



NATIONAL PERFORMING
ARTS ALLIANCE

TEACHER GUIDE

UPDATED NOVEMBER 2023 VERSION 2

EXAMINATION PATHWAYS

JUNGLE JIGGLERS ©

JUNGLE JIGGLERS © is an exciting, flexible and inclusive pre - school performing arts programme. **WE ENCOURAGE EVERYONE TO DRESS UP AND HAVE FUN!** Children can choose to perform any one, or any combination of, the following in exam:

ACRODANCE; ACTING; BALLET; BALLROOM; CHARACTER; CHEERDANCE; CLASSICAL SEQUENCE; CONTEMPORARY; DISCO; FREESTYLE; HIGHLAND; IRISH; JAZZ; LATIN; LATIN SEQUENCE; LYRICAL; MODERN SEQUENCE; NATIONAL; ROCK & ROLL; SINGING; SONG & DANCE; STREET; TAP

THERE ARE 10 ANIMALS/BIRDS TO COLLECT AS CHILDREN GO ON THEIR JUNGLE JOURNEY..

1. LION 2. ELEPHANT 3. TIGER 4. TOUCAN 5. MONKEY
6. ZEBRA 7. GIRAFFE 8. HIPPO 9. SNAKE 10. PARROT

- **AWARD 1 'BEGIN THE JOURNEY'**: children will receive a report, certificate, jungle map, sticker, medal, plus a picture of 'Lion' to colour in.
- **AWARDS 2 – 9**: children will receive a report, certificate, sticker, medal and a picture of the next animal on the map to colour in.
- **AWARD '10' JUNGLE EXPLORER GRADUATION**: children will receive a report, graduation certificate, sticker, medal, picture of 'Parrot' to colour in, plus an animal/bird glove puppet of their choice!

FIRST ACTIONS© (CHEERDANCE)

FIRST MOVES© (FREESTYLE)

FIRST SKILLS© (ACRODANCE)

FIRST SOUNDS© (MUSICAL THEATRE)

FIRST STEPS© (BALLET; TAP; MODERN JAZZ; CONTEMPORARY)

FIRST WORDS© (ACTING)

These 'introductory' grade exams are designed to encourage your youngest performers to begin their exam journey with us. They provide a fun introduction to basic technical, physical and cognitive skills all taken in the form of a 'class'.

Teachers/assistants are actively encouraged to participate with the students, count, instruct etc. whenever necessary. A perfect starter exam before moving on to the FOUNDATION levels below.

These examinations follow a set syllabus. Candidates will receive a report, medal and certificate. These examinations do not carry any external credit or UCAS points.

FOUNDATION LEVEL© 1 & 2

(ACRODANCE; ACTING; BALLET; CHEERDANCE; CONTEMPORARY; FREESTYLE; MODERN JAZZ; MUSICAL THEATRE; TAP)

These examinations provide an opportunity for candidates of all ages to gain a positive and enjoyable experience of the examination system. Foundation Level 1 & 2 are titled specifically to promote inclusivity across ALL age ranges and abilities.

They are designed to provide encouragement and engagement with the chosen genre from any stage of a candidates' physical and cognitive development, enabling a clear progression of technique, timing, musicality (where appropriate) and performance skills throughout.

These examinations follow a set syllabus. Candidates will receive a report, medal and certificate. These examinations do not carry any external credit or UCAS points.

GQAL REGULATED GRADE EXAMINATIONS

National Performing Arts Alliance Ltd. (NPAA Ltd.) is an Awarding Organisation which offers qualifications that are recognised and regulated by Graded Qualifications Alliance (GQAL). These Regulated Graded Examinations in Ballet, Contemporary, Modern Jazz, and Tap are delivered via a set syllabus. Candidates will receive a report, certificate and external credit points on the RQF framework (Grades 6-8 grades valuable carry useful UCAS points). You will be required to complete a CENTRE registration form and individual CANDIDATE registration forms for each entrant regardless of previous regulated entry with other organisations. These forms are available to download in the GQAL section on the portal. Please ask if you are unsure.

NON REGULATED CLASS GRADE EXAMINATIONS

These examinations are designed for pupils who enjoy achieving but do not wish to undergo the demands and commitment required for Regulated Grade Examination entry. Not only are they suitable for your once a week/hobby dance students but your adult learners too!

Candidates will receive a report, medal and certificate. These examinations do not carry any credit or UCAS points.

INTERMEDIATE FOUNDATION – ADVANCED 2 GRADES

These examinations are designed for learners aged 12+ no maximum. These grades follow a set syllabus in Pointe and Choreography. Candidates will receive a report, medal and certificate. These examinations do not carry any external credit or UCAS points.

PERFORMANCE AWARDS AND ‘IT’S SHOWTIME’ GROUP AWARDS

This wide ranging and flexible suite of **MEDAL TEST** examinations affords learners of all ages and levels the chance to achieve. Available in a vast array of subjects these exams can be taken as a soloist, in a duo, trio, quartet or in a group; the possibilities are endless! Candidates will receive a report, certificate and award **except group entries** who will receive one overall report for the group. EACH group performer will receive a certificate and award. These examinations do not carry any external credit or UCAS points.

ALL Performance Awards and ‘It’s Showtime’ Group Awards are available in the following subjects:

ACRODANCE; ACTING; ARGENTINE TANGO; BALLET; BALLROOM; CHARACTER; CHEERDANCE; CLASSICAL SEQUENCE; CONTEMPORARY; FREESTYLE/DISCO; GREEK; HIGHLAND; IRISH; JAZZ; LATIN; LATIN SEQUENCE; LINE DANCE; LYRICAL; MODERN SEQUENCE; MUSICAL THEATRE; NATIONAL; ROCK & ROLL; SALSA; SINGING; SONG & DANCE; STREET; TAP

They are suitable for any learner from 4 years of age. There is no maximum age. Each Award has a set number of routines/pieces to be performed with exam timings for your timetabling. These are listed in the ‘Examination Guidelines’ document available to download in the Resources section in the teacher portal.

ENTRY PATHWAYS

The team at NPAA Ltd. believe in giving you, the teacher, the flexibility to decide what's best for you, your school/centre and your learners. You can choose to enter candidates for examination in 3 ways AND in any combination:

- Examiner Visit (EV)
- Live Stream (LS)
- Pre Recorded Submission (PRS) *NOT REGULATED GRADES

Our examinations can be taken at any time. We do not have set exam periods or rigid examiner visit dates. However! We do ask that you book your session/s as much in advance as possible particularly in our busiest periods for Examiner Visits (EV) March to July and October to December. This way you can:

- Choose a date/s to suit you and your learners.
- Have complete flexibility over how you enter learners for examination thus optimising learner progress and potentially minimising long and pressured examination days.
- Create a positive atmosphere for everyone by choosing an entry pathway that suits all types of learner.

BOOKING A SESSION

It's easy!

Step 1 – download the 'Examination Session Request' (ESR) form from the Resources Area in the portal.

Step 2 – select which type/s of session you would like to book:

- EV (examiner visit)
- LS (live stream)
- PRS (pre-recorded submission)

You may wish to book more than one type of session; that's no problem!

Step 3 – select a date/s. We will ask you for your first - choice date plus, where possible, 2nd and 3rd choices.

Step 4 – give us a few details:

- Your name and contact details, membership number; school/centre name and address.
- Estimated overall number of examinations and awards to be assessed.
- Estimated gross value of overall entry.

Step 5 – if you have any candidates requiring reasonable adjustments please fill out the Reasonable Adjustments Form (RAF) available to download in Resources and submit with the above.

Step 6 – wait for us to get in touch! We will contact you within 3 working days to:

- acknowledge receipt of your application.
- confirm dates and type/s of session required (EV; LS; PRS)
- confirm the name of your examiner, their email address and contact details.
- check that your details are correct.
- discuss timetabling
- discuss any reasonable adjustment information you have submitted.

TO CONFIRM YOUR SESSION

STEP 1

SUBMIT YOUR EXAMINATION ENTRY FORM (EEF)

This form is available to download from Teacher Resources. Please ensure that all candidate names and details of entry are correct as this information will be used to process all reports and certificates.

You will be required to complete a CENTRE registration form and individual CANDIDATE registration forms for each entrant regardless of previous regulated entry with other organisations. These forms are available to download in the GQAL section on the portal. Please ask if you are unsure.

STEP 2

SUBMIT A DRAFT TIMETABLE FOR YOUR SESSION.

We will be in touch within 48 hours to either ask for some more information/suggest slight alterations or give immediate approval. Please refer to the Examination Guidelines for help with timetabling; available to download in Resources. If you require further help give us a ring!

STEP 3

FEES

These are payable, in full, no later than 10 DAYS BEFORE THE SESSION. Where applicable you should apply teacher discount to the total gross fee and pay the **NET** total to NPAA.

Once **ALL 3 STEPS** have been completed, paperwork and payment received, the information you supply will be checked then sent to your allocated examiner and your session officially confirmed.

FEE UPLIFT

Fees are charged by NPAA Ltd. to the teacher per candidate/group, per examination. Please note that it is customary for teachers to impose ADDITIONAL charges to each individual fee to cover costs such as premises hire, staffing, heating, lighting, transport, administration, insurance, hospitality, lost revenue etc.

We accept that any uplift applied may vary between teachers and regions. NPAA Ltd. have no input whatsoever into uplifts/additional charges applied.

TEACHER MEMBER DISCOUNTS

Teacher Member discount on total gross fees of all entries are as follows:

TOTAL GROSS FEE	TYPE OF SESSION	APPLICABLE DISCOUNT
£10 - £399	LS; PRS EV NOT AVAILABLE	10% on total gross fee
£400 - £699	EV; LS; RS	15% on total gross fee
£700 - £999	EV; LS; RS	17.5% on total gross fee
£1000+	EV; LS; RS	20% on total gross fee

EV = EXAMINER VISIT

LS = LIVE STREAM VIA ZOOM

RS = RECORDED SESSION SUBMITTED TO NPAA

POSTAGE

We **do not** charge postage fees to send reports, certificates and awards.

HOW TO PAY

All payments should be made to:

National Performing Arts Alliance Ltd.

Starling Bank

Account number : 11022644

Sort Code : 60 – 83 - 71

ADDITIONS

You can make **additions** at any time for:

JUNGLE JIGGLERS ©; NON REGULATED CLASS GRADES; PERFORMANCE AND IT'S SHOWTIME AWARDS at any time after submission of your entries. Please contact Head Office to make these additions and appropriate payments.

If you wish to make **additions** on the day/s of your session please inform your Examiner. Additional charges incurred on the day should be paid within 5 working days of the session. Failure to make payment for any additions will result in NPAA withholding certificates and awards until such payment has been made.

Please note that due to administrative constraints out of our control additions **are not** available for **GQAL REGULATED GRADES** once entries have been submitted.

ABSENCES/DELETIONS

JUNGLE JIGGLERS ©; NON REGULATED CLASS GRADES; VOCATIONAL GRADES; PERFORMANCE AWARDS.

If a candidate/s is/are marked absent from the date of entry or on the day a 50% refund will be offered. **ALTERNATIVELY** you can opt to enter the absentee/s via a pre - recorded submission **WITHIN 3 MONTHS** of the original session date. Please state your preference to your Examiner or contact Head Office as soon as possible.

GQAL REGULATED GRADES AND 'IT'S SHOWTIME' ©AWARDS

If a GQAL Regulated candidate or It's Showtime group withdraw or are marked absent **NO REFUND** will be given. A full credit transfer of the fee and examination will be offered. In order to claim a credit transfer please complete the Credit Transfer Form (CTF) in Teacher Essentials. You will be expected to provide evidence for the reason of withdrawal/absence within 14 days of the session taking place. Transfers will last 12 months from date of issue and can be used for EV or LS sessions only.

COMPLETE CANCELLATION OF A SESSION

A full credit transfer of your session will be offered; NO REFUNDS will be given.

Sometimes things happen. Whatever the reason for you cancelling your session we will understand. No extra charges will be incurred.

Please complete a CTF (Credit Transfer Form) submitting evidence for the reason of cancellation within 14 days.

REPORT FORMS

- There is no need to complete any report forms for your session, we do that for you! Please ensure that the information you provide on the 'EEF' is correct as these details will be used to process reports and certificates. Charges may be incurred for mistakes/rectifications.
- You will receive your report forms as soon as possible after submission of your entries and payment of fees. Please check each one to ensure all information is correct.
- Please inform Head Office as soon as possible with any corrections **WITHIN 48 HOURS OF RECEIPT.**

EXAM SETS, EXPECTATIONS & IDENTIFICATION

FOR FURTHER INFORMATION TIMINGS, NUMBER OF ROUTINES,
CANDIDATE PER EXAM ETC
PLEASE SEE 'EXAMINATION GUIDELINES'

- Candidates should be grouped as follows:
MAXIMUM OF 8 for Jungle Jigglers, Beginner Starter Star, Improver Starter Star, Advanced Starter Star
- **MAXIMUM OF 4** for Non Regulated Class Grades, GQAL Regulated Grades, Pointe, Performance Awards Bronze and above.
- **NO MAXIMUM** for 'It's Showtime' Group Awards
- **MAXIMUM OF 1** for Choreography Grades plus any performers of the work

- Sets should be as full as possible when timetabling. For example where there are four candidates they should not be split into 2 sets of 2.

- If your entries result in an uneven number of candidates, they should be grouped in an efficient way. For example, if you have five candidates taking the same examination they should be grouped as a three and two, rather than four and one. If you are unsure how to set your candidates' please contact Head Office for advice prior to finalising your timetable.

- Within sets, candidates should be prepared to dance solo and in combinations as prescribed by the individual syllabus content if appropriate.

- The Examiner may ask to see an exercise/amalgamation/piece again. Teachers are encouraged to reassure candidates that this is not a reflection on their ability, performance or subsequent result. It is merely to ensure that each candidate is assessed equally and fairly.

- Numbers or colours must be worn by each candidate as a means of identification for the examiner. Please ensure that these are large and distinct enough to be seen clearly.

UNIFORM & PRESENTATION

NPAA do not stipulate a 'set' uniform. We would prefer for you, the teacher, to decide what is best for your learners and your business. We do, however, have some requests and one or two suggestions! Please consider that everything we do is a 'performing art'; it's visual.

1. Please ensure that all candidates are suitably attired for the level and subject they are taking, with correct, well - fitting dancewear/outfits/costumes and footwear.
2. Long hair should be, where possible, set in a bun for Ballet, Jazz, Pointe and Tap genres. For all other genres it should be away from the face and secured/styled neatly.
3. Short hair should be away from the face and secured/styled neatly.

RECORDED SUBMISSIONS

We ask that you adhere to the following:

- The Teacher Member should introduce the candidate/s detailing:
 - * Full Name as it appears on the 'EEF'
 - * Subject and level of exam to be taken
 - * Where there is more than 1 candidate performing please use numbers/badges/ribbons for clear identification.
- The 'exam' recording must be made in one complete take; no editing is permitted. If this is found to be the case it may lead to disqualification.
- Ensure that the candidate/s are performing in a suitable, appropriate space. Please refer to the 'Checklist' on page 16 of this document for further details
- The candidate/s must be in full shot at all times.
- Sound levels must be checked for suitability of exam i.e Tap; Musical Theatre; Drama.
- Please submit your recordings to info@npaa.co.uk via We Transfer

PREPARATION BEFORE THE DAY: EV & LS SESSIONS

- The appointed Examiner will contact you prior to the session date. Be sure to check their contact details and leave yours with them. A mobile number is usually the best option.
- For EV sessions a full address, including postcode, notable landmarks and details of parking facilities should be given or sent to the Examiner via text or email. It is polite and customary to offer the Examiner refreshments and light meals across the session, depending upon length of the day. Please ensure that you also establish any dietary requirements the Examiner may have.

CHECKLIST FOR THE DAY

Prior to starting any session may we request that you do a Risk Assessment and check the following:

- Flooring and lighting: Performance space flooring should be appropriate (i.e. not carpet, tiles or concrete), be clean and free from hazards. The entire space must be well lit.
- Ventilation and temperature: The performance space should be at a suitable working temperature, which should not normally fall below 18.3°C/65°F. It should be well ventilated and heated as appropriate and in extremely cold weather extra heating may need to be provided. Please bear in mind that although you may be warm due to being busy bringing candidates in and out of the space, your Examiner and candidates may not be. It is essential that your candidates enter a warm space. It is also appropriate to provide a portable heater and, in case of extremely cold weather a blanket or something similar for your Examiner; it is always much appreciated!
- Doors: Vision panels in doors must be covered.
- Barres: These should preferably be fixed, however, stable, portable barres are acceptable. Please ensure that the Examiner is able to see each candidate clearly at all times.
- Examiner Table (EV session): A table and comfortable chair (preferably height adjustable) should be provided for the Examiner. The table should be steady and large enough for the Examiner to process all paperwork. It should be placed to avoid glare and sunlight, with a clear view of the entire performing space so that all candidates can be seen clearly throughout the examination.

These requirements are set out for the benefit of your candidates, not only to safeguard their health and wellbeing but also to ensure that they are all able to perform to their best. They are also intended to ensure a suitable and comfortable working environment for Examiners. If, in the opinion of the Examiner, the facilities provided may seriously disadvantage candidates, put them at risk of injury, or constitute an unsafe working environment, the exams may be suspended until the issue is resolved.

ON EXAMINER ARRIVAL AND THROUGHOUT THE DAY

- Please ensure that you nominate someone to await and welcome the Examiner personally. On arrival the Examiner should be offered some light refreshment after their journey; they may have travelled some distance. Details of toilet facilities and the nearest fire exits should be given. Meals (where appropriate) and refreshments should be provided for the Examiner throughout the day, noting any dietary requirements previously established.
- The teacher(s) should discuss any additions/absentees with the examiner prior to starting the day.

IN THE EXAM

ENTERING THE ROOM & DURING THE EXAM

- Please leave all report forms on the Examiners desk at the beginning of the day.
- On candidate entry to the room the Examiner will ask each candidate to confirm their name for report identification purposes.
- Numbers or coloured badges must be worn during the exam as a means of identification. They should be large enough for the examiner to see, and securely pinned to each candidate.
- Uniform/outfits/costumes should be appropriate, clean and well-fitting.
- Elastic or ribbons should be firmly sewn on ballet/pointe shoes in the correct position and securely fastened before entering the exam studio.
- Hair should be neatly and appropriately styled off the face and neck.
- Glasses may be worn wherever necessary.
- Jewelry and head coverings may be worn for religious or cultural reasons.
- Suitable make-up may be worn where appropriate.
- The Examiner can ask to see any part of the examination more than once.
- Candidates may take a water bottle into the exam studio.
- Candidates who are diabetic may take their insulin or a snack into the exam space.
- Candidates who require asthma pumps and sprays may take these into the exam space.

TEACHER ASSISTANCE

Verbal and visual cues from the teacher of assistant are encouraged and expected in the following examinations:

- Jungle Jigglers
- First Steps Ballet, Tap, Modern Jazz, Contemporary
- First Skills Acrodance
- First Actions Cheerdance
- First Moves Freestyle
- Foundation Level 1 Acrodance, Ballet, Cheerdance, Contemporary, Freestyle, Tap, Modern Jazz
- First Sounds and Foundation Level 1 Musical Theatre
- First Words and Foundation Level 1 Acting
- Starter Star Beginner, Improver, Advanced – all genres

ALL OTHER EXAMINATIONS

Teacher assistance is not permitted.

MUSIC

In Regulated Examinations the music operator must not face or interact with the candidates in any way. For all other examination this is not a requirement.

Please ensure that music is prepared and has been checked before the session begins.

All the music for Ballet, Tap, Modern Jazz and Contemporary SET work is available on the member portal. Please ensure that this is the music you use! Any issues with accessing/downloading the music please do get in touch.

RESULTS

All completed reports, **with the exception of REGULATED GRADES**, will be left with the teacher at the end of the session. Regulated Grade reports are subject to standardisation by NPAA Ltd. and GQAL.

RESULT	MARKS	TYPE OF EXAMINATION & SUBJECTS
PASS	NO MARKS ALLOCATED	<ul style="list-style-type: none"> • JUNGLE JIGGLERS – ALL SUBJECTS • FIRST STEPS – BALLET, JAZZ, TAP, CONTEMPORARY • FIRST SKILLS – ACRODANCE • FIRST ACTIONS – CHEERDANCE • FIRST MOVES - FREESTYLE • FIRST SOUNDS – MUSICAL THEATRE • FIRST WORDS - ACTING
NOT YET ACHIEVED	0 – 39	<ul style="list-style-type: none"> • FOUNDATION LEVEL 1 • FOUNDATION LEVEL 2 • CLASS GRADES • REGULATED GRADES <p style="text-align: center;">ACRODANCE, ACTING, BALLET, CHEERDANCE, CONTEMPORARY, FREESTYLE, MODERN JAZZ, MUSICAL THEATRE, TAP</p>
PASS	40 – 59	
MERIT	60 – 79	
DISTINCTION	80 - 100	
RESULT	MARKS	
NOT YET ACHIEVED	0 - 39	<ul style="list-style-type: none"> • ALL PERFORMANCE AWARDS • ALL 'IT'S SHOWTIME' AWARDS <p style="text-align: center;">ALL SUBJECTS/GENRES</p>
PASS	40 - 49	
COMMENDED	50 - 64	
HIGHLY COMMENDED	65 - 74	
HONOURS	75 - 84	
DISTINCTION	85 - 100	

DISPATCH OF GQAL REGULATED GRADE RESULTS

- NPAA Ltd. aims to issue Regulated Reports and Certificates, issued by GQAL **within 6-8** weeks of the session. NPAA Ltd. will aim to keep Teacher Members informed with regard to the timeframe. Please note that secure postal services are used therefore Teacher Members should be aware that they may have to receive these materials in person or allocate a responsible person to receive and sign for them.

DISPATCH OF ALL OTHER CERTIFICATES AND AWARDS

- NPAA Ltd. aims to issue these within 3 weeks of examination day. Please note that secure postal services are used therefore Teacher Members should be aware that they may have to receive these materials in person or allocate a responsible person to receive and sign for them.

FAIR DISTRIBUTION OF RESULTS AND LEGAL PROPERTY

- It is the responsibility of the Teacher Member to ensure that candidates receive all materials they are entitled to within a reasonable timescale following initial receipt. Failure to deliver them to the candidate in a timely manner will be regarded as malpractice.
- The passing on of false or incomplete information to candidates regarding results of exams, either verbally or in writing, distributing results information to third parties in advance of receipt by the candidate and / or without the candidate's consent are also regarded as malpractice.
- Any Teacher Member found to be in breach of these conditions will have their membership cancelled without notice. No refund of any fees membership otherwise will be offered. NPAA Ltd. will reserve the right to allow advertisement of affiliation and examination services. Legal prosecution may be pursued.

COMPLAINTS, RESULTS, APPEALS

The Complaints, Results, Appeals Form (CRAF) is available to download from the Documents section in Teacher Essentials. A separate document Complaints, Results, Appeals Information (CRAI) sets out the policy and procedures for complaints, enquiries about results and appeals for National Performing Arts Alliance Ltd. qualifications recognised by GQAL, Ofqual and Qualifications Wales.

These qualifications comprise:

- Graded Examinations in:

Ballet, Jazz, Tap (Levels 1-3)

The policy document and form **does not** cover:

- complaints which are not directly related to the above qualifications.
- general issues in the management of privately-owned schools/centre in which National Performing Arts Alliance Ltd. has no legitimate role.