

Scollin
EXAMINATIONS COMMITTEE MINUTE BOOK

1953 - 1980

Constitution & Rules - 7 members
Quorum: 4

**SUB-COMMITTEES OF EXECUTIVE
COUNCIL.**

Agenda To each member of
Committee three weeks
before meeting.

Minutes To each member of
Committee
To each Branch Rep
to Ex Council
To each Secretary
who does not have
a Council Rep.

Note: Draft Agenda should be sent
to Chairman or Convener some four
to five weeks before meeting.
Draft Agenda for Finance Meetings
to to Mr. Taylor and Miss
Vaughan.

THE ROYAL SCOTTISH COUNTRY DANCE SOCIETY

A meeting of the EXAMINATIONS COMMITTEE was held on Saturday, 7th February, 1953, at 2.30 p.m. in the Office of the Central Council of Physical Recreation, 20 St. Andrew Square, Edinburgh.

PRESENT: Miss Anderson (Convener, in the Chair)
Mrs. Brown, Mrs. Gudger, Mrs. Hutchison, Miss Kenyon, Miss Milligen, Mr. Murray, Miss Hadden (Secretary.)

1. a) REVISION OF LIST OF QUALIFIED EXAMINERS:

The Committee recommended that the following people should be invited to serve as examiners, all having been duly proposed and seconded: -

Miss Edwards (Edinburgh), Miss Glass (Glasgow), Miss Jarvis (Aberdeen), Miss McLaren (Glasgow), Mr. Macleod (Glasgow), Mr. Murray (Inverness) and Mrs. West (Elgin).

b) REVISION OF ADJUDICATORS' LIST:

The following were recommended to be added to this list: -

Miss Edwards (Edinburgh), Mrs. Hutchison (Dundee), Miss McLaren (Glasgow), Mr. Macleod (Glasgow), Mr. Murray (Inverness), Miss D. Robertson (Glasgow).

2. EXAMINATION SYLLABUS:

The examination syllabus which has been in use for one year was revised according to the new Constitution and several amendments made.

It was recommended that the teacher of an examination class should hold a practical test before the examination in order to ascertain that candidates had reached the required standard. This test should be conducted as early in the course as possible. In the event of the teacher deciding that certain members had not sufficient experience to enter for the examination they should be allowed to continue in the class if they wished.

The Committee agreed that the following clauses be included in the syllabus: -

"No candidate who has failed in an examination shall be entitled to sit that examination again until the expiry of three months, unless evidence can be provided of at least ten hours' attendance at instruction under an approved teacher since the date of such failure." (Constitution, page 15, IV Examinations & Certificates, paragraph 4.)

"Candidates who fail twice in either the Preliminary or Final examination shall not resit before twelve months have elapsed and must then produce proof of further practical and teaching experience since their previous attempt."

"Candidates may not enter for any one part of the examination more than three times."

3. EXAMINATION APPLICATION FORMS:

The Committee agreed to the re-wording of these forms. It was also emphasised/

emphasised that examination candidates should fill up these forms before being accepted for the certificate class.

Mrs. Brown proposed a vote of thanks to the Chairman.

CHAIRMAN.

Florence L. Boshie
18th Jan, 1957.

IN ORDER TO SIT THE EXAMINATION CANDIDATES MUST HAVE ATTENDED AN EXAMINATION CLASS FOR A MINIMUM OF TEN WEEKS OR FIFTEEN HOURS.

THE ROYAL SCOTTISH COUNTRY DANCE SOCIETY

REVISION OF EXAMINATIONS

THE ROYAL SCOTTISH COUNTRY DANCE SOCIETY PRELIMINARY TEST AND TEACHER'S CERTIFICATE

(The Certificate is recognised by the Scottish Education Department as a teaching qualification in Scottish Country Dancing.)

Qualifications for entrance to the Royal Scottish Country Dance Society's Examination Class:

1. Candidates should have attended a recognised Scottish Country Dance Class for at least one year and have attained a reasonably high standard of performance.
2. Candidates should have had a certain amount of experience in teaching Scottish Country Dancing (in schools, clubs or other organisations). The candidate should supply at least one statement testifying to his or her experience as a teacher of Scottish Country Dancing. This statement should be signed by someone in a responsible position who has seen the candidate dealing with a school or group.
3. A CONFIDENTIAL statement of practical proficiency, signed by the teacher of the class the candidate attends, is a necessity for entrance to an examination class.
4. Examination candidates must be over 19 years of age, and must be members of the Society of at least one year's standing.

SYLLABUS FOR EXAMINATIONS

PRELIMINARY TEST

Thornhill,
Gairmuthr Road,
Edinburgh, 12.

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THE ROYAL SCOTTISH COUNTRY DANCE SOCIETY

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SYLLABUS FOR EXAMINATIONS

PRELIMINARY TEST

It is recommended that the teacher of an examination class holds a practical test as early in the course as possible in order to ascertain that candidates are of the required standard.

Candidates must have an accurate knowledge of the basic steps and formations found in Scottish Country Dancing.

Test Pieces - Preliminary

REELS

1. Jessie's Hornpipe
2. Deil Amang the Tailors
3. Come Ashore, Jolly Tar
4. River Cree
5. Mrs. McLeod of Raesay
6. Hamilton House

STRATHSPEYS

1. Monymusk
2. Braes of Tullimet
3. Rakes of Glasgow
4. Grant's Reel
5. Earl of Home
6. Inch of Perth

TEACHER'S CERTIFICATE

Test Pieces - Teacher's Certificate

REELS

1. Lord Roslyn's Fancy
2. General Stuart's Reel
3. Miss Mary Douglas
4. Gates of Edinburgh
5. Red House
6. Montgomerie's Rant

STRATHSPEYS

1. Madge Wildfire's Strathspey
2. There's nae Luck about the Hoose
3. Dalkeith's Strathspey
4. Peggy's Love
5. Bridge of Nairn
6. Strathglass House

At the examination the candidate must show a degree of personal proficiency sufficient to enable him/her to demonstrate satisfactorily and be prepared to: -

1. Teach a 30 minute lesson based on the syllabus, including after quick study a dance chosen by the examiners and not contained in the syllabus.
2. Teach at least two sets and have the ability to direct and watch more than a small/

small group.

3. Pass a written examination paper.
4. Answer verbally, if necessary, questions about Scottish Country Dancing generally, the dances in the syllabus, the lesson that the candidate has just taught, the use of music and the adaptation of Scottish Country Dancing to various conditions and age groups.

No candidate who has failed in an examination shall be entitled to sit that examination again until the expiry of three months, unless evidence can be provided of at least ten hours' attendance at instruction under an approved teacher since the date of such failure.

Candidates who fail twice in either the Preliminary or Final examination shall not resit before twelve months have elapsed and must then produce proof of further practical and teaching experience since their previous attempt.

Candidates may not enter for any one part of the examination more than three times.

Two examiners at least must be present at each test and no pass given unless the examiners are unanimous.

Candidates will be notified of the results when examiners have had time for consultation and correction of papers.

Candidates must accept the decision of the Royal Scottish Country Dance Society examiners as final.

Successful candidates must be willing to teach for the Society if asked.

N.B. Leaflets of the examination dances may be obtained from the Secretary at a cost of 3d each.

Examination Entrance Fee: 10/-

Secretary: Miss M.F. Hadden,
Thornhill,
Cairnmuir Road,
Edinburgh, 12.

THE ROYAL SCOTTISH COUNTRY DANCE SOCIETY

A meeting of the EXAMINATION COMMITTEE was held on Friday, 18th January, 1957, in 12 Coates Crescent, Edinburgh, at 6.30 p.m.

APOLOGIES: These were intimated from Miss B. Anderson, and Mr W. Murray.

PRESENT: Mrs Lesslie (Chairman), Miss F. Adams, Miss A. Anderson, Mrs Gudger, Miss M. Kenyon, Miss Milligen, and the Secretary.

1. MINUTES:

The Minutes of the last meeting held on 7th February, 1953, were read, confirmed and signed.

2. BUSINESS ARISING:

After discussion it was unanimously agreed that several additions should be made to the syllabus which would then be sent to the Branches.

3. EXAMINATION DANCES:

The Committee considered the list of dances previously chosen by three of the members. After discussion it was decided to make only one change in the list for the Teachers' Certificate, - "Greig's Pipes" being substituted for "The Longwise Eightsome Reel".

The meeting ended at 7. 30 p.m.

Florence D. Lesslie.
24/1/57.

CHAIRMAN.

THE ROYAL SCOTTISH COUNTRY DANCE SOCIETY

Minutes of a Meeting of the EXAMINATIONS COMMITTEE held on Tuesday, 24th September, 1957, in the Glasgow Women's Keep Fit Movement Office, 80 Bath Street, Glasgow, at 5.00 p.m.

1. PRESENT: Mrs. Lesslie (in the Chair)
Miss Adams, Mrs. Gudger, Miss Kenyon, Miss Milligan,
and the Secretary.

2. APOLOGIES: Apologies for absence were received from
Miss A. Anderson, Miss B. Anderson and
Mr. W. Murray.

3. MINUTES:
The Minutes of the last meeting held on 18th January, 1957,
were approved and signed.

4. PREPARATION of SYLLABUS for NEW ZEALAND and NATAL:

The Committee were reminded by the Chairman that the Executive Council had remitted the matter of preparing a syllabus or notes for the use of teachers who would be preparing candidates for examination in the event of an examiner being sent from The Royal Scottish Country Dance Society.

It was emphasised that there would be no lowering of the standard of the existing examination syllabus but it would be necessary to recommend a modification of the entry qualifications - the main one being the length of time a candidate was in membership of the Society. A specimen syllabus was read and altered paragraph by paragraph and a syllabus suitable for the purpose was drawn up by the Committee.

The meeting ended at 6.00 p.m.

Jean C Milligan
31. 1. 59.

THE ROYAL SCOTTISH COUNTRY DANCE SOCIETY

Minutes of a Meeting of the EXAMINATIONS COMMITTEE held on 31st January, 1959, at 12 Coates Crescent, Edinburgh, 3, at 11.45 a.m.

PRESENT: Miss Milligan (Convener)
Mr. Aitkenhead, Miss B. Anderson, Miss Arnott,
Mrs. Lesslie, Mr. Macleod, Mr. Sharpe and
Miss Hadden (Secretary).

APOLOGY: An apology for absence was intimated from Mrs. Gudger.

1. MINUTES:

The Minutes of the last meeting held on 24th September, 1957, having been circulated, were approved and signed.

2. ADJUDICATORS' AND EXAMINERS' LIST:

It was recommended and approved that the following names be added to the list of Adjudicators: Mr. Aitkenhead (North West Ayrshire), Mrs. Corson (Edinburgh), Miss Adams (Glasgow), Miss Wallace (Aberdeen) and Mrs. Cramb (Aberdeen).

The following were recommended to be added to the list of Examiners: Miss D. Robertson (Glasgow), Mrs. Corson (Edinburgh), Mr. Aitkenhead (North West Ayrshire) and Miss Arnott (Kirkcaldy).

3. ANY OTHER BUSINESS:

Examination Syllabus. It was unanimously agreed that exceptions should be made in the cases of training college students taking the Society's examinations in connection with the required amount of dancing experience before the examination class could be attended. The Secretary was instructed to amend the syllabus accordingly.

Adjudicators' Sheets. A recommended guide for the marking of adjudicators' sheets was drawn up and it was agreed that this should be sent to each adjudicator on the Society's list.

Adjudicators' Fees. It was agreed that the recommended fees for adjudicators should be raised to £5 5s. Od. for a single session or £4 4s. Od. for each session, if more than one.

Miss Anderson proposed a vote of thanks to the Convener.

The meeting ended at 12.45 p.m.

Jean C. Milligan
19. 1. 63

THE ROYAL SCOTTISH COUNTRY DANCE SOCIETY

Minutes of a Meeting of the EXAMINATIONS COMMITTEE held on Saturday, 19th January, 1963, at 12 Coates Crescent, Edinburgh, at 12.30 p.m.

PRESENT: Miss Milligan (Convener)
Miss M. Anderson, Miss Arnott, Mrs. Lesslie,
Mr. Sharpe and Mrs. Wadsworth.

APOLOGY: An apology for absence was intimated from Miss Adams.

1. MINUTES:

The Minutes of the last meeting held on 31st January, 1959, at 12 Coates Crescent, were signed and approved having been previously circulated.

2. BUSINESS ARISING:

3. ADJUDICATORS' AND EXAMINERS' LISTS:

It was recommended and approved that the following names be added to the list of adjudicators:-

Miss M. Anderson (Aberdeen)
Mr. W. Little (Gatehouse of Fleet)
Miss Martin (Aberdeen)
Miss Prentice (Glasgow)
Miss Seddon (Edinburgh)
Miss Yeats (Aberdeen)

The following were recommended to be added to the list of examiners:

Miss M. Anderson (Aberdeen)
Miss Yeats (Aberdeen)

4. OTHER BUSINESS:

1) Examination Syllabus: It was unanimously agreed that 'The Village Reel' should be substituted for 'Greig's Pipes' on the syllabus for the Teacher's Certificate.

2) Adjudicators' fees: It was decided to remit to the Executive Council Meeting the recommendation to the Examinations Committee that the adjudicators' fee should be raised to six guineas for a single session of not more than 3½ hours. If more than one session was required the fee would remain the same, i.e. four guineas for each session.

3) Examiner for New Zealand and Australia: It was agreed that Mrs. F. D. Lesslie who is shortly emigrating to New Zealand, should be permitted to examine candidates for the Preliminary Test and Teacher's Certificate in New Zealand and possibly Australia until further notice.

There being no further business, the meeting ended at 1.30 p.m. after a vote of thanks to the Convener by Miss Arnott.

Jean Milligan
16. 8. 63

THE ROYAL SCOTTISH COUNTRY DANCE SOCIETY

Minutes of a Meeting of the EXAMINATIONS COMMITTEE held on Friday,
16th August 1963 at University Hall, St. Andrews at 1.45 p.m.

PRESENT: Miss Milligan (Convener)
Miss Adams, Miss Arnott, Mrs. Lesslie, Mrs. Wadsworth and
Mr. Sharpe.

1. MINUTES:

The Minutes of the last meeting held on 19th January 1963 at
12 Coates Crescent were signed and approved, having been previously
circulated.

2. BUSINESS ARISING:

3. REMIT FROM EXECUTIVE COUNCIL MEETING, 11TH MAY 1963:

Consideration was given to the proposals from Ayr, Glasgow and
Dundee Branches that Miss MacArthur, Miss Mackay and Mr. Mechan's
names should be added to the list of examiners. It was unanimously
agreed that these names should be included in the new list.

4. OTHER BUSINESS:

There being no further business the meeting ended at 2.15 p.m.
with a vote of thanks to the Chairman by Miss Adams.

Jean Milligan
6. 8. 63

THE ROYAL SCOTTISH COUNTRY DANCE SOCIETY

Minutes of a Meeting of the Examinations Committee held on Friday,
6th August 1965 at University Hall, St. Andrews at 1.45 p.m.

PRESENT: Miss Milligan (Convener)
Miss Adams, Miss Arnott, Mrs. Gudger, Mr. Ireland, Mr. Macleod
and Miss Hadden (Secretary).

APOLOGY: An apology for absence was intimated from Mr. Lochhead.

1. MINUTES: The Minutes of the last meeting held on 16th August 1963 at
University Hall, St. Andrews, having been previously circulated,
were approved and signed.

2. BUSINESS
ARISING:

3. EXAMINATION
SYLLABUS: The Committee considered the list of dances and after discussion
it was decided to make only one change in the list for the
Preliminary Certificate 'Rakes of Glasgow' being substituted for
'Birks of Invermay'.

4. ADJUDICATORS'
AND
EXAMINERS'
LISTS:

It was recommended and approved that the following names be added
to the list of adjudicators:

Mrs. West (Elgin)
Mr. Ireland (London)

It was also proposed that Mrs. Hill's name be added if she was
in agreement as she had not yet been approached.

As there were already twenty-one names on the Examiners' list,
Miss Milligan suggested that no more names should be added at
present. This was agreed by the Committee.

5. OTHER
BUSINESS:

Examination Dates - Miss Hadden told the meeting that she had had a
great deal of trouble this year trying to organise examiners to
take examinations in various districts due to her not being
notified of the examination dates until the last minute. Mr.
Macleod proposed that a circular letter be sent out to each branch
informing them that Miss Hadden must be notified, when the classes
begin, of approximate examination dates. This was unanimously agreed
by the meeting.

Examination Syllabus - Mr. Ireland suggested that the second last
paragraph on the Examination syllabus should be reworded to read
'It is hoped that candidates will be willing to teach for the Society'.
It was unanimously agreed and the Secretary was instructed to amend
the syllabus accordingly.

Examination Form - Teachers' Certificate - After some discussion it
was unanimously agreed to add to the Teachers' Certificate Examination
application form a paragraph as follows: 'When and where did you
take your Preliminary Certificate?'

There being no further business the meeting ended with a vote of
thanks to the Chairman by Miss Arnott at 2.35 p.m.

Jean Milligan
28. 9. 68

THE ROYAL SCOTTISH COUNTRY DANCE SOCIETY

MINUTES of a MEETING of the EXAMINATIONS COMMITTEE held on Saturday, 28th September 1968 at 12 Coates Crescent, Edinburgh, 3, at 11 a.m.

PRESENT : Miss Milligan (Convener)
Miss Adams, Mrs. Gudger, Mr. Ireland, Mr. Mechan, Miss Yeats,
and Miss Grubb (Secretary)

APOLOGIES : Apologies for absence were intimated from:
Mr. Lochhead, Mr. Brown and Miss Arnott.

1. MINUTES : The Minutes of the last Meeting, held on 6th August 1965,
having been previously circulated, were signed.

2. EXAMINATION SYLLABUS - TEACHERS' MEETINGS, ST. ANDREWS 1968

The suggestions put forward at the Teachers' Meetings were considered by the Committee and relevant points incorporated in the existing notes for the advice of teachers conducting examination classes. A brief list of points for the guidance of Examiners was also prepared. Copies of the amended notes for Teachers and notes for Examiners are appended to these Minutes.

The Committee recommends the following amendments to the Examination Syllabus:

Under the heading "Preliminary Test and Teacher's Certificate Examination" - "ten weeks or fifteen hours" to read "twenty weeks or thirty hours"

"Qualifications for Entry..." - Paragraph 1 to read:

"Candidates should have attended a recognised Scottish Country Dancing Class for at least two years, and have attained a reasonably high standard of performance. This class must be taught by a Certificated Teacher of The Royal Scottish Country Dance Society, where this is possible."

Paragraph 3(a) to read: "At the commencement of the course, a candidate must arrange for a confidential statement of practical proficiency, prepared by the teacher of the class the candidate attends, to be forwarded direct to the Secretary of the Branch conducting the examination class, or to Headquarters in the absence of a Branch connection."

Paragraph 4 : "17 years" to read "18 years"

Preliminary Test opening paragraph to read : "Candidates must have an accurate knowledge of the basic steps and formations found in Scottish Country Dancing, with particular emphasis on the steps and formations found in the test pieces."

Test Pieces : It was agreed that for the session 1968/69 "Dumbarton's Drums" to be an alternative to the "Isle of Skye" and "Tibbie Fowler o' the Glen" for the "Duchess of Atholl's Slipper". In subsequent years the "Isle of Skye" and "Duchess of Atholl's Slipper" will be deleted from the list of Preliminary Test Pieces.

Similarly in the Teacher's Certificate : "Fidget" to be an alternative to "Lady Baird's Reel" and "Duchess of Atholl's Slipper" for "Duke of Hamilton's Reel". In subsequent years "Lady Baird's Reel" and "Duke of Hamilton's Reel" will be deleted from the Teacher's Certificate Test Pieces.

In the section detailing examination requirements :
Add Paragraph 2(b) "Brief reference to text books during practical teaching in examination not precluded."

Paragraph 5 amended to read :

"Teacher's Certificate. By the time a candidate comes forward for the Teacher's Certificate, he or she should have sufficient experience to enable them to follow any dance and explain it to a class.

Candidates will be asked to give details of the number of hours teaching and type of classes they have taken between obtaining their Preliminary Test and applying for consideration as a candidate for a Teacher's Certificate.

No candidate may enter for this examination within a year of passing the Preliminary Test. It is essential that part of this year be spent in attending an advanced general class."

APPLICATION FORMS FOR PRELIMINARY TEST AND TEACHER'S CERTIFICATE

The following amendments were agreed :

Preliminary Test form : Add "Name and Address of person who will provide the necessary confidential statement" and "If resit, give details of previous attempts ... Date(s) and Place(s)."

Teacher's Certificate form :

"Teaching experience..." amended to read : "Give details of Scottish Country Dancing teaching experience since passing Preliminary Test."

Add: "Name and Address of person who will provide the necessary confidential statement"; and "If resit, give details of previous attempts ... Date(s) and Place(s)."

OTHER BUSINESS : PHYSICAL
Colleges of Education

It was noted with regret that there was a marked falling off in the number of College students who elected to take Scottish Country Dancing in their courses. There is a demand for the services of teachers in schools where interest in primary sections is reflected in the numbers attending at Festivals but this is not carried through to the older age groups. It would, therefore, appear that secondary schools lack either the interest or trained staff to include Scottish Country Dancing in their syllabus.

It has come to the notice of a member of the Committee that at Dunfermline College of Physical Education, Scottish Country Dancing is not particularly encouraged, although the majority of the students at the College are Scots. It was felt that interest in this form of traditional dancing should be particularly encouraged in a Scottish College and the Committee recommend to the Executive Council that a strongly worded letter to this effect should be sent to the Principal.

Committee Meetings

Mr. Ireland pointed out that the previous meeting of the Committee had taken place on 6th August 1965 and this seemed rather a long interval which might be interpreted as lack of interest on the part of Committee Members. He then suggested that the Committee should meet once each year and this was agreed.

List of Adjudicators

The following names were deleted from the Adjudicators' List :
Miss M. Collie, Miss G. MacArthur and Miss T. Wallace.

List of Examiners

The following names were deleted from the list of Examiners :
Miss M. Collie and Miss C.D. Jarvis

It was agreed that the name of Mr. G.J. Mechan be added to this list.

There being no further business, the Meeting ended at 1.10 p.m. with a vote of thanks to the Chairman, proposed by Miss Adams.

Jan C. Milligan
25. 7. 70

NOTES FOR TEACHERS CONDUCTING EXAMINATION CLASSES

GENERAL :

1. It is desirable for an examination class to be conducted for 20 weeks or 30 hours. At first give one hour to hard dancing and one hour for theory and teaching practice. As the term proceeds the proportion changes and more and more time should be given to teaching practice.
2. Set dances must be studied particularly with concentration on formations as all examination dances have been specially chosen to show the different formations. Candidate's knowledge of dances, however, should not be limited to the twelve test pieces.
3. See that each candidate carries a set of examination leaflets. At every session you will require notes to be made on dances etc. You are training the candidate for a three-part examination:-
 - i) Practical
 - ii) Theory Written
 - iii) Teaching
4. Try to present the set dances in the order which ensures continuity from one lesson to another, preferably progressing from easier to more difficult dances.
5. Your attention is drawn to Paragraphs 3(a) and (b) on the Syllabus which read as follows:
 - "3(a) At the commencement of the course, a candidate must arrange for a confidential statement of practical proficiency, prepared by the teacher of the class the candidate attends, to be forwarded direct to the Secretary of the Branch conducting the examination class, or to Headquarters in the absence of a Branch connection.
 - (b) After a period of training, the teacher of an examination class is empowered to eliminate unsuitable candidates."
6. Teacher should "sit in" at examination.

PRACTICAL

At the examination the candidate will be expected to dance all set pieces to a high standard, as man and as woman. Personal performance must be good enough to give a reasonable demonstration before a class. At every session coaching in foot positions, foot and ankle movements, posture and exact geography of common formations must be given, in addition to working on the twelve set dances. Occasionally give the candidate part of an unseen dance to teach.

DEPARTMENT

See Page 28 in "Won't You Join the Dance".

IMITATION

Remember a class will imitate you rather than listen to what you say.

PHRASING, TEAMWORK, ETC.

Emphasis must be laid on phrasing and teamwork as some pupils have difficulty in this.

THEORY AND WRITTEN WORK

"Won't You Join the Dance"	} Regard these as text books and tell candidates they will be expected to answer questions based on the contents.
"101 S.C.D."- Introduction	
"Introducing Scottish Country Dancing"	

Try to accustom them to putting into words their wealth of dancing knowledge. During practical lesson use correct technical terms and ask for verbal explanations of formations, etc.

Written Work. Set a few questions occasionally and expect well set out written answers. These must be corrected, returned and discussed. Teach the making of notes and summaries to those who need it. Written work must be done as it is the only possible preparation for a written examination. Set a variety of types of questions:-

(e.g.) <u>General</u>	R.S.C.D.S. - aims, work, etc. Choosing of dancers to represent the Society.
<u>Particular</u>	Correction of definite faults. Descriptions of formations, etc.
<u>Opinion</u>	What do you think about....? What would you do if.....?

Remind candidates that all examination papers are carefully studied and can often turn the scale in a "border line" teaching case.

TEACHING

The teacher of an examination class must see that her class does not become tense - one tense candidate can quite easily upset the group. The social spirit should be maintained within the class by constantly remembering the subject is "recreative".

Train in simple definite things for non-teachers among your candidates:

1. Posture before class - general appearance of being the teacher.
2. Position in room, platform, piano, up and away from class, not in among them - no handling.
3. Arrangement of sets, long, square, progressive - top of room etc.

4. Starting and stopping of music, definite understanding with pianist or where necessary use of the gramophone.
5. Basic teaching. Failure to understand how the steps are built up means "a fail". (e.g.) the candidate must be able to show that the skip change of step is "skip, step, close, step" and the strathspey travelling step is "step, close, step, hop".
6. Emphasis should be placed on avoidance of stiffness or rigidity. This is a feature of dancing which teachers of Scottish Country Dancing often fail to realise and the result is that dancing becomes stilted and "artificial" and frequently the rhythm of 4/4 and 6/8 travelling steps becomes wrong (leading to the "skip" being omitted).
7. Effective use of hands to enhance the music and to indicate pattern.

VOICE

Most important tool in our armoury. You must teach the giving of simple commands. Practise in unison, in small groups, then alone. Give constant practice in coaching with the voice through the music - speaking in rhythm. This can be done during the first hour of practical dancing by any not dancing. Do not count in numbers all the time. Try to put in helpful coaching words ahead of the music - this musical prompting does not come naturally to all and needs lots of practice.

Vary pitch and volume of voice to suit subject. Give instructions firmly without making them sound like commands.

OBSERVATION

Train candidates to have "an all-seeing eye" to spot actual faults of posture, technique and mistakes in dances, etc. A common tendency is to correct mistakes which a candidate assumes are being made. Observation training can be done during practical class also. It is a greater test if the candidate can pick out a good step. Ability to assess a class, keeping it alert and interested.

PLANNING

Teach your candidates to plan-in-writing before they take the floor (especially if they are not teachers by profession). Give them a definite plan for teaching a step, a formation and a dance. Later they will evolve their own methods.

ADAPTABILITY

Show how to reshape planned lesson to suit circumstances;-

- (e.g.)
- i. Pianist does not arrive
 - ii. Class much younger or older than expected
 - iii. Odd shaped hall - pillars, etc.
 - iv. Slippery floor

DEMONSTRATION

Train candidate to get results quickly and happily by clear demonstration rather than by lengthy explanations. Beware of speaking too much and holding up the movement of the class. Demonstrate and say what you are doing at the same time. Demonstration plus description is the quickest and easiest way of teaching.

MUSIC

Train candidate to bring in music as quickly and as often as possible. Most people dance any step or formation better with music and any demonstration will be better if done to music. Teachers should train the candidates to listen to the music, to clap or beat time to it and learn to recognise phrasing and barring. They should know the tunes which belong to each set dance and also be able to differentiate between reels, jigs and strathspeys and realise that the music is the stimulus for the dance.

TEACHING PRACTICE

- 1) If at all possible try to hear each candidate at every class - even if only for a few minutes.
- 2) At first work in couples or small groups with fellow students till a little confidence is gained.
- 3) Encourage them to offer voluntary teaching to groups like Women's Institutes, Guides, etc.; regular teaching even with small groups will make all the difference.
- 4) While a candidate would not be expected to teach new progressions (rondel and tournee) during their examination, it is advisable that they have been taught these.
- 5) Encourage candidates to become conversant with Scottish Country Dancing terms and phraseology.

(Further copies of these notes may be obtained through your Branch Secretary)

10/68

THE ROYAL SCOTTISH COUNTRY DANCE SOCIETY

12 Coates Crescent, Edinburgh, 3

TO: EXAMINERS

At the recent meeting of the Examinations Committee, the enclosed amended Notes for Teachers conducting Examination Classes were prepared and the Examination Syllabus revised. The Committee also felt that the following comments on the duties of Examiners might be helpful:

- 1.(a) Candidates be allowed a reasonable time to study a dance before entering Examination Room to teach a class.
- (b) Brief reference to text books by the candidate during practical teaching in examination not precluded.
2. Teacher should "sit in" at examination
3. Examiner and teacher to confer privately on standard of candidates.
4. Should it be necessary to question the candidate's conduct of a class during the course of the examination, care must be taken not to cause embarrassment either to candidate or class. It should be borne in mind that an Examiner's duty is to find out the extent of a candidate's knowledge.
5. Non-Society dances should never be used at an examination.

10/68

E. R. Grubb
Secretary

THE ROYAL SCOTTISH COUNTRY DANCE SOCIETY

Examination Syllabus

Preliminary Test and Teacher's Certificate Examination - The Certificate is recognised by the Scottish Education Department as a teaching qualification in Scottish Country Dancing.

In order to sit the Examination, a candidate must have attended an examination class for a minimum of twenty weeks or thirty hours.

Qualifications for Entry to The Royal Scottish Country Dance Society's Examination Class:

1. Candidates should have attended a recognised Scottish Country Dance Class for at least two years, and have attained a reasonably high standard of performance. This class must be taught by a Certificated Teacher of The Royal Scottish Country Dance Society, where this is possible.
2. Candidates for the Full or Teacher's Certificate should have had a certain amount of experience in teaching Scottish Country Dancing in schools, clubs or other organisations. The candidate should supply at least one statement testifying to his or her experience as a teacher of Scottish Country Dancing. This statement should be signed by someone in a responsible position who has seen the candidate dealing with a school or group.
- 3.(a) At the commencement of the course, a candidate must arrange for a confidential statement of practical proficiency, prepared by the teacher of the class the candidate attends, to be forwarded direct to the Secretary of the Branch conducting the examination class, or to Headquarters in the absence of a Branch connection.

(b) After a period of training, the teacher of an examination class is empowered to eliminate unsuitable candidates.
4. Examination candidates must be over 18 years of age, and must be members of the Society of at least one year's standing.

Examination Procedure

At the examination, the candidate must show a degree of personal proficiency, sufficient to enable him/her to demonstrate satisfactorily and be prepared to:-

- i) Teach a 30 minute lesson based on the syllabus, including - after quick study - a dance chosen by the examiners and not contained in the syllabus.
- ii) a) Teach at least two sets and have the ability to direct and watch more than a small group.
b) Brief reference to text books by the candidate during practical teaching in examination not precluded.
- iii) Pass a written examination paper.

- iv) Answer verbally, if necessary, questions about Scottish Country Dancing generally, the dances in the syllabus, the lesson that the candidate has just taught, the use of music, and the adaptation of Scottish Country Dancing to various conditions and age groups.
- v) Teacher's Certificate. By the time a candidate comes forward for the Teacher's Certificate, he or she should have sufficient experience to enable them to follow any dance and explain it to a class.

Candidates will be asked to give details of the number of hours teaching and type of classes they have taken between obtaining their Preliminary Test and applying for consideration as a candidate for a Teacher's Certificate.

No candidate may enter for this examination within a year of passing the Preliminary Test. It is essential that part of this year be spent in attending an advanced general class.

Preliminary Test
(first part of Examination)

Candidates must have an accurate knowledge of the basic steps and formations found in Scottish Country Dancing, with particular emphasis in the steps and formations found in the test pieces.

Test Pieces

Reels

Circassian Circle
Isle of Skye / Dumbarton's Drums
Light and Airy
Linton Ploughman
Merry Dancers
Machine without Horses

Strathspeys

Rakes of Glasgow
Duchess of Atholl's Slipper /
Tibbie Fowler o' the Glen
Earl of Home
Grant's Reel
Monymusk
Strathglass House

During Session 1968/69, "Dumbarton's Drums" and "Tibbie Fowler o' the Glen" may be substituted for "Isle of Skye" and "Duchess of Atholl's Slipper"

Teacher's Certificate
(final part of Examination)

Reels

General Stuart's Reel
Gates of Edinburgh
Lady Baird's Reel / Fidget
Miss Mary Douglas
Miss Nancy Frowns
Teviot Brig

Strathspeys

Dalkeith's Strathspey
Duke of Hamilton's Reel /
Duchess of Atholl's Slipper
Donald Bane
Village Reel
Madge Wildfire's Strathspey
Peggy's Love

During Session 1968/69, "Fidget" and "Duchess of Atholl's Slipper" may be substituted for "Lady Baird's Reel" and "Duke of Hamilton's Reel".

Leaflets for the examination dances may be obtained from the Secretary - 3/6 per set of twelve, including postage.

N.B. No candidate who has failed in an examination shall be entitled to sit that examination again until the expiry of three months, unless evidence can be provided of at least ten hours attendance at instruction under an approved teacher since the date of such failure.

Candidates who fail twice in either the Preliminary or Final Examination shall not resit before twelve months have elapsed, and must then produce proof of further practical and teaching experience since their previous attempt.

Candidates may not enter for any one part of the examination more than three times.

It is hoped that the candidates will be willing to teach for the Society, if asked, once they have gained the Teacher's Certificate.

Candidates will be notified of the results when the examiners have had time for consultation and correction of papers.

Examination Entrance Fee : 15s.

Miss E. R. Grubb
Secretary,
12 Coates Crescent,
Edinburgh, 3.

10/68

THE ROYAL SCOTTISH COUNTRY DANCE SOCIETY

MINUTES of a MEETING of the EXAMINATIONS COMMITTEE held at University Hall, St. Andrews on Saturday, 25th July, 1970 at 4.45 p.m.

PRESENT : Miss Milligan (In the Chair)
Miss Adams, Miss Arnott, Mr. Brown, Mr. Ireland,
Mr. Lochhead, Mrs. Wadsworth, Miss Grubb (Secretary).

APOLOGY : An apology for absence was intimated from Mrs. Gudger.

1. MINUTES : The Secretary read the Minutes of the Meeting held on 28th September 1968. These were approved by the Executive Council on 7th December 1968 subject to the reinstatement of the name of Miss M. Collie on the List of Examiners. The Minutes were then signed by the Chairman.

2. BUSINESS Committee Meetings

ARISING : Mr. Ireland pointed out that the Committee had not met each year as had been agreed at the last meeting. The Chairman indicated that the matter would have attention.

3. EXAMINERS - APPLICATIONS FOR CONSIDERATION :

A letter had been received from the Edinburgh Branch requesting that the name of Miss V. Seddon be considered for inclusion in the List of Examiners. Her work in the Branch was considered and the application approved.

The Chairman then put forward the name of Mrs. M. Yarker (a member through Headquarters) for consideration. After considerable discussion, it was agreed that this appointment be postponed.

It was also agreed that the Committee should meet annually to consider alterations in the List of Examiners.

4. ADVICE TO ADJUDICATORS :

The Chairman indicated that she had had letters complaining that there were occasions when the personal preference of Adjudicators was taken into consideration when marking. An enquiry by Mrs. Wadsworth indicated that no formal complaint had been received in respect of a specified Adjudicator. It was agreed that if such a formal complaint was received, an effort would be made to clarify the position.

After discussion, it was suggested that Mr. Ireland, in conjunction with Miss Adams, might prepare some notes for the use of Adjudicators.

5. NAIROBI
BRANCH :

The Secretary read a letter from Nairobi Branch requesting the services of a specific teacher and examiner in 1971 and enquiring if the Branch could expect any financial assistance with travel expenses.

The meeting did not approve of the nomination of an ^{specific} examiner by a Branch and referred the matter back to the Executive Council, in the meantime the Secretary to make enquiries as to the number of candidates the Branch intended to present.

6. OTHER
BUSINESS :

Australian Capital Territory - An appreciation of Mrs. Lesslie's work

The Secretary reported that an appreciation of Mrs. Lesslie's work had been received from a member of a Canadian Branch who is at present resident in Australia.

The Committee were pleased to receive this and suggested an excerpt be included in the Bulletin.

There being no other business, the meeting ended at 6.20 p.m. with a vote of thanks to the Chairman, proposed by Mr. Brown.

Joan C. Milligan
22. 1. 71.

THE ROYAL SCOTTISH COUNTRY DANCE SOCIETY

MINUTES of a MEETING of the EXAMINATIONS COMMITTEE, held at 12 Coates Crescent, Edinburgh on Saturday, 23rd January, 1971 at 11.45 a.m.

PRESENT : Miss Milligan (In the Chair)
Miss Adams, Miss Arnott, Mr. Brown, Mrs. Gudger, Mr. Ireland,
Mr. Lochhead, Mrs. Wadsworth, Miss Grubb (Secretary).

APOLOGY : An apology for absence was intimated from Mrs. Corson.

1. MINUTES : The Minutes of the last Meeting, held on 25th July 1970, previously approved by the Executive Council on 12th September, 1970, were signed by the Chairman.

2. BUSINESS ARISING : a) Advice to Adjudicators

After discussion, it was recommended that the following amendments be incorporated in the "Advice to Adjudicators" :

B.1. from line 7, should read:

"All test pieces should be from RSCDS publications. Where this is not insisted on by the Festival Committee, and where the adjudicator is unable to insist that they should be confined to these publications, competitors should be asked to submit a copy of the instructions and music, at least one week before the festival."

B.2. should read :

"An adjudicator should ascertain in good time how each festival is run and if the services of a writer will be available, if required. The adjudicator should also enquire if the mark of every team is to be announced and if there is a system of marking for honours, etc."

Page 2 - Note B. This paragraph has been re-worded as follows:

"It is suggested that the following method of marking be adopted:

Correctness to Book	...	20
Technique	...	20
Rhythm	...	10
General Effect, including phrasing	...	50
		<u>100</u> "

3. REMIT FROM EXECUTIVE COUNCIL : EXAMINER - NAIROBI BRANCH

Miss Milligan advised the meeting that it would appear that the Nairobi Branch were not continuing with the preparation of examination candidates for presentation in 1971.

Out of the discussion, it was agreed that there was a need for more examiners. The Committee recommended that in order to assess their ability to examine candidates, potential examiners be invited to sit in with the appointed examiners at St. Andrews. It was then agreed that the following be invited to attend at St. Andrews in 1971 for this purpose:

Miss L.C. Martin; Miss J. Matheson; Mrs. M. Yarker.

4. OTHER BUSINESS : Decimalisation of Adjudicators' Fees

The recommended fees payable to adjudicators should now read £6.50 for a single session or £4.25 for each session, if more than one. It was also agreed that the duration of a session should be three hours approximately.

In proposing the vote of thanks to the Chairman, Mr. Brown said the length of the discussion was a measure of the importance the Committee attached to the business of the meeting.

The meeting ended at 1.25 p.m.

Jean C. Milligan
4.3.72.

ADVICE TO ADJUDICATORS

A. Before aspiring to become an Adjudicator, a dancer should not only have had ample teaching experience, but preferably should have had experience of festival work either as the teacher or a member of a competing team.
Failing this, he should attend festivals as a member of the audience or, better still, as a writer for an official adjudicator.

B. BEFORE THE FESTIVAL

1. Choice of test pieces. These must be carefully graded to suit the age and experience of the dancers. To encourage entries, it is advisable to avoid very complicated dances. Where alternatives are suggested for each class, the chosen dances must be as nearly as possible of equal difficulty, in order to ensure accurate adjudication. As a rule, dances of more than 32-bars should be avoided, especially strathspevs. All test pieces should be from RSCDS publications.

D. THE ADJUDICATION

1. Encouragement and help are the key-notes. A good adjudicator edifies the teams and entertains the audience.
2. The public adjudication should be brief. Too much talk can be boring, and technical details will be lost on the audience. The competitors will get these from the adjudication sheets.
3. Weaknesses in performance should be explained. The adjudicator should recommend and (if possible) demonstrate the corrections without dwelling on the particular team at fault. A relaxed atmosphere can be created by exaggerating weaknesses when demonstrating and, where time permits, it is helpful and interesting to use one couple from several competing teams.
4. The tempo of the music is the responsibility of the teacher, or person in charge of a festival team. The adjudicator must fully understand this, and it is to that quarter which all criticisms of tempo should be levelled - not the musician.
5. The adjudicator should remember that all competitors in a festival are in an extremely vulnerable position. They may be exposed to the most

THE ROYAL SCOTTISH COUNTRY DANCE SOCIETY

12 Coates Crescent, Edinburgh, EH3 7AF

A D V I C E T O A D J U D I C A T O R S

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2. An adjudicator should ascertain in good time how each festival is run and if the services of a writer will be available, if required. The adjudicator should also enquire if the mark of every team is to be announced and if there is a system of marking for honours, etc.
3. Time is precious at festivals, and often a dance cannot be allowed the full eight repetitions. It is kind to let children's teams know beforehand how often they will be expected to dance, and, of course, the younger the dancers the more repetitions should be allowed.

C. DURING THE COMPETITION

1. The adjudicator should try to note briefly the points which must be stressed during the adjudication. Note: It is out-dated and unnecessary to read every team's adjudication from the sheet.
2. Though dancing is an art and each adjudicator necessarily has his individual preferences, certain basic rules and observances are laid down by The Royal Scottish Country Dance Society, and an official adjudicator must accept the Society's interpretation of each dance. In no circumstances should marks be deducted for what is the recognised R.S.C.D.S. form of the dance.
3. The adjudicator should look for gay, simple, effortless dancing, with no stylised affectations of dress or manner.

THE ADJUDICATION

- D.
1. Encouragement and help are the key-notes. A good adjudicator edifies the teams and entertains the audience.
 2. The public adjudication should be brief. Too much talk can be boring, and technical details will be lost on the audience. The competitors will get these from the adjudication sheets.
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 4. The tempo of the music is the responsibility of the teacher, or person in charge of a festival team. The adjudicator must fully understand this, and it is to that quarter which all criticisms of tempo should be levelled - not the musician.
 5. The adjudicator should remember that all competitors in a festival are in an extremely vulnerable position. They may be exposed to the most devastating criticism. They have no mechanism for answering these criticisms - just or unjust. They are easy prey for an unkind sharp-tongued adjudicator. The adjudicator at all times should refrain from scoring cheap and easy points from the competitors.
 6. Adjudication should be moderate, avoiding fulsome praise and damaging criticism.

NOTE

- A. Adjudicators should study the "Hints to Adjudicators" in Miss Milligan's book "Won't You Join the Dance" where much of the above and other valuable advice is given.
- B. It is suggested that the following method of marking be adopted:-

Correctness to Book	...	20
Technique	...	20
Rhythm	...	10
General Effect, including phrasing		50
		100
		100

THE ROYAL SCOTTISH COUNTRY DANCE SOCIETY

MINUTES of a MEETING of the EXAMINATIONS COMMITTEE, held at
12 Coates Crescent, Edinburgh on Saturday, 4th March 1972 at 11.00 a.m.

PRESENT : Miss J.C. Milligan (In the Chair)
Miss Adams, Mr. Brown, Mrs. Corson, Mrs. Gudger, Mr. Ireland,
Mrs. Wadsworth, Miss Grubb (Secretary).

APOLOGY : An apology for absence was intimated from Miss Arnott.

1. MINUTES : The Minutes of the last Meeting, held on 23rd January, 1971,
previously approved by the Executive Council on 8th May, 1971,
were signed by the Chairmen.

2. BUSINESS ARISING : a) Appointment of Examiners
The Committee approved the appointment of Miss L.C. Martin,
Miss J. Matheson and Mrs. M. Yarker as Examiners following their
participation in the examinations at St. Andrews Summer School
in 1971.

Miss Milligan then proposed that Mrs. A. Holden be considered as
an Examiner and be invited to work with the Examiners at
St. Andrews in accordance with the procedure followed in 1971.

3. EXAMINATION CANDIDATES : CONFIDENTIAL STATEMENTS

The Committee agreed that it was essential to have a confidential
statement of ability for all candidates, as stated in both the
Examination Syllabus and Summer School application form.

4. OTHER BUSINESS : a) List of Adjudicators and Examiners

The Chairman recommended that the names of Mr. W. Hamilton and
Mrs. A. Holden be added to the List of Adjudicators. This was
agreed.

The Committee then considered the List of Examiners and recommended
that these appointments should be on an annual basis. It was
then agreed that the Examiners be invited to meet with the
Committee on 29th April 1972 to discuss matters pertaining to
examinations.

The Committee considered the examination dances and recommended
they remain unchanged but that a list of dances with the newer or
more unusual formations be prepared for the guidance of
examination class teachers. The Chairman asked Committee Members
to submit lists of dances which came into this category.

There being no further business, the meeting ended at 12.40 p.m.

Jean C. Milligan
2.9.72.

THE ROYAL SCOTTISH COUNTRY DANCE SOCIETY

REPORT OF MEETING OF EXAMINATIONS COMMITTEE WITH EXAMINERS

29th APRIL, 1972

Mr. J.B.C. Brown, Chairman of the Executive Council, welcomed the members. He hoped they would benefit from the opportunity of discussing all aspects of examination work and having Miss Milligan's advice. The Examinations Committee would consider any recommendations at a later date.

Miss Milligan then addressed the meeting and said that she occasionally had criticism of Examiners. She sometimes felt that the examination was made too severe a test. Examiners were not expected to lower their standards, but to remember that dancing was a social subject. Many candidates were not trained teachers and Examiners should therefore be concerned about the candidate's potential. Great care was also needed in making an initial approach to candidates. The candidate's feeling for the subject should be considered.

The Meeting requested that the following receive the consideration of the Examinations Committee :

Examination Syllabus

1. Paragraphs 1 and 4 be combined and the membership requirement deleted.
2. Detail bibliography: "Won't You Join the Dance" and "Introducing Scottish Country Dancing".
3. Detail formations in addition to dances in both parts of the examination.
4. Insert Preliminary Test details after existing Paragraph 4.
5. "Examination Procedure - (i)" : amended to indicate that the "unseen" dance may be given the day before the examination, to give the candidates time to prepare a lesson.

Examiners

Examiners should remember not all candidates are trained teachers or receiving teacher training and should therefore consider the potential of a candidate when examining.

By their attitude, they should create an atmosphere which will dispel tension in candidates and at some time during the examination they should converse with the candidate. The candidate should not feel that an Examiner is unapproachable.

It would be helpful to Examiners - particularly those recently appointed - if notes for the guidance of Examiners could be prepared indicating points to be looked for - e.g. manner of candidates; position taken up when teaching the class. In borderline cases the quality and content of the written work could be the deciding factor.

Where possible, newly appointed Examiners should be sent out with an experienced Examiner. It is appreciated that this is dependent on the availability of Examiners to travel to Branches where most examinations are conducted during evenings.

THE ROYAL SCOTTISH COUNTRY DANCE SOCIETY

MINUTES of a MEETING of the EXAMINATIONS COMMITTEE, held at
12 Coates Crescent, Edinburgh on SATURDAY, 2nd SEPTEMBER, 1972 at 11.00 a.m.

PRESENT : Miss J.C. Milligan (In the Chair)
Miss Adams, Miss Arnott, Mr. Brown, Mrs. Corson, Mrs. Gudger,
Mr. Ireland, Mrs. Wadsworth, Miss Grubb (Secretary).

1. MINUTES : The Minutes of the last Meeting, held on 4th March, 1972,
previously circulated, were approved and signed by the Chairman.

2. BUSINESS

ARISING : a) Appointment of Examiner

In accordance with the procedure laid down for potential examiners, Mrs. A. Holden had attended at St. Andrews. Her appointment as an Examiner was proposed by Miss Arnott, seconded by Mrs. Corson and approved by the meeting.

b) Report of Meeting of Examinations Committee with Examiners
29th April, 1972.

The Committee studied the report of its meeting with Examiners and accepted various recommendations for amendment to the Syllabus.

The Secretary was instructed to prepare a draft syllabus incorporating these amendments and this would be circulated to the members of the Committee for their consideration.

The Committee noted the meeting's comments on the appointment of Examiners.

3. OTHER

BUSINESS : a) Appointment of Examiners

Miss Milligan recommended that Miss J. Banks, Mrs. N. Dunn and Mrs. N. McLaren be considered as potential examiners and be invited to attend at St. Andrews in 1973 to participate in the examinations. This was agreed.

There being no further business, the meeting ended at 12.20 p.m. with a vote of thanks to the Chairman, proposed by Miss Adams.

Jean C Milligan
11.5.74

There is the need to ensure succession of Examiners. Examiners should look for potential examiners from younger suitably qualified teachers. They should have had experience of conducting certificate classes and preparing satisfactory candidates.

Examinations

Frequently Examiners find inadequate time is given to conduct examinations properly.

Trainers

At present there are no arrangements for the training of teachers in the conduct of examination classes. It was felt that a course for this purpose would be beneficial and might be conducted at St. Andrews by Miss Milligan and other Examiners attending.

At present, in certain cases, candidates were over-drilled, thus producing replicas of their trainer, rather than individual teachers. Trainers might also be reminded that their duty is to train candidates to teach, not to dance. The majority of Examiners recommend that candidates know the Set Dances before attending an examination class.

The merit of giving written work during training was discussed and revealed that opinion on this was divided.

Appointment of Examiners

The Meeting felt that once an Examiner had been appointed, there was no justification for withdrawing the appointment. Greater use should be made of all Examiners, subject to their availability.

Items for Branch Attention

All Branches to notify Headquarters at the beginning of the season as follows:

1. Whether or not they are conducting an examination class
2. Number of candidates expected.
3. Category (P.T. or T.C.)
4. Apply direct to Headquarters for Examiners.
5. Ensure Examiners have adequate time to see practical work and assess written part of examination.

General

While the standards of candidates at Branches were known, this was not always the case with classes conducted at the Summer School. Candidates here came from widely scattered centres with very varied standards.

The meeting suggested that these classes should either be limited by not accepting those resident in the area of a Branch which conducted examinations or by arranging additional classes for candidates at Summer School.

THE ROYAL SCOTTISH COUNTRY DANCE SOCIETY

MINUTES of a MEETING of the EXAMINATIONS COMMITTEE, held at
12 Coates Crescent, Edinburgh on SATURDAY, 2nd SEPTEMBER, 1972 at 11.00 a.m.

PRESENT : Miss J.C. Milligan (In the Chair)
Miss Adams, Miss Arnott, Mr. Brown, Mrs. Corson, Mrs. Gudger,
Mr. Ireland, Mrs. Wadsworth, Miss Grubb (Secretary).

1. MINUTES : The Minutes of the last Meeting, held on 4th March, 1972, previously circulated, were approved and signed by the Chairman.

2. BUSINESS

ARISING : a) Appointment of Examiner

In accordance with the procedure laid down for potential examiners, Mrs. A. Holden had attended at St. Andrews. Her appointment as an Examiner was proposed by Miss Arnott, seconded by Mrs. Corson and approved by the meeting.

b) Report of Meeting of Examinations Committee with Examiners 29th April, 1972.

The Committee studied the report of its meeting with Examiners and accepted various recommendations for amendment to the Syllabus.

The Secretary was instructed to prepare a draft syllabus incorporating these amendments and this would be circulated to the members of the Committee for their consideration.

The Committee noted the meeting's comments on the appointment of Examiners.

3. OTHER

BUSINESS : a) Appointment of Examiners

Miss Milligan recommended that Miss J. Banks, Mrs. N. Dunn and Mrs. N. McLaren be considered as potential examiners and be invited to attend at St. Andrews in 1973 to participate in the examinations. This was agreed.

There being no further business, the meeting ended at 12.20 p.m. with a vote of thanks to the Chairman, proposed by Miss Adams.

Jean C. Milligan
11.5.74

THE ROYAL SCOTTISH COUNTRY DANCE SOCIETY

MINUTES of a MEETING of the EXAMINATIONS COMMITTEE held at 12 Coates Crescent, Edinburgh on Saturday, 11th May 1974 at 2 p.m.

PRESENT: Miss J.C. Milligan (In the Chair)
Miss M.H. Anderson
Miss M. Collie
Dr. L.R. Currie
Miss H. Gardiner Jones
Mr. W.J. Ireland
Mrs. W.J. Wadsworth
Mrs. A. Burt (Secretary)

APOLOGIES: Mr. J.B.C. Brown and Mr. D. Macleod

1. MINUTES: The Minutes of the last meeting held on 2nd September 1972 were read, approved and signed by the Chairman.

2. BUSINESS ARISING: It was agreed that this Committee should meet more regularly, at least once a year.

3. APPOINTMENT OF EXAMINERS AND ADJUDICATORS: (a) In accordance with the procedure laid down for potential Examiners, Miss J. Banks, Mrs. N. Dunn and Mrs. N. McLaren had attended St. Andrews. Having been duly proposed and seconded these Examiners were approved by the meeting and added to the official list of Examiners.

(b) Potential Examiners. Discussion took place on the guide line that Examiners should have been teachers of classes preparing pupils for examinations.

It was agreed that this was useful and that, should a potential examiner be proposed who was not such a teacher, the proposer should be able to give good reason why this guide line should be ignored.

After careful consideration of proposed names, including those from the Glasgow Branch, it was agreed that the following should be asked to attend St. Andrews Summer School with a view to granting them status as Examiners of the Society:-

Mrs. M. Cramb
Dr. A. McFadyen and
Mr. W.J. Ireland

(c) List of Examiners and Adjudicators. This was reviewed by the Committee and the Secretary was asked to write to the following to find out if they still wished to be included in the Society's official list:-

Miss M.W. Kenyon
Mrs. N. Hill and
Miss M. McLaren

(d) Potential Adjudicators. It was suggested that the following be invited to become Adjudicators:-

Miss J. Banks
Mr. J. Douglas
Dr. A. McFadyen and
Mrs. M.C. Stoker

(e) It was agreed that the Secretary should send copies of the Adjudicators' list to the Music Festival Society.

4. OVERSEAS EXAMINATIONS:

(a) The Chairman reported that letters had been received from Mornington Peninsula Branch and Melbourne and District Branch asking if local Examiners could be appointed.

It was agreed that, after Miss Milligan had made her tour of Australia, this matter should be reconsidered.

(b) Miss Milligan reported that she proposed to visit New Zealand, Australia and South Africa and she hoped to set off by air at the end of August 1974.

5. ANY OTHER BUSINESS:

(a) Fees. It was agreed to raise the recommended fees for Adjudicators to:

Single session	-	£8
More than one session	-	£5 per session

(a session being three hours approximately)

(b) Mr. Ireland was concerned about the number of teachers passed by the Society and wondered if it would be possible for it to be restricted.

It was noted that the Teaching Certificate was the only form of recognition by the Society and it was deemed inadvisable to grant Performance Certificates which might be used incorrectly as a Teaching Certificate.

(c) Miss Anderson asked that consideration be given to the production of a form detailing guide lines for marks to be given by Examiners.

It was agreed that Miss Anderson, in consultation with Dr. Currie, should prepare a draft for the next meeting.

(d) The Chairman reported that there would be a meeting of teachers arranged at St. Andrews Summer School.

6. DATE OF NEXT MEETING: 23rd November 1974.

Jean Milligan
23. 11. 74.

THE ROYAL SCOTTISH COUNTRY DANCE SOCIETY

MINUTES of a MEETING of the EXAMINATIONS COMMITTEE held at 12 Coates Crescent, Edinburgh, on Saturday, 23rd November, 1974, at 11 a.m.

PRESENT: Miss J.C. Milligan (In the Chair)
Miss F.H. Adams
Dr. L.R. Currie
Mr. W.J. Ireland
Mr. G. Mochan
Mr. D. Macleod
Mrs. W.J. Walsworth
Miss J. McCole (Secretary)

APLOGIES: Miss M. Anderson arrived too late for the meeting owing to a misunderstanding of times.

1. MINUTES: The Minutes of the last meeting held on 11th May, 1974, were read, approved and signed by the Chairman.

2. BUSINESS ARISING: (a) Potential Examiners

At the last meeting it had been agreed that Mrs. M. Cramb, Dr. A. McFadyen and Mr. W.J. Ireland in accordance with the procedure laid down for potential Examiners, be asked to attend St. Andrews' Summer School with a view to granting them status as Examiners of the Society.

Having been duly proposed and seconded these Examiners were approved by the meeting and added to the official list of Examiners.

(b) List of Examiners and Adjudicators

The Secretary had written to Miss M.W. Kenyon, Mrs. N. Hill and Miss M. McLaren to ascertain whether they desired to remain on the List of Examiners and Adjudicators.

No reply had been received from Mrs. Hill but Miss Kenyon and Miss McLaren had replied saying that they wished to remain on the Examiners' List but not on the List of Adjudicators.

It was decided that Mrs. Hill's name should be removed from both lists.

(c) Potential Adjudicators

The Secretary had written to Miss J. Banks, Mr. J. Douglas, Dr. A. McFadyen and Mrs. M.C. Stoker enquiring whether they wished to become Adjudicators.

Mr. J. Douglas, Dr. McFadyen and Mrs. Stoker had replied saying that they wished to be included on the Adjudicators' List. Miss Banks had declined.

(d) At the last meeting letters had been submitted from Mornington Peninsula Branch and Melbourne and District Branch asking if local Examiners could be appointed.

The Committee were generally not in favour of this idea and Miss Milligan reported that, in any case, she had settled the matter with both Branches concerned during her tour of Australia.

It was decided that no further action need be taken.

(e) Mr. Ireland had expressed concern at the last meeting regarding the number of teachers passed by the Society.

Various points of view were put forward by members of the Committee as to how the standards and quality of candidates who passed the Teacher's Certificate Examination could be tightened and improved on.

After considerable discussion it was decided that it would be advantageous to call a meeting of all Examiners and discuss the problem with them. It was suggested that this meeting should be held on 22nd February, 1974.

(f) Guide Lines for Examiners

Dr. Currie reported that Miss Anderson and himself had prepared a set of Guide Lines for Examiners. Copies had been issued to the members of the Committee.

It was however decided that this matter be discussed at the Examiners' Meeting which had already been arranged.

(g) At the last meeting of the Examinations Committee it had been arranged that a meeting of teachers be arranged at St. Andrews' Summer School.

It was noted that, although a meeting had been arranged for each of the four weeks, actually only one meeting had taken place.

The Committee felt that two meetings at least were required at St. Andrews, preferably in the first week of each fortnight.

3. LETTERS FROM
EDINBURGH AND
GLASGOW RE
ADJUDICATORS'
AND EXAMINERS'
LISTS:

(a) A letter was submitted from the Edinburgh Branch requesting the inclusion of Mr. S. Wilkie on the list of Adjudicators and Examiners.

The Committee decided that Mr. Wilkie's name be included in the Adjudicators' List but not on the Examiners' List. It was felt that, at the moment, the Examiners' List was rather full.

(b) Glasgow Branch had written to Headquarters requesting the inclusion of Miss M. Porter and Mr. W. Cross on the List of Examiners. This request was not granted because, as already decided in the request from the Edinburgh Branch, the Examiners' list contained sufficient names at present.

4. REQUEST FROM
TORONTO
BRANCH -
OVERSEAS
EXAMINATIONS:

The Toronto Branch had written, joining with the Mornington Peninsula and Melbourne and District Branches, in a request for the appointment of a local Examiner in Canada.

As explained earlier in the Minute the Committee decided against the appointment of such an examiner and the Secretary was instructed to inform the Toronto Branch accordingly.

It was suggested that a Fund might be established to finance the sending of examiners from home to the overseas Branches at regular intervals (possibly every two years).

The Finance Committee will be consulted.

5. COMPLAINT
FROM DUMFRIES
BRANCH RE
PRIVATE
TEACHERS
CERTIFICATE
CLASS:

A letter had been received from the Secretary of the Dumfries Branch complaining regarding a Certificate Class which had been conducted by Mr. Jackie Johnstone. The letter stated that the Dumfries Branch felt very strongly about this matter and wished to make it clear that the Dumfries Branch had no connection with the organising and running of this particular class.

The Committee discussed the matter at length and came to the conclusion that the Society could not prevent any person from conducting such a class provided that the rules were strictly adhered to, i.e., that all members of the Class should be members of the Society.

It was also decided that in the future a strict watch be kept on the commencement and running of such Classes and that all members of such a Class should fill in an application form to sit the examination at the commencement of the class. This form should be issued from and returned to Headquarters.

The Committee also agreed that a private teacher of an Examination Class must contact Headquarters to obtain an Examiner.

6. DATE OF
NEXT
MEETING:

Saturday, 22nd February, 1975.

Jan. Milligan
22. 2. 75

THE ROYAL SCOTTISH COUNTRY DANCE SOCIETY

MINUTES of a MEETING of the EXAMINATIONS COMMITTEE held at 12 Coates Crescent, Edinburgh, on Saturday, 22nd February, 1975, at 10.30 a.m.

PRESENT: Miss J. C. Milligan (In the chair)
Miss F. H. Adams
Miss M.H. Anderson
Dr. L. R. Currie
Mr. W. J. Ireland
Mr. G. Mechan
Mrs W. Wadsworth
Miss J. McCalm (Secretary)

APOLOGY: Mr D. Macleod

1. MINUTES: The Minutes of the last meeting held on 23rd November, 197~~4~~⁵, were read, approved and signed by the Chairman.

2. BUSINESS Letter of Complaint from Dumfries Branch

A further letter had been received from the Dumfries Branch stating that they were still dissatisfied with the explanation given to them about the private examination class conducted by Mr. J. Johnstone.

The Committee discussed the matter further and the general opinion that, as Mr. Johnstone was now a member of the Annan Branch, there had been an error in consulting the Dumfries Branch about this examination as it really was an Annan Branch examination.

After some expression of views, it was decided that any further incident such as this would be prevented in the future by carrying out the decisions of the Committee stated in the last Minute of 23rd November, 1974, i.e., all examination teachers should arrange their examinations through Headquarters and notify the commencement of such classes to Headquarters.

The Secretary was instructed to write to the Dumfries Branch explaining that the full facts of Mr Johnstone's Certificate Class had not been put before the Society but that the matter has now been settled.

3. LETTER FROM R.S.C.D.S. TEACHERS' ASSOCIATION (C.N.L.D.A) A letter had been received from the R.S.C.D.S. Teacher's Association (Canada) requesting to be supplied with material which would be helpful to teachers who are training candidates. This matter would be dealt with during the course of the following meeting of examiners and a copy of whatever Guide Lines were decided on would be forwarded to Canada in due course.

4. ANY OTHER BUSINESS Mrs Wadsworth asked that a copy of the list of Adjudicators be sent to the Edinburgh Musical (Competition) Festival Association as she had been asked to adjudicate for them although no longer on the list.

5. DATE OF NEXT MEETING The date of the next meeting was left undecided.

THE ROYAL SCOTTISH COUNTRY DANCE SOCIETY

MINUTES OF MEETING OF THE EXAMINATIONS COMMITTEE ON
SATURDAY, 31ST JULY, 1976, IN UNIVERSITY HALL,
ST. ANDREWS AT 5 P.M.

PRESENT: Miss J.C. Milligan (in the Chair)
Mr. D.A. Macleod, Mr. G. Mechan, Miss M. Anderson, Miss F.H. Adams,
Mrs. M. Corson, Mrs. C. P. Wadsworth

Attending: Miss M.M. Gibson (Secretary), Mrs. M.G. Hall (Asst. Secretary),
Miss D. M. Vaughan (Treasurer)

EX76/ 1. APOLOGIES

Dr. L. R. Currie

EX76/ 2 MINUTES

The Minutes of the meeting on 22nd February, 1976 were approved.

EX76/ 3 BUSINESS ARISING

None.

EX76/ 4 EXAMINERS

- (a) It was unanimously agreed that before becoming an Examiner a person must have had experience in preparing candidates for the Teachers' Certificate Examination.
- (b) It was unanimously decided to appoint Mr. Kevin Connolly as a representative of the Examinations Committee in Australasia - to be responsible for the examinations in Australia and to be available to help Mrs. Lesslie when desired.
- (c) Examiners List: The List of Examiners was scrutinised and it was unanimously decided not to make any further additions at the present time and to delete from the list two examiners who were no longer able to undertake examination work because of health.
- (d) Guide Lines: Miss Anderson reported that the 'Guide Lines for Examiners' had been prepared. She suggested an addendum dealing with the organisation of the Examination. The Committee made minor amendments to the draft and it was agreed that Miss Anderson would give a copy of the Guide Lines to the Secretary who would prepare a complete document, copies of which would be circulated to the Committee and to all those on the List of Examiners. The document would also be available for Branches where training classes were being held.

EX76/ 5 EXAMINATIONS - NUMBER OF CANDIDATES

The Committee noted that the Finance Committee had agreed that there was no need to set a minimum number of candidates for an examination diet. (F76/22(c)).

EX76/ 6 EXAMINATION DANCES

Miss Adams moved that as the present list of dances for Preliminary Test and Teachers' Certificate did not permit, in her opinion, of progression from easy to difficult and often presents too many difficulties in one dance, the Committee should revise the list. After some discussion it was agreed to carry this item forward to the next meeting to allow members to consider the dances concerned.

EX76/ 7 OTHER BUSINESS

- (a) Miss Anderson said that Dr. MacFadyen had asked that numbers for examination classes at St. Andrews be restricted. Miss Milligan explained the reasons for the large classes this year and the Committee noted Dr. MacFadyen's request.
- (b) Miss Adams suggested that a small article on the art of 'stooging' should be included in the Bulletin but after discussion it was agreed that groups being used as classes for certificate candidates should have brief oral instructions beforehand.

EX76/ 8 NEXT MEETING

Saturday, 12th February, at 11.00 a.m. at 12 Coates Crescent, Edinburgh

Jean C. Milligan

Note: Though not decided by Committee Miss Mac's name was added to the Examiners' list on basis of her previous instructions.

*See previous
page for list of
Members*

THE ROYAL SCOTTISH COUNTRY DANCE SOCIETY

MINUTES of a MEETING of EXAMINERS held at 12 Coates Crescent, Edinburgh, on Saturday, 22nd February, 1975, at 11 a.m.

PRESENT: Miss F. H. Adams, Mr A. S. Aitkenhead, Miss A. Anderson, Miss M. H. Anderson, Miss N.J. Arnott, Miss J. Banks, Miss M. Collie, Mrs M. Corson, Dr. L.R. Currie, Mrs N. Dunn, Mrs M. C. Gudger, Mr. W. J. Ireland, Miss J. Matheson, Miss L. C. Martin, Mr G. Mechan, Miss J. C. Milligan (In the chair), Dr A. MacFadyen, Mrs N. McLaren, Miss M. L. Ross, Mrs V. Sim, Mrs W. J. Tadsworth, Mrs M. Yarker, Miss J. McColm (Secretary)

APOLOGIES: Apologies were received from: Mrs I. Cramb, Mrs A. Holden, Miss M.W. Kenyon, Mr. D. Macleod, Miss M. McLaren, Miss D. E. Robertson and Mrs E. West.

1. GUIDE LINES FOR EXAMINERS
A set of Guide Lines for Examiners prepared by Miss M. H. Anderson and Dr L. R. Currie were studied and discussed. It was recalled that there already was a set of Guide Lines dated 1968 and the feeling of the meeting was that they were complementary to one another. The point was raised that before a person became an Examiner he or she should have had experience in preparing candidates for the Teachers Certificate examination. It was felt that this was a point for discussion by the Examination Committee and the matter was referred back to the next meeting of the Examination Committee.

Miss Milligan said that she was presently engaged in re-producing "Won't you join the Dance" and she thought it would be a good idea to incorporate the Guide Lines at the back of this book. This was agreed.

The final decision of the meeting was, after considerable discussion on various points, that Miss Anderson and Dr. Currie should produce a draft combining the two sets of Guide Lines which would be issued to all Examiners for their approval or otherwise.

2. REGISTER
It was recommended that a register should be kept detailing the examinations taken by each Examiner.

THE ROYAL SCOTTISH COUNTRY DANCE SOCIETY

MINUTES OF MEETING OF THE EXAMINATIONS COMMITTEE
ON SATURDAY, 19TH FEBRUARY, 1977, AT 12 COATES
CRESCENT, EDINBURGH AT 2 P.M.

PRESENT: Miss J. C. Milligan (in the Chair)
Mr D. Macleod, Mr J. Taylor, Dr. L. R. Currie,
Miss N. J. Arnott, Mr. D. A. Gray, Miss L. C. Martin,
Mr. W. J. Ireland, Mrs. C. P. Wadsowrth.

ATTENDING: Miss M. M. Gibson (Secretary)

EX77/1 APOLOGIES

There were no apologies

EX77/2 MINUTES

The Minutes of the meeting on 31st July, 1976, were approved unanimously.

EX77/3 BUSINESS ARISING

- (a) EX76/7 : The Summer School Committee had noted the request to restrict numbers in the Examination Classes.
(b) EX76/4(d) : The Secretary reported that Guide Lines for Examiners had been distributed and Notes for Teachers of Examination Classes were now available.

EX77/4 EXAMINATIONS - SYLLABUS DANCES

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

Preliminary Test

<u>Reels</u>	<u>Jigs</u>	<u>Strathspeys</u>
Circassian Circle	Linton Ploughman	Rakes of Glasgow
Fidget	Machine without Horses	Grants Reel
Duke of Perth	Highland Fair	Monymusk
	Lady Catherine Bruce's Reel	Strathglass House
		Madge Wildfire's Strathspey

Teachers Certificate

<u>Reels</u>	<u>Jigs</u>	<u>Strathspeys</u>
General Stuart's Reel	Miss Mary Douglas	Dalkeith's Strathspey
Gates of Edinburgh	Miss Nancy Frowns	Donald Bane
Kingussie Flower		Village Reel
Lady Harriet Hope's Reel	<u>Medley</u>	Peggy's Love
	Glasgow Country Dance	Up in the Air

2.

It was decided that the new syllabus would come into use on 1st January, 1978, that old and new would run concurrently until 30th June, 1978 and from 1st July 1978 only the new syllabus would be acceptable. Between 1st January and 30th June, 1978, Branches applying for examiners would require to indicate on which syllabus they were presenting their candidates.

EX77/5 ADJUDICATORS

- (a) The Committee decided that adjudicators should be advised that if they were invited to indicate the field of selection for dances for competitions and festivals they should, while recommending only the Society's publications, not confine the choice to the numbered books but to include other RSCDS editions, e.g. "99 More", "Graded Book" etc.
(b) Adjudicators List: It was decided, subject to a satisfactory report from a senior adjudicator, that Mrs. Georgie Dobb's name would be added to the adjudicator's list. Mrs. Dobb's would be asked to notify H.Q. of dates etc. of festivals where she would be adjudicating.

EX77/6 EXAMINERS

Mr. Taylor, seconded by Miss Arnott, moved that Miss Prentice's name be added to the list of examiners and this was agreed by a majority vote.

It was decided that Miss P. M. Gale's name would be added to the Examiner's List for New Zealand and that further consideration would be given later to the appointment of another examiner in that country.

EX77/7 NEXT MEETING

Friday, 12th August, at 3 p.m. at St. Andrews.

Chairman: *Jean C. Milligan*
Date: *12. 8. 77*

THE ROYAL SCOTTISH COUNTRY DANCE SOCIETY

MINUTES OF MEETING OF THE EXAMINATIONS
COMMITTEE ON ~~FRIDAY~~, 12TH AUGUST, 1977
AT UNIVERSITY HALL, ST. ANDREWS, AT 8 P.M.

PRESENT: ~~Miss~~ Dr. J. C. Milligan (in the Chair), Mr. D. Macleod,
Miss N.J. Arnott, Mr. D. A. Gray, Mr. W. J. Ireland,
Mrs. C. P. Wadsworth.

ATTENDING: Miss M. M. Gibson (Secretary)

EX77/8 APOLOGIES

Dr. Currie, Miss Martin, Mr. Taylor

EX77/9 MINUTES

The Minutes of the meeting on 19th February, 1977 were approved.

EX77/10 BUSINESS ARISING

- (a) EX77/4 - The Committee noted that all examiners and all Branches had now been notified regarding the change in syllabus and Branches had been requested to notify all Branch teachers.
- (b) EX77/5 - As Mr. Macleod had not yet been present when Mrs. Dobbs was adjudicating the question of whether or not her name should be added to the official list of Society adjudicators was carried forward to a future meeting.
- (c) Dr. Milligan reported that the name of the second examiner in New Zealand was Mrs. Madge Laing.

EX77/11 P.E. COLLEGES

Perth Branch had been concerned at the standard of teams entered by non-certificated teachers at a recent festival and asked the Society to press P.E. Colleges to re-introduce the Preliminary Test for their students. After discussing the situation in various Colleges the Committee decided that an approach be made to the Scottish Education Department to ensure that Scottish Country Dancing was included in all physical education schemes.

EX77/12 REQUEST FOR TEACHER

A request had been received for a teacher from Scotland to attend the Third Australian Winter School in May, 1978 and had been first considered by the Finance Committee. After some discussion the Examinations Committee decided that, in all probability, a teacher could be supplied for Australia but that a detailed costing of the expenses involved should be forwarded for acceptance by the Branches organising the School.

EX77/13 PRELIMINARY TEST

It was decided that paragraph 1 of Qualifications and conditions for entry to a Preliminary Test Class should be amended to read:

"Candidates must be at least 20 years of age, should have attended a Scottish Country Dance Class for at least two years, and have attained a reasonably high standard of personal performance. They must also have been members of the Society for a minimum of two years."

(Teacher Training Colleges would be excepted)

EX77/14 SUMMER SCHOOL EXAMINATIONS

Dr. Milligan reported that on the whole it had been a successful year with excellent teachers and a completely satisfactory response from candidates. It was agreed that candidates' reports should be supplied by teachers of the class which they had been attending before applying for the Summer School examination classes.

EX77/15 NEXT MEETING

The date of the next meeting would be decided by the Executive Council in November.

Jean Milligan

THE ROYAL SCOTTISH COUNTRY DANCE SOCIETY

MINUTES OF MEETING OF THE EXAMINATIONS
COMMITTEE AT 12 COATES CRESCENT, EDINBURGH,
ON SATURDAY, 13TH MAY, 1978 AT 11.00 A.M.

PRESENT: Dr. J.C. Milligan (in the Chair), Mr. D. Macleod, Miss M.H. Anderson,
Miss N. Arnott, Mr. D.A. Gray, Mr. W.J. Ireland, Mrs. C.P. Wadsworth.

ATTENDING: Miss M.M. Gibson (Secretary)

EX78/1 APOLOGIES

Mr. James Taylor

EX78/2 MINUTES

The Minutes of Meeting on 12th August, 1977, were approved.

EX78/3 BUSINESS ARISING

EX77/10(b): Mr. Macleod had not yet heard Mrs. Dobbs adjudicating and
the matter was carried forward to the next meeting.

EX77/11 : PE Colleges. The Secretary reported that a reply had
been received from the Scottish Education Department saying
that in both Jordanhill and Dunfermline Colleges of Education
Physical Education students had Scottish Country Dancing.
The Committee considered that a problem might exist in the
Primary Schools and it was decided to write to the
Physical Education Organisers in the Regions asking if
Scottish Country Dancing was being taught in Primary Schools
and if the teachers concerned held the RSCDS qualification.

EX77/12 : Request for Teacher. The Committee gave approval to
Mr. Macleod fulfilling the visit to Australian Branches
in 1979.

EX77/13 : Preliminary Test - Alteration to Constitution. The
Committee decided to alter their motion to read:
"Candidates for the Preliminary Test for the Teachers'
Certificate granted by the Society must be members of the
Society, be at least 20 years of age and shall have paid
the requisite entrance fee.
In the case of students engaged in full-time Teacher
Training the age qualification may be waived."

(This ruling to be operative from 1st September, 1979).

Mr. Gray agreed to propose the motion at the Executive
Council meeting and Mr. Ireland to second it.

It was decided that the Committee at their next meeting
would give consideration to the requirements of the
Teachers' Certificate.

EX78/4

REQUEST FOR TEACHER OVERSEAS - Nairobi.

The Committee gave approval in principle and remitted the request to
the Finance Committee with the recommendation that the matter be
viewed sympathetically. In the meantime, the Secretary was asked to
write to the Branch ascertaining the present position regarding
teachers, classes, etc.

EX78/5

STANDARD OF TEACHERS

(a) The Committee received a letter from Edinburgh Branch regarding
the standard of teachers being awarded the RSCDS certificate with
special emphasis on those from Colleges of Education. The
Committee considered that the matter lay in the hands of the
Society's examiners who had to be satisfied that the students
had sufficient knowledge. A detailed reply - to be approved
by Dr. Milligan - would be sent to Edinburgh Branch.

(b) Miss Jamieson, London Branch, had written complaining of the
standard of dancers in the Fully Certificated Class at Summer
School. Dr. Milligan reported that she had replied to
Miss Jamieson.

EX78/6

EXAMINERS AND ADJUDICATORS

The Committee noted the recommendations of the Finance Committee which
would be before the Executive Council later in the day.

EX78/7

EXAMINATION FEES

The Committee considered that the present examination fees should be
increased and remitted the matter to the Finance Committee for
consideration.

EX78/8

MEDAL TESTING

Miss Anderson referred to an article in 'TACTALK' on this subject and
gave the Committee the background to a query put to her in Canada on
the matter. She also outlined the medal procedure in the UKAPTD.
The Committee were firmly of opinion that Scottish Country Dancing was
very much a team effort and individual competition would be detrimental
in this respect. We were an adult Society aiming at the ballroom and
the Society's policy was that performance awards were not given. The
only recognised awards were the Teaching Certificates. The Secretary
was asked to convey the Society's disapproval of Medal Testing to the
Teachers Association (Canada) for their guidance.

EX78/9

NEXT MEETING

St. Andrews, Saturday, 29th July, at 2.30 p.m.

The meeting closed at 12.45 p.m. with a vote of thanks to the Chair.

Duncan Macleod

Chairman 29/7/78

29 7 78

THE ROYAL SCOTTISH COUNTRY DANCE SOCIETY

MINUTES OF MEETING OF THE EXAMINATIONS
COMMITTEE AT UNIVERSITY HALL, ST. ANDREWS,
ON SATURDAY, 29TH JULY, 1978, AT 11.00 A.M.

PRESENT: Mr. D. Macleod (in the Chair), Miss M.H. Anderson, Miss N. Arnott,
Mr. D. A. Gray, Mr. W. J. Ireland, Mrs. C. P. Wadsworth,
Mr. J. Taylor.

ATTENDING: Miss M. M. Gibson (Secretary)

EX78/10 OBITUARY

The Chairman intimated the death of Dr. Milligan on 28th July and the Committee recorded their deep sorrow at the news.

EX78/11 APOLOGIES

There were no apologies

EX78/12 MINUTES

The minutes of the meeting on 13th May, 1976, were unanimously approved with the following amendment to Minute EX78/3, second paragraph: Delete 'Jordanhill' and substitute "Scottish School of Physical Education".

EX78/13 BUSINESS ARISING

(a) EX78/3: Mrs. Dobbs - Mr. Macleod had not yet been informed by Mrs. Dobbs when he could hear her adjudicating and it was decided to leave this item in abeyance until such time as she had contacted him.

(b) EX78/3: Scottish Country Dancing in Primary Schools. The Secretary reported that satisfactory replies had been received from West Lothian, Edinburgh and a very gratifying reply from Fife, regarding the inclusion of Scottish Country Dancing in Primary Schools. Replies were awaited from the Borders Region and from Midlothian/East Lothian. The Committee felt it would be worth while to continue with enquiries to the remaining Regions.

(c) EX78/4: Overseas Visit - The Committee noted that Gp. Capt. Huxley had volunteered to go out to Nairobi.

(d) EX78/8: Medal Testing - A reply had been received from the TAC confirming that the Association's views were in line with Society policy. The Secretary's letter (drafted on the lines indicated by the Committee at their last meeting) had been reproduced in the last issue of "TACTALK".

EX78/14 SURVEY OF RULES FOR RSCDS EXAMINATIONS

(a) The Committee noted that the motion put forward for the Executive's consideration regarding conditions of entry to the Preliminary Test Examination had been amended in such a way as to alter the original principle contained in the motion. As the matter was somewhat complex the Committee decided to recommend that the Executive Council withdraw the motion from this year's A.G.M. Agenda. The Committee would then be able to give greater consideration to the matter and bring it forward again.

(b) The Committee considered the conditions and procedure for both Preliminary Test and Teacher's Certificate Examinations and produced revised drafts which will be further considered at the next meeting.

EX78/15 NEXT MEETING

The date of the next meeting would be decided at the Executive Council Meeting in November.

Maya H. Anderson

2.12.78

THE ROYAL SCOTTISH COUNTRY DANCE SOCIETY

MINUTES OF MEETING OF THE EXAMINATIONS
COMMITTEE AT 12 COATES CRESCENT, EDINBURGH,
ON SATURDAY, 2ND DECEMBER, 1978, at 2 P.M.

PRESENT: Miss M. H. Anderson (Convener, in the Chair), Miss N. J. Arnott,
Mr. D. A. Gray, Miss L. C. Martin, Mr. D. Macleod

ATTENDING: Miss M. M. Gibson (Secretary)

EX78/16 APOLOGIES

Mr. J. Taylor, Mrs. C. P. Wadsworth

EX78/17 MINUTES

The Minutes of the meeting on 29th July, 1978, were unanimously approved.

EX78/18 BUSINESS ARISING

EX78/13(b) Scottish Country Dancing in Primary Schools. Replies had still not been received from the Border and the Midlothian Regions though it was apparent that the Border Region was encouraging Scottish Country Dancing in Schools through its annual festival. It was decided to take no further action in the matter meantime.

EX78/19 RULES AND PROCEDURE FOR RSCDS EXAMINATIONS

- (a) Preliminary Test - Conditions of entry to the examination and application to enter course of training were revised and amended (see Appendix A)
- (b) Teacher's Certificate - Conditions of entry to the examination and application form to enter course of training were revised and amended (see Appendix B)
- (c) It was decided that the new conditions should come into force on 1st July, 1979, if approved by the Executive Council.
- (d) The Committee unanimously agreed to put to the next Executive Council meeting, the following amendment to the Constitution and Rules of the Society:

RULES - V - Examinations and Certificates

Delete paragraphs 3 and 4.

EX78/20 REMIT from Executive Council Meeting of 19th August, 1978.

- (a) Fees: The Committee agreed unanimously with the recommended increase in fees for the examinations making the fee for the Preliminary Test £2 and for the Teacher's Certificate £5. It was also agreed that for students in full-time training the fees would be £2 and £3 respectively for the Preliminary Test and the Teacher's Certificate.

- (b) Examiners' Fees: The Committee were unhappy regarding the recommendation of the Finance Committee for examiners' fees and although the Executive Committee had approved it, the Examinations Committee wished the matter to be given further consideration in view of the financial burden it would place on the Society. The Committee suggested that examiners should receive £2 for every Teacher's Certificate candidate and £1 for every Preliminary Test candidate examined. The Committee considered that this would be a very much fairer method of remuneration than an hourly rate since all examiners did not work at the same speed.
- (c) It was recommended that examination fees and examiners' fees should have the increases effective from 1st July, 1979, when the new financial year would start.

EX78/21 EXAMINER FOR NORTH AMERICA, 1979

The TAC had requested an examiner for Spring, 1979. As Dr. Milligan had conducted the examinations by herself the TAC now found themselves with the problem of a commitment to two examiners which would put undue strain on the North American Branches. They had suggested the appointment of examiners in North America who could work with the Home Examiner. It had been suggested that "potential examiners" be nominated who would assist the Home Examiner and who would attend St. Andrews Summer School for experience. These nominations would be approved by the Examinations Committee firstly as "potential examiners" and, if proved satisfactory would be approved as "examiners" at a later date and their names added to the official list. The Examinations Committee approved of these suggestions but as it was too late for the coming Spring to see their adoption, it was decided as an exceptional measure that Miss Margaret McLaren would be invited to undertake the examinations tour on a solo basis in Spring, 1979.

EX78/22 OTHER BUSINESS

- (a) List of Examiners: At her own request Mrs. Cramb's name was deleted from the list of Examiners.
- (c) A letter from Mr. Jack Crosbie of Guelph, Ontario, giving his views on medal tests was noted.

EX78/23 NEXT MEETING

Saturday, 31st March, 1979, at 10.30 a.m.

The meeting closed at 5.15 p.m.

Duncan Macleod.
31/3/79.

MINUTES OF MEETING OF THE EXAMINATIONS
COMMITTEE AT 12 COATES CRESCENT, EDINBURGH, ON
SATURDAY, 31ST MARCH, 1979, AT 11.00 A.M.

PRESENT: Mr. D. Macleod (in the Chair), Mr. J. Taylor, Miss N.J. Arnott,
Mr. D. Gray, Mrs. W. Wadsworth

ATTENDING: Miss M. M. Gibson (Secretary)

1. APOLOGIES

Miss Anderson, Miss Martin.
The Committee recorded their sympathy with Miss Anderson whose mother was seriously ill.

2. MINUTES

The Minutes of the Meeting on 2nd December, 1978, were approved unanimously.

3. BUSINESS ARISING

- (a) The Committee noted that the Finance Committee had agreed with their recommendation regarding examiners' fees and date of increases.
- (b) The Committee noted that Miss Nancy Arnott was going out to America in lieu of Miss McLaren to conduct the examinations.

4. RULES AND PROCEDURE FOR RSCDS EXAMINATIONS

The drafts for both examinations were approved with the following amendments:

- (a) The age of candidates would be requested on application forms.
- (b) In the Teacher's Certificate Examination - "the following publications" (after the Test Pieces) should read "the following publication" and "at least" should be inserted after "candidate" in para 12 (c).

5. AMENDMENT TO CONSTITUTION AND RULES OF THE SOCIETY.

It was decided that Miss Anderson would propose and Mr. Gray second, the amendment to the Rules, at the Executive Council Meeting.

6. ADJUDICATORS' LIST

The Committee reviewed the list. It was decided that, in future, reports would be required when additions to the list were considered.

Mr. David Gray's name was added to the list.

7. EXAMINERS' LIST

The Committee reviewed the list and reiterated the decision made on 31st July, 1976, that before being accepted as an examiner an individual must have taught both levels of examination classes (i.e. Preliminary Test and Teacher's Certificate).

No alteration was made to the list but the Secretary was asked to draw Mr. Ireland's attention to the ruling.

8. EXAMINERS' SEMINAR

It was decided to hold an Examiners' Seminar on Saturday, 15th September (Examiners and Members of the Examinations Committee to be invited).

It was anticipated that it would be a full day's agenda and examiners would be invited to put forward points for discussion.

9. OTHER BUSINESS

(a) Adjudicators: A letter from Glasgow Branch regarding Mrs. Dobbs was received. It was confirmed that a report regarding Mrs. Dobbs was required but if Mr. Macleod was not available at a time when Mrs. Dobbs was adjudicating he would nominate someone else to take his place.

(b) Examinations:

- (i) Miss Arnott raised the question of written papers and suggested that question papers should be sent beforehand whenever possible so that the examiner might have them during the examination. This was agreed.
- (ii) Mrs. Wadsworth asked why it was necessary to give the decision to candidates immediately. It was recommended that results should be forwarded to candidates direct from Headquarters.
- (iii) It was recommended that the unseen dances should be distributed at least the day before the examination; the new drafts were amended accordingly.
- (iv) It was decided that Branch Secretaries should forward examination fees and that these should not be collected by the examiners. The Secretary was asked to write to Mr. Iain Macfarlane who was organising the examinations in North America to ask him to collect the examination fees from everyone and send them to Headquarters.
- (v) It was decided that examination books should be sent to the Secretary of the Branch concerned, with a request to have them completed for candidates in order of teaching and to give them to the examiner who would be responsible for entering the result and sending the book back to Headquarters.
- (vi) It was agreed that there should be no spectators at Examinations.
- (c) It was decided that the points under (b) above would be discussed at the Examiners' Seminar along with other matters.

10. NEXT MEETING

It was decided not to hold another meeting until after the Executive Council in November, the date to be decided at the Council Meeting.

10.11.79

CONVENOR:

Margaret H. Anderson
10.11.79

THE ROYAL SCOTTISH COUNTRY DANCE SOCIETY

HEADQUARTERS: 12 Coates Crescent, Edinburgh, EH3 7LF

SYLLABUS - THE PRELIMINARY TEST FOR THE TEACHER'S CERTIFICATE.

QUALIFICATIONS AND CONDITIONS OF ENTRY TO A COURSE OF TRAINING FOR THE PRELIMINARY TEST FOR THE TEACHER'S CERTIFICATE OF THE ROYAL SCOTTISH COUNTRY DANCE SOCIETY

at the date of examination

1. Candidates who must be over 20 years of age and members of the Society, should have attended a Scottish Country Dance Class for at least two years and have attained a reasonably high standard of personal performance.
2. Before the commencement of the course, a candidate must arrange for a CONFIDENTIAL statement of practical proficiency - prepared by the teacher of the class the candidate attends - to be forwarded direct to the Secretary of the Branch conducting the Training Course, or to the Headquarters of the Society in the absence of a Branch connection.
3. Candidates must have an accurate knowledge of the basic steps and formations found in Scottish Country Dancing, in particular of those in the test pieces. Candidates must be familiar with the dances before attending the Training Course.
4. After a period of training, the Teacher of the Training Course is empowered to eliminate unsuitable candidates.

CONDITIONS OF ENTRY TO THE EXAMINATION

5. A candidate must have attended a Training Course for a minimum of 30 hours.
6. Candidates are required to pay an examination fee of £2.

EXAMINATION

	TEST PIECES		
7.	<u>Reels</u>	<u>Jigs</u>	<u>Strathspeys</u>
	Circassian Circle	Highland Fair	Rakes of Glasgow
	Fidget	Lady Catherine Bruce's Reel	Grant's Reel
	Duke of Perth	Linton Ploughman	Monymusk
		Machine Without Horses	Strathglass House
			Madge Wildfire's Strathspey

Sets of these leaflets (price 30 pence post free) are available from Headquarters.

The following publication is recommended for study: "WON'T YOU JOIN THE DANCE" (The Manual of Scottish Country Dancing) obtainable from Headquarters price £1.50 plus postage and packing.

8. The candidate will be required to dance to a satisfactory standard any of the dances listed above.
9. The candidate must show a degree of personal proficiency to be able to demonstrate satisfactorily and be prepared to teach at least two sets and have the ability to direct and watch more than a small group.
10. The candidate must be able to answer verbally questions about Scottish Country Dancing generally, the dances in the syllabus, the lesson the candidate has just taught, and the use of music.
11. The candidate will be required to sit a written examination paper.

As approved at meeting of 21st March.

and accepted by Executive Council.

RESULTS

12. Candidates will be notified of the results when the Examiners have had time for consultation and correction of papers. The decisions of Examiners are final.

RE-SITS

13. Candidates who have failed the Preliminary Test shall not be entitled to present themselves for examination again until the expiry of three months.
14. Candidates who fail the Preliminary Test twice shall not be eligible to re-sit before twelve months have elapsed and must have attended a further examination course (See paragraph 5 above)
15. Candidates may not enter for the Preliminary Test more than three times.

2.12.78

← →
As approved at meeting of 31 Mar 79 & accepted by Council

THE ROYAL SCOTTISH COUNTRY DANCE SOCIETY
HEADQUARTERS: 12 COATES CRESCENT, EDINBURGH EH3 7AF

PRELIMINARY TEST FOR THE TEACHER'S CERTIFICATE
APPLICATION FOR ENTRY TO TRAINING COURSE

Branch Date of Joining Society

Name Age

Address

State experience you have had of Scottish Country Dancing:—

Have you had any experience in teaching?

Name and Address of person providing confidential statement (see paragraph 2 of the Test Syllabus):—

If re-sit give details of previous attempts:—

Dates (1) Place (1)
(2) (2)

Date Signature 1.7.79

THE ROYAL SCOTTISH COUNTRY DANCE SOCIETY
HEADQUARTERS: 12 COATES CRESCENT, EDINBURGH EH3 7AF

THE TEACHER'S CERTIFICATE
APPLICATION FOR ENTRY TO TRAINING COURSE

Branch Date of Joining Society

Name Age

Address

Date and Place of passing Preliminary Test

Society Classes attended since passing Preliminary Test

Give full details of Scottish Country Dance teaching experience since passing Preliminary Test, indicating number of hours teaching and type of classes conducted

Name and Address of person providing confidential statement (see paragraph 5 of syllabus):—

If re-sit give details of previous attempts:—

Dates (1) Place (1)
(2) (2)

Date Signature 1.7.79

As approved by meeting of 31st March 1979 and

accepted by Executive Council.

THE ROYAL SCOTTISH COUNTRY DANCE SOCIETY

APPX. B

HEADQUARTERS: 12 Coates Crescent, Edinburgh, EH3 7AF

SYLLABUS - THE TEACHER'S CERTIFICATE EXAMINATION

QUALIFICATIONS AND CONDITIONS OF ENTRY TO A COURSE OF TRAINING FOR THE TEACHER'S CERTIFICATE EXAMINATION OF THE ROYAL SCOTTISH COUNTRY DANCE SOCIETY.

1. Candidates must be members of the Society.
2. Candidates must have passed the Preliminary Test.
3. Save in exceptional circumstances candidates may not take the Teacher's Certificate Examination within two years of passing the Preliminary Test. It is essential that part of this intervening period be spent in attending an advanced/general class.
4. Candidates should have experience of teaching Scottish Country Dancing in schools, clubs or other organisations and are required to supply details of the number of hours teaching and types of classes conducted since passing the Preliminary Test.
5. A Confidential Statement testifying to his/her experience as a teacher of Scottish Country Dancing should be provided by someone in a responsible position who has seen the candidate dealing with a class or group.
6. Candidates must have an accurate knowledge of the basic steps and formations in Scottish Country Dancing in particular of those in the test pieces. Candidates must be familiar with the dances before attending the Examination Course.
7. After a period of training, the Teacher of an Examination Course is empowered to eliminate unsuitable candidates.

CONDITIONS OF ENTRY TO THE EXAMINATION

8. A candidate must have attended an Examination Course for a minimum of 30 hours.
9. Candidates are required to pay an examination fee of £5.

EXAMINATION

TEST PIECES

- | | | |
|--------------------------|-----------------------|-----------------------|
| 10. <u>Reels</u> | <u>Jigs</u> | <u>Strathspeys</u> |
| General Stuart's Reel | Miss Mary Douglas | Dalkeith's Strathspey |
| Gates of Edinburgh | Miss Nancy Frowns | Donald Bane |
| Kingussie Flower | | Village Reel |
| Lady Harriet Hope's Reel | <u>Medley</u> | Peggy's Love |
| | Glasgow Country Dance | Up in the Air |

Sets of these leaflets (price 30 pence post free) are available from Headquarters. The following publication is recommended for study: "WON'T YOU JOIN THE DANCE" (the Manual of Scottish Country Dancing) obtainable from Headquarters price £1.50 plus postage and packing.

11. The candidate will be required to dance to a satisfactory standard any of the dances listed above.

12. The candidate -

- (a) should have sufficient experience to enable him/her to follow any dance and explain it to a class.
- (b) must show a degree of personal proficiency sufficient to enable him/her to demonstrate satisfactorily.
- (c) will be required to teach a lesson, including a dance chosen from RSCDS publications by the Examiners and not contained in the syllabus. (This dance would be given to the candidate ^{at least} the day before the examination).
- (d) must be prepared to teach at least two sets and have the ability to direct and watch more than a small group. (Brief reference to text books by candidates during practical teaching in examination is not precluded).
- (e) must be prepared to answer verbally, questions about Scottish Country Dancing generally, the dances in the syllabus, the lesson that the candidate has just taught, and the use of music.

13. The candidate will be required to sit a written examination paper.

RESULTS

14. Candidates will be notified of the results when the Examiners have had time for consultation and correction of papers. Decisions of Examiners are final.

RE-SITS

15. A candidate who has failed an examination shall not be entitled to sit that examination again until the expiry of three months.
16. Candidates who fail the Teacher's Certificate Examination twice shall not be eligible to resit before twelve months have elapsed and must have attended a further examination course (See paragraph 8 above).
17. Candidates may not enter for the Teacher's Certificate Examination more than three times.

2.12.78

THE ROYAL SCOTTISH COUNTRY DANCE SOCIETY

12 Coates Crescent,
EDINBURGH, EH3 7AF

NOTE: This paper does not contain authoritative rulings but only recommendations for the Examination Committee's consideration. No action should therefore be taken on any of the recommendations meantime.

EXAMINERS' SEMINAR: 8th September, 1979

Present: EXAMINERS: Mr. D. Macleod (in the Chair), Miss M.H. Anderson (Convener Examinations Committee), Miss F.H. Adams, Mr. A.S. Aitkenhead, Miss N.J. Arnott, Mrs. M. Corson, Mrs. N. Dunn, Mrs. M.C. Gudger, Mrs. A.H. Holden, Mr. W.J. Ireland, Mrs. J. MacLean, Miss L.C. Martin, Mr. G. Mechan, Dr. A. MacFadyen, Miss M. McLaren, Miss M.A. Rae, Miss M.M. Prentice, Miss D.E. Robertson, Mrs. V. Sim, Mrs. E.M. West, Mrs. M. Yarker
EXAMINATIONS COMMITTEE (not included above) Mr. J. Taylor, Mrs. W. Wadsworth

Attending: Miss M. M. Gibson (Secretary)

Apologies: Mr. D. A. Gray (Examinations Committee)

The examiners made the following recommendations and observations to go to the Examinations Committee for consideration:

I. ADMINISTRATION

1. It was generally accepted that a Confidential Statement was necessary for enrolment in a certificate class and that, together with the application form for entry to the course of training, it should be made available to the examiners.

It was recommended that a proforma for the Confidential Statement be drafted by the Examinations Committee, the form to be sent by the referee to the Branch Secretary or the Society Secretary as appropriate.

No one should be accepted for the examination classes at St. Andrews unless these documents were available.

2. Any expense in respect of a pianist for a class must be borne by the class including expenses in connection with the examination (i.e. included in the class fee).
3. It was considered sufficient to have the confidential statement as requested in the examination syllabus without further referral to Branches but the person completing the confidential statement should state their R.S.C.D.S. qualifications.
4. It was recommended that it should not be the responsibility of the examiners to check membership, etc. but that the application form should include a query regarding current membership of the R.S.C.D.S.

5. While the examination books will go to the examiner and will be returned to HQ by the examiner, it may be given to the class teacher to complete; the examiner should ensure that the details are properly completed.

6. By 14 votes to 7 it was decided to recommend that results should not immediately be given to candidates by examiners; the examiners will notify HQ of the results and the Secretary of the Society will inform candidates and Branches simultaneously.

It was also agreed that it should be left to the discretion of the examiners to speak to candidates provided both were present and that they did not leave the room.

7. The Examinations Committee would decide whether or not there were exceptional circumstances in any case which would allow a candidate to take the Teachers' Certificate within two years of taking the Preliminary Test. Candidates from Teacher Training Colleges might be an example of exceptional circumstances.

8. It was agreed that "teacher" training was a more appropriate description than "proper" training. The syllabus already states that this must be carried out.

9. It was agreed that question papers for the written examination should be sent beforehand so that the examiner might have the corrected scripts during the examination. It was agreed to recommend that these should be forwarded at least a fortnight beforehand.

10. It was recommended that examination fees should be forwarded by the Branch/ Organiser of the Certificate Class direct to HQ prior to an examination; examination fees should not be collected by the examiner.

11. The date of joining the Society is included on the latest print out of the application to join a teacher training class.

12. The form of "Application for Examination" (Item 13 in the Agenda) was approved with the insertion of "will" before "have undergone" and the addition at the end (after '30 hours') of: "and that all candidates are currently members of the Royal Scottish Country Dance Society (not an affiliated group).

II. EXAMINATION SYLLABUS AND CONTENT.

1. The Chairman said that no preliminary test candidate should be given an unseen dance to teach. It was agreed that a candidate in this category should be prepared to teach, to at least two sets, any steps and formations which are in the dances listed in the syllabus and that this should be included in the syllabus.
2. Preliminary Test candidates should be given their teaching topic ten minutes beforehand.
3. As an accompanying record for syllabus dances would become obsolete whenever dances were changed it was recommended that a tape be made by one of the Society pianists, that the master tape be held at Headquarters and that a copy could be made for any Branch requiring it on a one off basis.

The Chairman intimated that the Society were in fact trying to record the older books and that the original tunes would therefore be available on records in the course of time.

4. It was recommended that the written examination paper should be retained as at present; a teacher should continue to give practice papers and assess students as the course progresses. Miss Prentice agreed to prepare a paper on continuous assessment which would be circulated to all examiners and the Examinations Committee and which would be considered by the examinations committee in the future.
5. It was recommended that the setting of examination papers by the individual examiners should continue as at present.

III. TRAINING

1. Certain exceptional circumstances would appertain so far as the Colleges of Education were concerned.
2. It was generally agreed that the quality of candidates presenting themselves for the Society's examinations had gone down and was causing concern.

The Examinations Committee had already taken steps to correct this by increasing the age for taking the Preliminary Test and by increasing the time between the Preliminary Test and the Full Certificate which may help to improve the standard.

It was considered that at Summer School the Certificate Class teachers should be able after the fourth day to put candidates out of the examination class having warned them at the start that their standard was unsatisfactory for entry to training. Mr. Macleod said that as Director of the Summer School he would go into the examination classes to forewarn candidates of what was expected.

3. It was agreed that questions on music should be included in the examination papers and that candidates should be given training in the use of music.

It was also recommended that at Summer School one session from 5-6 p.m. in each fortnight should be attempted on music and on the training of trainers.

IV. EXAMINATION PROCEDURE

1. It was agreed that examiners should ensure that candidates would be treated equally as to teaching time. Preliminary Test candidates should have a minimum of 15 minutes and Full Certificate a minimum of 25 minutes, with times fairly even throughout.
2. At each examiner's discretion a report might be forwarded to HQ and as necessary it would be sent to the teacher of the class. These reports would be of great advantage at Headquarters.
3. There was unanimous opinion that there should be no spectators (including Branch officials) at an examination - only examiners and the class teacher.
4. The suggestion that theory papers be returned to candidates after the examination was rejected overwhelmingly.
5. It was agreed that in the Full Certificate Examination the unseen dances should be distributed at the last meeting of the class prior to the examination.
6. It was agreed that the greatest emphasis should be placed on the teaching in the examinations but there must also be a reasonable standard in the other two parts of the examination.

V. FUTURE PLANNING

1. The use to which the Memorial Fund be put was the General Purposes Committee's responsibility. Rather than refresher courses, the examiners felt that a seminar every two or three years would be more beneficial.
2. It was recommended that syllabuses of the two examinations should be sent to Affiliated Groups with the output next Spring.
3. It was agreed that there should be a teaching syllabus as a guide line for candidates, to be given to them on passing the Preliminary Test, and that this should be an item in future planning.
4. It was suggested that in around two years' time we should have a well produced, printed syllabus for the examinations in keeping with the Society. An insert with the dances (which might change) could be arranged. This idea found unanimous approval.

In his closing remarks the Chairman thanked examiners for their attendance. Only the overseas examiners and one home examiner had been unable to attend and the high level of interest was extremely gratifying.

Chairman.

THE ROYAL SCOTTISH COUNTRY DANCE SOCIETY

MINUTES OF MEETING OF THE EXAMINATIONS
COMMITTEE AT 12 COATES CRESCENT, EDINBURGH,
ON SATURDAY, 10TH NOVEMBER, 1979, AT 10.45 A.M.

PRESENT: Miss M.H. Anderson (Convener, in the Chair), Mr. J. Taylor, Mr. D. Macleod, Miss N.J. Arnott, Mr. D. Gray, Mrs. W. Wadsworth
Miss Martin

ATTENDING: Miss M.M. Gibson (Secretary)

The Convener welcomed Mr. Taylor in his new office of Chairman of the Society and wished him well in the appointment and welcomed Mr. Macleod in his new capacity of Immediate Past Chairman.

EX79/11 APOLOGIES

Mrs. M. G. Parker

EX79/12 MINUTES

The Minutes of the Meeting on 31st March, 1979, were approved.

EX79/13 BUSINESS ARISING

(a) EX79/3(b): Miss Arnott reported on her Examination tour in North America. The Committee recorded their appreciation of her services as examiner and noted her report. Miss Arnott gave the Secretary a copy of the assessment form which she had used in the examinations and the Committee thought it might usefully be given to examiners as a suggested method of recording candidates' progress during examination.

(b) EX79/5: The Committee noted that the Executive Council had duly amended Rule V of the Society's Constitution by the deletion of paras 3 and 4.

EX79/14 MUSIC FOR EXAMINATION DANCES

It was noted that the Examiners' Seminar had recommended the provision of a tape of examination dances. It was agreed that Miss Arnott and Mr. Macleod should supervise the making of the tape and that Mr. Robert Mackay should be invited to record the music, all three being conveniently accessible to Headquarters. Copies of the tape could then be made at Headquarters at negligible cost as and when requested by teachers of certificate classes.

EX79/15 EXAMINERS LIST

- (a) Review of List The list of examiners was reviewed. Edinburgh Branch had submitted the name of Mr. S. Wilkie for inclusion in the list, and it was noted that he had already taken several classes at both Preliminary Test and Teachers Certificate level. It was agreed that in accordance with the procedure laid down, Mr. Wilkie should be invited to attend Summer School in 1980 as a potential examiner and that the matter of granting him status as an examiner would be considered in the autumn of next year.
- (b) Remit from Executive Council In accordance with the Executive Council's directive, the Committee considered the submission by London Branch regarding Mr. Ireland. The Committee, in the interests of the Society generally, and bearing in mind criticisms regarding falling standards, felt that the principle must be maintained that examiners should have the experience of teaching examination classes. The Director of Summer School was prepared to offer Mr. Ireland the relevant experience at Summer School in 1980 and the Committee agreed that this would regularise the situation.

EX79/16 STANDARDS

- (a) Letters were noted from Mrs. M. Stoker and Mr. W. Hamilton regarding the deteriorating standards of Scottish Country dancing and the standard of Preliminary Test Candidates.
- (b) The Examiners' Seminar had also expressed concern in these respects and the Examinations Committee were considering ways of improving the situation

EX79/17 SCOTTISH COUNTRY DANCING IN SCHOOLS

The Borders Regional Council had supplied interesting statistics of the teaching of Scottish Country Dancing in Schools. It was decided that all Regional Advisers in Physical Education should be sent a Bulletin and copies of our examination syllabuses.

EX79/18 NORTH AMERICAN EXAMINATION TOUR

The Committee noted correspondence from the TAC and Ottawa Branch. It was decided that examinations in North America should still be held in the Spring, every alternate year, the next examination being in 1981. It was also considered that two examiners should undertake the whole circuit and that the TAC would be asked to investigate the possibility of arranging centres for examinations to cut down travelling for the examiners.

EX79/19 SCOTTISH SPORTS COUNCIL

Mr. Stanley Wilkie had submitted a report on a National Seminar on Training of Coaches which he had attended on behalf of the Society. The Committee recorded their thanks to Mr. Wilkie for a very useful and interesting report.

EX79/20 PRELIMINARY TESTS - COLLEGES OF EDUCATION

It was agreed that the age limit for sitting the Preliminary Test should be waived in the case of students at Colleges of Education.

EX79/21 EXAMINERS' SEMINAR

The Committee considered recommendations made by the Examiners and made the following decisions:

- (a) A Confidential Statement was required for enrolment in a certificate class and should be made on a set proforma. The Committee drafted a proforma which would be supplied to Branches along with the application forms for entry to the course.
- (b) Results of examinations will be notified to Headquarters by Examiners (i.e. by return of result slip books) and the Secretary of the Society will inform candidates and Branches simultaneously of the results.
- (c) At least a fortnight before the examination, questions for the written examination will be sent in a sealed envelope to the organiser/Branch who has requested the examination, with instructions that it should be opened only by the invigilator at the start of the written examination.
- (d) Fees will be forwarded by the Branch/Organiser of the Certificate Class direct to Headquarters ^{two} weeks prior to the Examination.
- (e) Application for an examination ^{three} will be sent to Headquarters on a proforma giving necessary details, the form being supplied by HQ on the first intimation of the requirement for an examination.

Further recommendations from the Seminar regarding Syllabus, Content, Training, Examination Procedure and Future Planning were carried forward for consideration at a future meeting together with a paper prepared by Miss Prentice on "A Written Examination".

EX79/22 NEXT MEETING

The next meeting would be decided by the Executive Council on 17th November.

The Convener thanked members of the Committee for their hard work and support and the meeting closed at 3.35 p.m. with a vote of thanks to Miss Anderson for so ably carrying out the duties of Convener over the past year.

Convener: Margaret H. Anderson

Date: 29.3.80

THE ROYAL SCOTTISH COUNTRY DANCE SOCIETY

MINUTES OF MEETING OF THE EXAMINATIONS COMMITTEE
AT 12 COATES CRESCENT, EDINBURGH, ON SATURDAY,
29TH MARCH, 1980 AT 2 P.M.

PRESENT: Miss M H Anderson (Convener, in the Chair), Mr J Taylor, Mr D Macleod, Miss L C Martih, Mrs W Wadsworth.

ATTENDING: Miss M M Gibson, Secretary

EX80/1 OBITUARY

The Committee expressed their sorrow at the death of Mrs Margaret Hall, a member of staff for the past five years.

EX80/2 APOLOGIES

Mrs M G Parker, Miss N J Arnett

EX80/3 MINUTES

The Minutes of the Meeting of 10th November, 1979, were approved with the addition of Miss Martin's name to the list of those present and the deletion of 'two' and substitution of 'three' in EX79/21(d) second line.

EX80/4 BUSINESS ARISING

(a) EX79/14 Music for Examination Dances: Mr Macleod reported that the music had been taped with each dance played 4 times through. He undertook to reproduce copies for the Society and to write a note regarding the tapes so that it could be included in the send-out to Branches in April. The cost of the tapes would be £3 each.

The Committee recorded their thanks to Mr Macleod and Miss Arnett for their help in producing the tape and to Mr Robert Mackay who had recorded the music.

(b) EX79/15. List of Examiners:

(i) It was noted that Mr Wilkie had been unable to attend Summer School this year while examinations were held. The Committee felt that they should adhere to the policy of attendance at Summer School Examinations for potential examiners and decided that Mr Wilkie should be invited now to attend in 1981.

(ii) The Committee noted that Mr Ireland would be taking an examination class at Summer School this year.

(c) EX79/17. Scottish Country Dancing in Schools: The Secretary reported that she had sent a Society Bulletin and Syllabuses for the two examinations to Physical Education Advisers in all the Regions.

(d) EX79/21(a) 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 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) EX79/21. New administrative system: The Secretary reported that so far the new system appeared to be working satisfactorily but that it was too early to pronounce on it. She felt at least a year should elapse before the system should be reviewed. However, it was agreed that with effect from the next request for an examination, teachers should be asked to return the scripts of the written examination to the examiner seven days before the practical examination instead of five.

A/

A letter from Miss Adams was placed before the Committee. While the points raised were all valid they were not in the main, points arising from the revised administrative procedure for examinations. The Secretary undertook to reply appropriately to Miss Adams. Arising from the points raised, however, it was clear that Colleges of Education should allow more time for evening examinations.

EX80/5 EXAMINERS' LIST

- (a) Miss Collie's formal notice of resignation from the list of examiners was accepted and the Committee's gratitude for her past services was recorded.
- (b) Mr Harold Barnes's name had been put forward by the Chairman of Bedford Branch for inclusion in the list of examiners. It was decided to take no immediate action but to consider the matter when next the Examiners List was being reviewed.

EX80/6 REFUND OF FEES

An application for refund of a candidate's fees was received from Moray House. While the general policy must be that fees could not be refunded when a candidate failed to turn up for an examination, in the circumstances outlined in the letter the Committee decided that fees should be refunded in this case.

EX80/7 EXAMINATION PROCEDURE - NORTH AMERICA

A letter from the TAC dated 10th March, outlining the adaptation of the new administrative procedure in North America was accepted.

EX80/8 EXAMINERS' SEMINAR

The Committee went on to consider Parts II (Syllabus and Content) and II (Training) of the recommendations from the Examiners' Seminar on 8th September, 1979.

(a) Syllabus and Content.

- (i) A paper prepared by Miss Prentice on the Written Examination was before the Committee. It was considered that a written paper would still be necessary at the end of training for both examinations as at present. However, with minor alterations the paper would make a very good guide for teachers of certificate classes to use in their training. The Convener undertook to make the amendments necessary and the revised paper would be sent to Committee members before the next meeting. The Committee recorded their thanks to Miss Prentice for the production of the paper.
- (ii) It was agreed that preliminary test candidates should be given an unseen dance to teach but they should be prepared to teach, to at least two sets, any of the steps and a combination of basic formations, not necessarily in the order they appear in the dances listed in the syllabus. This would be indicated when the syllabus was reprinted.
- (iii) It was agreed that, as is the present practice, preliminary test candidates should be given their teaching topic ten minutes beforehand.
- (iv) It was agreed that the setting of examination papers by individual examiners should continue for the present.

(b) Training.

- (i) It was agreed that the Committee would be prepared to consider certain exceptional circumstances in respect of examination regulations as they pertain to individuals.
- (ii) The Committee decided that once a candidate had been accepted for a training course he/she should not be put out of the class. If a candidate appeared not to have reached the standard required by the examination the teacher in charge of the class might strongly advise him/her not to enter for the examination but should not prevent the candidate doing so if he/she still wished to enter.
- (iii) The recommendation of the examiners that questions on music should be included in the examination papers and that candidates should be given training in the use of music was agreed. The Committee also supported the recommendation from the Seminar that a session on the use of music should be included in the Summer School curriculum if possible.

EX80/9 /

EX80/9 APPLICATION FOR RECOGNITION OF QUALIFICATIONS:

The Committee agreed that the Society could not accept Mrs McCreadie's certificates as equivalent to the RSCDS Teachers' qualification.

EX80/10 NEXT MEETING

It was decided to have an additional meeting on 17th May at 10.30 a.m. at 12 Coates Crescent, Edinburgh, when Parts IV and V of the recommendations from the Examiners Seminar would be considered.

The meeting closed at 5 p.m. with a vote of thanks to the Chair.

Convener: Margaret H. Anderson

Date: 17th May '80

THE ROYAL SCOTTISH COUNTRY DANCE SOCIETY

MINUTES OF MEETING OF THE EXAMINATIONS
COMMITTEE AT 12 COATES CRESCENT, EDINBURGH,
ON SATURDAY, 17TH MAY, 1980, AT 10.30 A.M.

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

ATTENDING: Miss M.M. Gibson (Secretary)

EX80/11 APOLOGIES

Mr. D. Macleod

EX80/12 MINUTES

The Minutes of the Meeting on 29th March, 1980, were approved with the insertion of 'no' between 'that' and 'preliminary' in the first line of EX80/8(a)(iii).

EX80/13 BUSINESS ARISING

- (a) EX80/4(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.
- (b) EX80/9(a)(i) - Written Examination: In view of a letter from Miss Prentice stating that she wished to submit a more detailed paper, the Committee decided to postpone further consideration of the matter until the next meeting. The Secretary was instructed to thank Miss Prentice for her letter and to inform her of the date of the next meeting (20th September) so that the paper would be submitted timeously.

EX80/14 EXAMINERS SEMINAR

- (a) Section IV (Examination Procedure). The Committee considered the recommendations from the seminar and made the following decisions:
- (i) All candidates in any examination should be treated equally as regards teaching time. A minimum of 15 minutes for Preliminary Test candidates and 25 for Teacher's Certificate candidates was recommended.
- (ii) At each examiner's discretion a report might be sent to Headquarters and as necessary it could be forwarded to the teacher of the class.
- (iii) No spectators (including Branch officials) should be present at an examination; there should be present only the examiners and the examination training course teacher.
- (iv) For the Teacher's Certificate examination in a Branch, dances to be taught should be distributed at the last meeting of the class prior to the examination; at residential schools the dances should be distributed the day before the examination.
- (v) While accepting that the greatest emphasis should be placed on the teaching section, the Committee decided to discuss the question of assessment of the various parts of the examination at a later meeting.

(b) Section V (Future Planning)

- (i) It was noted for future reference that examiners considered that a seminar from time to time would be beneficial.
- (ii) The Committee decided that the Bulletin should be used as the medium for publicising the examination syllabuses when they had been revised. In the meantime a paragraph would be inserted in this year's Bulletin drawing attention to the fact that candidates for training would be welcome from affiliated groups as well as Branches.
- (iii) The Committee carried forward to the next meeting consideration of a teaching syllabus for those who had passed the Preliminary Test and were aspiring to the Teacher's Certificate.
- (iv) Discussion of a revised syllabus was carried forward to the September meeting.

EX80/15 CORRESPONDENCE

- (a) Letters from the Fife and the Borders Regional Organisers of Physical Education regarding our communication in respect of examinations, etc. were noted.
- (b) A letter from Craiglockhart College regarding examinations was sent for comment to the examiners concerned.
- (c) A letter from Miss Margaret Young, Kent, was noted.
- (d) In view of the misapprehension in some areas regarding the Preliminary Test, it was decided to send a note to all Branches for the information of those holding a pass at Preliminary Test level.
- (e) The Committee decided that a request from Japan to allow a candidate to sit the Teacher's Certificate examination without first taking the Preliminary Test, could not be granted.

EX80/16 TEACHER/EXAMINERS FOR AFRICA

The Committee unanimously invited Miss Anderson to be one of the two teachers going out to Africa next year and she accepted. The decision regarding the second teacher/examiner was carried forward to September and the Secretary was requested to ascertain from Johannesburg the specific length of the tour with starting and finishing dates.

EX80/17 NEXT MEETING

20th September, 1980, at 2 p.m.

Margaret H. Anderson
20th Sep 80

The meeting closed at 12.50 with a vote of thanks to the Chair

THE ROYAL SCOTTISH COUNTRY DANCE SOCIETY

MINUTES OF MEETING OF THE EXAMINATIONS COMMITTEE
AT 12 COATES CRESCENT, EDINBURGH, ON SATURDAY,
20TH SEPTEMBER, 1980, AT 2 P.M.

PRESENT: Miss M.M. Anderson (in the Chair), Mrs. M.G. Parker, Mr. D. Macleod,
Miss N.J. Arnott, Miss L.C. Martin, Mrs. C.P. Wadsworth

ATTENDING: Miss M. M. Gibson, Secretary

EX80/18 APOLOGIES

Mr. J. Taylor

EX80/19 MINUTES

The Minutes of the Meeting on 17th May, 1980, were approved.

EX80/20 BUSINESS ARISING

- (a) EX80/14(b)(ii) The Secretary confirmed that a note had been inserted in this year's Bulletin to encourage affiliated group members to go forward for training for the Society's examinations.
- (b) EX80/15(b) - The examiners concerned had replied regarding the observations from Craiglockhart College. The Committee decided that in all cases of College examinations, it should be emphasised to the authorities that a minimum time for each student taking the Preliminary Test should be 15 minutes for teaching and 5 minutes for practical dancing and that in addition adequate time should be left at the end of the examination for discussion. The Secretary was asked to draft a reply to Craiglockhart College for the Convener's approval.
- (c) EX80/15(d) The Convener read to the Committee the letter regarding Preliminary Test Holders which had been sent to all Branches. The Committee agreed with the contents entirely and felt that a copy might usefully be sent to all those passing the Preliminary Test in the future.

EX80/21 WRITTEN EXAMINATION

Miss Prentice had been unable to prepare the paper in time for the meeting. It was decided that she should be asked to submit the paper at her own convenience and it could be considered at a later meeting.

EX80/22 EXAMINERS FOR AFRICA, 1981

It was decided to invite Mrs. Anna Holden to accompany Miss Anderson on the teaching/examination tour of Africa in 1981, and to ask Dr. MacFadyen if he would be available in the event of a substitution being required.

EX80/23 EXAMINERS FOR NORTH AMERICA, 1981

The Committee decided that there should always be, as far as possible, an overlap in the examiners going to North America and it was agreed that Miss Nancy Arnott should return next year and that Miss Margaret McLaren be invited as the second examiner; it was further decided to ask Miss D. E. Robertson if she would be available in the event of a substitution being required.

EX80/24 EXAMINATION TAPES

It was agreed, in view of criticisms of the tapes so far produced, that they should be produced professionally and that 100 should be the number ordered. The matter would now be remitted to the Finance Committee for approval of the expenditure involved.

EX80/25 CORRESPONDENCE

- (a) After consideration of a letter from Mrs. Burnell of Leeds it was decided, in answer to her particular query, that no exception could be made to the rule that a candidate must be 20 at the date of an examination.
- (b) The Committee received correspondence from Mr. M. Brown of York and North Humberside Branch regarding examiners. The Secretary was instructed to draft a reply for the Convener's approval.

EX80/26 TAC SUMMER SCHOOL EXAMINATIONS

Miss Martin gave a brief resume of the duties she and Mr. Aitkenhead had carried out at the School in Canada. They had enjoyed the hospitality, the experience and the hard work. Her only criticism was that more time might have been allowed for the examinations which had had to go on until a late hour. The Committee's thanks were expressed to Miss Martin and Mr. Aitkenhead.

EX80/27 TEACHING SYLLABUS

EX80/14(b)(iii) - Discussion was carried forward to the next meeting.

EX80/28 REVISION OF SYLLABUSES

A draft was considered and various amendments made. A second draft would be presented at the next meeting.

EX80/29 NEXT MEETING.

- To be decided by the Executive Council but the Committee suggested two meetings next year (7th March and 8th August).

The Convener thanked the members of the Committee and the Secretary for their hard work over the past year.

The meeting closed at 5.30 p.m.

CHAIRMAN Margaret H. Anderson

DATE 7.3.

YAI
TL

LEISHMAN & HUGHES
No. 3385
3/6
EDINBURGH

