invited to attend Summer School 1991. It was confirmed that accommodation would be provided only for the time required for the assessment.

f) Ex 90/7 (c) AGE CATEGORY ON CANDIDATE APPLICATION FORMS

The Committee agreed that temporary amendments should be made on the current application forms.

Ex 90/15 POTENTIAL EXAMINERS, SUMMER SCHOOL 1990

Mr Aitkenhead was appointed Senior Examiner for Course 1 at Summer School 1990 and Miss Martin was appointed Senior Examiner for Course 2, 1990.

Ex 90/16 BUSINESS ARISING FROM EXAMINERS SEMINAR

a) The final amendments to the Preliminary Test Syllabus and to the Teachers Certificate Syllabus were agreed by the Committee. Publication of the amended syllabus would coincide with the publication of the new Manual.

b) Amendments to Notes for Tutors was deferred to the next meeting.

c) STANDARDISATION

i) PRO FORMAS

The seminar had considered the use of a standard pro forma by examiners but after considerable discussion the Committee felt there was no need to issue standard pro formas because examiners have already devised suitable methods for recording their assessments covering all the essential elements.

The question of written reports was fully discussed by the Committee and it agreed with the unanimous recommendation made at the Examiners' Seminar that the status quo be retained (i.e. the examiner and the candidate having a two way discussion after the examination)

ii) WEIGHTING

The Committee agreed with the recommendation from the Examiners' Seminar that the present examination structure should be maintained and candidates should not have to pass a practical dancing examination prior to applying for entry to a course of training.

However, in an effort to improve the standard of practical dancing, the Committee agreed with the Seminar recommendation that, at the Preliminary Test Stage, the teaching part and the practical dancing part of the examination should be equally weighted.

i.e. A candidate whose practical dancing is unsatisfactory will not proceed to the course of training for the Teacher's certificate.

Ex 90/17 REVISED PRESCRIBED DANCES

a) REPRINT OF INSERTIONS

The Secretary reported that the revised lists of prescribed dances for inserting into the existing Syllabuses should be received from the printers shortly. It was agreed that the hints, previously minuted (Ex 88/26), for three of the dances which required some clarification, should be printed in the Bulletin.

b) CASSETTE

The Secretary advised the Committee that Ms Johnstone had been asked to record the revised prescribed dances and it was expected that the cassette would be available by September 1990.

Ex 90/18 FUTURE COMMITMENTS

The Committee considered future commitments and made tentative plans.

EX90/19 CORRESPONDENCE

a) A letter from Mr Edwards (Aberdeenshire) was noted and the Secretary was to reply.

- b) Correspondence was received from two members who had been unsuccessful in recent examinations. While noting the comments made in the letters, the Committee declined to enter into correspondence on the matter and reiterated the Society's ruling that the examiners' decisions are final.
- c) A letter from Mrs A. Smith (East Sussex) was noted and the Secretary was instructed to reply giving the correct method for dancing the tournee.

EX90/20 DATE OF NEXT MEETING

To be decided by the Executive Council.

The meeting ended at 5.50pm.

CONFIDENTIAL

EXAMINATIONS COMMITTEE
PAPER APART

MINUTE EX90/18

TENTATIVE PLAN FOR FUTURE COMMITMENTS

1991: North America	Mrs Dunn and Mr Ireland. <i>ASA</i>
Australia	Secretary to approach Branch (Adelaide) to accept organisation and ask best time for tour. Suggested teacher/examiner: Johan MacLean and Muriel More.
1992: New Zealand	Mr Little (most suitable time to be ascertained).
TAC	To be sent a list of names from which TAC could make their choice.
1993: USA - <i>From 7/90</i>	Mr Ireland and another. <i>Maureen Atkinson & Maureen MacFadyen</i>

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

If necessary

Lacey Martin

Stanley Wilkie

THE ROYAL SCOTTISH COUNTRY DANCE SOCIETY

MINUTES OF THE EXAMINATIONS
COMMITTEE MEETINGS AT UNIVERSITY
HALL, ST ANDREWS ON SATURDAY
4TH AUGUST AND SATURDAY 18TH
AUGUST, 1990 AT 2PM AND 4.30PM
RESPECTIVELY

PRESENT: Miss L. Martin (in the chair), Mr A.S. Aitkenhead, Mr W. Hamilton,
(on the 4th August), Mrs A. Holden, Miss D. Leurs (on the 18th
August), Mr G. Mehan (on the 18th August), Miss A.W. Miller
(on the 4th August)

EX90/21 These two meetings were held to discuss the potential examiners,
Mrs Elma McCausland and Mrs Morag Napier, who had gone through
the procedure required for a potential examiner at the end
of course 1 and course 2 respectively at St Andrews Summer
School.

It was agreed to add Mrs McCausland's and Mrs Napier's names
to the official list of Society Examiners.

EX90/22 It was noted that Mr A. Aitkenhead will replace Mrs N. McLaren
on the 1991 North American Examination Tour.