

International Dance Teachers' Association

Requirements for the identification of candidates

In accordance with its statutory obligations as an Awarding Organisation, the International Dance Teachers Association (IDTA) takes reasonable steps to ensure the correct and accurate identification of all examination candidates.

1. Identity of candidates taking IDTA qualifications including Graded Examinations from Grades 1-5

In signing the Examination Session Request Form (entry form) and in accordance with the conditions of entry the teacher agrees to verify the identity of the candidate at the time of the examination.

2. Identity of candidates taking Vocational Graded Examinations and Professional Examinations

Intermediate, Advanced 1 and Advanced 2 Performer Awards, Pre-Associate qualifications, Associate, Licentiate and Fellowship qualifications.

All candidates, for the above examinations are required to show valid photographic identification when signing in on the day of the examination.

Any official documentation which includes photographic ID may be used such as:

- Passport
- Driving Licence
- Student Union Card
- Travel Pass
- ID Card

Candidates who do not possess valid photographic ID must instead complete a 'Photographic ID Form', including a current photograph of the candidate and the signature of the teacher, and present this in place of photo ID.

The Examiner will note on the Request Form / Professional Application Form whether or not the candidate has produced the required documentation, and what form the documentation takes.

If photographic evidence is not produced by the candidate on the day of the examination, they may take their examination but should submit their documentation to the IDTA Head Office immediately after the examination.

IDTA reserves the right to withhold the result if photographic evidence is not provided.

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INTERNATIONAL DANCE TEACHERS' ASSOCIATION Ltd  
 International House, 76 Bennett Road, Brighton, BN2 5JL  
 tel: #44 (0)1273 685652, fax: #44 (0)1273 606111, Email: [info@idta.co.uk](mailto:info@idta.co.uk), Web: [www.idta.co.uk](http://www.idta.co.uk)

**International Dance Teachers Association**

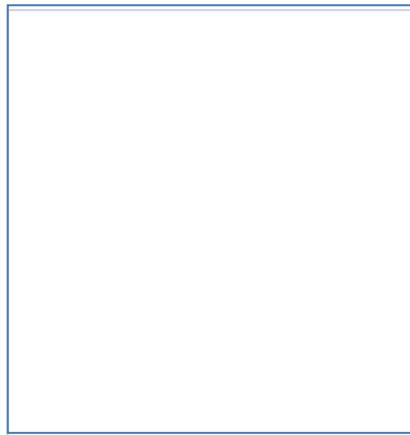
## Photographic ID form

Please read the form "Requirements for the identification of candidates" before completing this form. Only complete this form if:

- You are taking Vocational Graded Examinations or Professional Examinations Intermediate, Advanced 1 and Advanced 2 Performer Awards, Pre-Associate qualifications, Associate, Licentiate and Fellowship qualifications.
- You do not have any form of photographic ID to present to the examiner

|                      |  |
|----------------------|--|
| Candidate Name       |  |
| Level of Examination |  |
| Date of Examination  |  |
| Time of Examination  |  |
| Examination venue    |  |

The photograph below is a true likeness of the candidate stated above



*Please attach a passport-sized photograph clearly showing the candidate above.*

|                                                           |  |
|-----------------------------------------------------------|--|
| Name of person confirming ID of candidate                 |  |
| Relationship to candidate (teacher, parent, guardian etc) |  |
| Signature of person confirming ID of candidate            |  |
| Date                                                      |  |

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