

**For information about the AICD, the Borovansky Syllabus, Syllabus products and State Coordinators contact detail please refer to our website**

**[www.ballet.org.au](http://www.ballet.org.au)**

**AICD Refunds Policy**

*The Borovansky syllabus is administered by the Australian Institute of Classical Dance Inc. (AICD) who may grant special consideration to a candidate who is about to undertake an examination or assessment, where they are unable to attend that examination/assessment due to circumstances beyond their control, which include serious illness, compassionate reasons; a family bereavement, a natural disaster or serious adverse weather condition that prevents the candidate from attending the examination/assessment. In these circumstances, compensation may be sought. The AICD will not grant special consideration on the grounds of minor illnesses, mistaken timing, optional commitments of a personal nature or if a candidate changes their mind.*

*An application for special consideration must be submitted to the AICD National Examination Coordinator within four weeks following the examination date. In the case of illness, this must comprise a signed medical certificate or doctor's letter, indicating that the candidate was indisposed on the day of the examination/assessment. In other cases, a signed statement from an appropriate person is required, outlining the circumstances, together with any other appropriate supporting documentation. An application submitted for special consideration will be assessed by the AICD National Committee and where deemed appropriate, and at its sole discretion, the AICD will carry forward the examination/assessment fee for one session, thus enabling the candidate to enter again at the next session for no additional charge, except where fees have increased in the intervening period, and therefore the balance will be payable. If this is not possible or practical, up to 50% of the entry fee may be refunded.*

*Refunds will be processed within four weeks of the examination tour being completed if all applicable details have been submitted.*



A.I.C.D.

The Australian Institute of Classical Dance Inc.  
ABN 43 275 167 311 Artistic Director : Marilyn Jones OBE.

# BOROVANSKY SYLLABUS

Founder : Madam Xenia Borovansky

**EXAMINATION/ASSESSMENT  
GUIDELINES FOR TEACHERS**



A.I.C.D.

**An Australian Syllabus Inspiring  
Australian Dancers and Teachers**

## AIMS OF THE BOROVSANSKY SYLLABUS

- To foster and develop a love of dance.
- To encourage an awareness of ballet as a performing art in both vocational and non vocational students.
- To allow for the flexibility in teaching and examining a wide variety of body shapes, sizes and capabilities.
- To offer a graded system for students of ballet to cater for different levels of physical development and ability which increases gradually in technical difficulty each grade.
- To encourage dance quality, style, expressiveness and musicality from the beginning and develop these progressively.
- To expose students to a wide range of movements and steps as they progress through the syllabus.
- To offer safe and continuous progression through all grades in line with “Safedance” principles
- To teach students basic human anatomy and simple principles of physiology as it relates to ballet technique.
- To give students an awareness of dance history in the context of character steps and dances which are integrated into the syllabus, reflecting the heritage of the Borovansky Ballet Company which was famed for its wholehearted vigorous approach to national dancing.

## 14. PLACEMENT OF CANDIDATES IN THE ROOM

Candidates must be placed as follows, so that the examiner always reads from left to right.

	1	2	3	4	
4					1
3					2
2					3
1					4
	EXAMINER				

## 15. SCHOLARSHIPS AND SPECIAL AWARD MEDALS

- A “**Special Award Medallions**” shall be issued to the student with the highest mark of 88 or over in each Major level in the school. One only per level.
- Medallions may be awarded to the same student for consecutive levels.
- Where a medal is lost, a replacement medal may be purchased from the Institute. Cost \$10.00
- **Student Scholarships** will be available annually to the top students of the major levels within the Borovansky schools for first, second and third placegetters in each of Intermediate, Advanced 1 & Advanced 2 levels. Scholarships and awards are for students who obtain Honours in their respective level. The examiner sends their recommendation for scholarships/awards to the National Exam Co-ordinator. Scholarships/Awards are awarded at the discretion of the National Committee. Monies will be paid directly to the appropriate school (s) and go toward further training in the Borovansky method.
- The AICD have an award for boys participating in the AICD Borovansky examinations, named the **Garth Welch Award**. This award is for boys who are considered by an examiner to show great potential and a positive attitude. Should an examiner see such a boy they will then present a letter to the national committee outlining their reasons for nominating the boy. The National Committee will make it’s decision at the April National Committee Meeting. Monies are to go toward further training in the Borovansky method.
- The **AICD Teachers Scholarship** is awarded by the National Committee. AICD members can nominate a teacher (25yrs or older) for this award by going to the website and submitting their nomination on the Scholarship page. Details of the award can be found on the website. This award has to be taken in the year that it is awarded.

### 13. CONDUCT OF EXAMINATIONS

- In the absence of a pianist the teacher is responsible for provision of examination CD music, and shall provide a CD player or iPod and operate it during the exam. **Current Borovansky CD's only may be used in the examination.**
- Placement music system shall not be too close to or at the rear of the examiner so as not to disturb them while examining.
- Placement of the examiner's table, with a firm writing surface, must be in the optimum viewing position. Centre front.
- No other person except the examiner and the teacher operating the music system, may be present in the room during the examination, without the examiner's permission.
- In the event of students from different schools coming together for examination, the teachers shall operate the music system dividing the time in equal proportions to the number of candidates from each school or make a private agreement between themselves to cover such a situation.
- **Time must be allowed for the examiner to write reports. Five minutes between each group.**
- Students must follow the etiquette of showing respect for the examiner by entering the room quietly, in order, followed by a curtsy/ bow and greeting of the examiner. A proper exit from the room should be organised by the teacher.
- From Primary level upward examinations are not to be considered "normal" classes".
- At the Examiner's discretion, exercises from Grade 3 upwards can be seen on one or both sides at the barre.
- Where possible it is a general recommendation that all mirrors be covered in the room during the examination.
- Teachers may discuss technical problems only with the examiner.
- **Timing of examination or assessment sessions:-**

Beginners, Pre Primary, Primary	30 min- <b>plus</b>
Grade 1	35 min- <b>5 minutes</b>
Grade 2/3	40 min- <b>writing time</b>
Grade 4	45 min- <b>between</b>
Grade 5	60 min- <b>each</b>
Grade 6	70 min- <b>exam is</b>
Intermediate to Advanced	75 min- <b>mandatory</b>

**Total examination time per day including tea (15 minutes) and lunch breaks (30 minutes) will be no more than 8 hours**

ALL TEACHERS ENTERING STUDENTS FOR EXAMINATIONS MUST BE CURRENT FINACIAL TEACHER MEMBERS OF THE AICD AND USE THE LATESTS VERSION OF THE BOROVANSKY SYLLABUS AND MUSIC. TEACHERS WHO ALLOW THEIR MEMBERSHIP TO LAPSE FOR A YEAR OR MORE WILL NEED TO PAY THE REJOINING FEE IN ADDITION TO THEIR YEARLY MEMBERSHIP FEE WHEN ENTERING STUDENTS FOR EXAMINATION/ASSESSMENT.

EXAMINATION ENTRIE FORMS ARE ON OUR WEBSITE AND PAYMENT FOR EXAMS SHOULD ALSO BE MADE BY CREDIT CARD FOLLOWING THE INSTRUCTIONS ON THE WEBSITE  
[WWW.BALLET.ORG.AU](http://WWW.BALLET.ORG.AU)

Each State Coordinator in conjunction with the National Examinations' Coordinator, organise the block of dates for the examination session to be conducted in their state. The State Coordinator will then refer to the teachers so that specific dates can be arranged for individual schools wishing to participate in the upcoming examinations session.

Once these dates are finalised, teachers should send all examination entries and correspondence to the State Examination Coordinator no less than 8 weeks prior to exams. In turn the State Coordinator will send all information to the National Coordinator no less than 6 weeks prior to exams.

State Coordinators contact details are on the website [www.ballet.org.au](http://www.ballet.org.au)

AICD National Examination Coordinator  
Mr Jak Callick  
PO Box 2447  
Werribee VIC 3030  
Email: [examinations.aicd@ballet.org.au](mailto:examinations.aicd@ballet.org.au)

MEMBERSHIP FORMS, SYLLABUS, MUSIC and DVD'S ARE AVAILABLE FROM WEBSITE: [www.ballet.org.au](http://www.ballet.org.au)

**ONLINE MEMBERSHIP AND OTHER PAYMENTS CAN BE MADE WITH CREDIT CARD THROUGH PAYPAL FROM OUR WEBSITE. (you do not need to join Paypal , just use credit card and follow the instructions.)**

## **IMPORTANT INFORMATION FOR TEACHERS WISHING TO ENTER STUDENTS FOR EXAMS IN THE BOROVANSKY SYLLABUS WITH THE AICD**

The National and Examination Committees wish to maintain a high standard with the Borovansky Syllabus. Therefore it is necessary for teachers to keep abreast with current trends in regard to the syllabus so that this can be attained.

It is compulsory for all teachers to attend a meeting with the examiner at the end of the examination session. Teachers who do not comply with this may not be eligible to enter future examination sessions.

State coordinators should organize a teachers meeting with the examiner at the end of an examination session, in a convenient central location within the capital city. When it is impossible for a teacher to attend the examiners meeting, they must send a representative from their school to attend the examiners meeting. For schools in remote areas i.e. more than 80km from the capital city, teachers may request a meeting with the examiner immediately after the exam session at their school. This should be approx. 15 min in duration and be factored in with the scheduling of examination time-table.

At the teachers meeting, the examiner will discuss the weaknesses and strengths they have noticed during the examination session.

It is important that all teachers attend the meetings as set out by the AICD to further their professional development. It is acceptable for teachers to attend further development courses run by other organisations. Proof of attendance i.e. official receipt, needs to be sent with your professional development (PD) documentation due at the close of each year and may be credited by the AICD.

Other AICD approved ways to further professional development are business skills courses or study, recognised courses that relate to dance teaching, health, business, child development, performances or courses of dance or movement.

As part of the AICD's endeavours to maintain the high standards of the Borovansky Syllabus, the Institute reviews our teacher's annual examination results. If a teacher or school continually receives below standard results or reports of students with inadequate knowledge of their exam work, badly groomed exam candidates, students taking their exam with ill fitted shoes or not running the exams in an orderly fashion as set out in the Teachers Guidelines booklet, the National Committee of the AICD will notify the particular teacher. They will be asked to only submit students for Assessment and not Examination for a period of two years. During this period the teacher will be under review every 12 months and the Institute will provide

## **12. EXAMINATION AND ASSESSMENT UNIFORM**

- All candidates must wear correct uniform at examinations/assessments.
- All candidates must wear their allocated number, clearly visible on the front of their uniform. Label size must be approximately 14 cm x 10 cm with number height of approximately 7 cm. BEGINNERS / PRE PRIMARY / PRIMARY Leotard and optional skirt (teacher's choice). Pink tights or socks. 'Crossovers' are acceptable in very cold conditions.
- The Borovansky Syllabus requires that all examination shoes be from a quality, reputable brand.

### **GRADE 1 / GRADE 6**

Leotard. (optional skirt) School's choice of colour.  
Pink shoes / pink tights  
Pointe shoes (grade 6)  
Hair tightly fixed in balletic hairstyle.

### **EXTRAS AS NECESSARY**

Ribbon and flowers in hair (optional)  
1/2 tutu / character skirts  
Character shoes (optional)  
Props for dances / mimes

### **GRADES BOYS**

White cotton singlet / Tshirt  
Black / Navy or Grey tights  
Black / Navy shorts  
White socks & Black or White shoes  
No black elastic over white socks

### **MAJOR BOYS**

White sleeveless cotton singlet  
Black / Navy tights  
White socks  
Black or White shoes

### **MAJOR GIRLS**

Black / dark blue or school colour sleeveless leotard with optional chiffon matching short skirt. Thighs to be exposed.  
Pink tights  
Pink ballet shoes and Pointe shoes  
Character shoes and skirt  
Optional matching 1/2 tutu for pointe work  
Candidates may wear light, day makeup  
No jewellery or nail polish is to be worn

## 11. EXAMINATION RESULTS AND CATEGORIES

### AICD Assessments (Primary to Advanced II)

Certificates, reports and badges will be given to candidates.  
No categories will be stated.

### Borovansky Examinations (Primary to Solo Seal)

Pre Primary Assessment (Pre Primary is an assessment only)  
Successfully completed. No mark.

Primary / Grade / Majors:

Required level not attained—less than 50

Pass 50-54

Merit 55-64

Commended 65-74

Highly Commended 75-84

Honours 85-100

Solo Seal

Required level not attained—below 80

Pass 80—89

Pass with Distinction 90—100

- Successful candidates will be presented with a report, certificate and medal.
- Students are marked on Technical Ability, Presentation, Artistry, Grooming, Musicality and in the major exams Pointe Work and Boys Skills.
- “Special Award Medallions” are awarded to students in both grades and majors. (please refer to page 15)
- The decision of examiners is final and no correspondence shall be entered into.
- Under no circumstances will a teacher withhold examination results or certificates from candidates.
- Any examination or assessment report forms found to have errors in result information or details, such as spelling of a candidate’s name may be returned, by the teacher, to the Examination Co-ordinator for correction within one month after the date of receipt of the certificates and reports. Correct spelling of names shall be taken as that appearing on the entry form.
- Where there is a teacher’s error in the spelling of a name the incorrect certificates may be replaced for a fee of \$10.00 to cover postage and handling.
- Examination marks will not be given to students. Categories only will appear on reports and certificates.
- **NO DISCUSSION OR CORRESPONDENCE ON RESULTS PRIOR TO OR AFTER EXAMINATIONS WILL BE ENTERED INTO.**

## TEACHERS PLEASE NOTE!

There are two examination streams for students from Intermediate to Advanced II, Stream A and Stream B. Stream A is the full examination with pointe work and Stream B is without point work. Option B is for students who are not suited to pointe work but would still like to be marked for the rest of the components of their level of ballet.

Please read these guidelines carefully as there are amendments and new guidelines that must be adhered to.

1. Please be sure to
  - place students in the correct order (see page 15)
  - allow sufficient time for the examiner to write notes during the exam.
  - leave the room with the students while the examiner writes the reports.
  - provide a firm writing surface for the examiner.
  - operate music system well away from the examiners table. Please do not stand directly behind the examiner.
2. To reduce spelling mistakes on reports and certificates, teachers are asked to use the ‘excel’ exam forms found on the website ([www.ballet.org.au](http://www.ballet.org.au))
3. **All teachers whose names appear on the entry form as teacher of the students for that examination must have at least Associate status or commenced studying for Associate status from the AICD. Please see the section on ‘Teacher Accreditation’ in this booklet.**
4. In accordance with current Federal and State laws, the AICD advises that all teachers should have a current, “Working with Children” registration in their State.

## GUIDELINES FOR EXAMINATIONS & ASSESSMENTS

### 1. MEMBERSHIP FEES

Any teacher wishing to enter candidates for AICD Borovansky Syllabus examinations must be a financial member of the AICD.

The membership fees of the Institute are set by the National Committee and reviewed annually. Membership forms and details are found on the website.

**This includes all “class teachers” whose names appear on entry forms.**

The memberships are:

- **TEACHER MEMBERSHIP** applies to all teachers and junior teachers who are teaching and/ or entering pupils for the Borovansky Exams or Assessments with AICD Inc.
- **JOINT MEMBERSHIP** is available for two (2) teachers from the same studio.
- **MEMBERSHIP** is available for anyone who is interested in joining the AICD and supporting the various functions, seminars and Scholarships that are conducted throughout the different Regions/States.

### 2. EXAMINATION SYLLABUS, MUSIC AND THEORY

Copies of the revised AICD Borovansky syllabus, music CDs and theory books are available from **Joan McGrath P O Box 193 Winston Hills, NSW 2153**. All materials are subject to copyright. Any faulty material must be returned within ten (10) working days of purchase with a copy of receipt.

The Borovansky Syllabus, originally created by Madam Xenia Borovansky, is regularly updated by a sub committee consisting of the AICD Artistic Director, Examiners and senior teachers, inline with current trends and safe dance considerations. All teacher members will be given notice of the alterations.

Exercises, as set down for exams, are open to discussion by teacher members at any time. All teachers of the Institute will use the syllabus and music in accordance with the regulations set down by the Institute. Each school **MUST** have purchased the revised CD’s, DVD’s and Syllabus to be eligible to enrol in exams.

Exam/Assessment candidates from Primary upwards will be asked ballet **theory questions** by the examiner. These questions will relate to the information provided in the new **theory book**. The book is designed as a work book for students and is a valuable teaching aid. Teachers are asked to encourage their students to purchase a copy so they may learn the terminology and theory required for each grade.

### 10. STUDENT NUMBERS FOR EXAMINATIONS AND ASSESSMENTS

The number of students in the examination room shall normally be as follows:

Pre Primary / Primary 4 maximum (*unless there are only 5 students in that grade, 5 is permitted but extra time must be allocated for writing.*)

Grade 1 / Grade 6	4 per session
Intermediate / Advanced	4 per session

- No student is to be examined by themselves (Solo Seal excluded) Teachers should ask to include a sole entry at a nearby school unless school is in an isolated area.
- When numbering student for the exam classes, each new GRADE starts from 1. **NOT** each group.
- The minimum number of students submitted for examination or assessment at a venue is twenty or a minimum of 4 hours of exams. If there are less than the required amount of hours or students then an extra \$50 per hour will need to be paid by the host school.
- Schools in the same city or area may conduct examinations or assessments at the same time, at the same venue, to make up the required number.
- In general, there will be one examination period per year in each city.
- For Solo Seal (Borovansky), the maximum number of students to be examined on any one day is six. **To be eligible for Solo Seal, candidates must obtain Highly Commended or Honours for their Borovansky Advanced II exam.**

## 8. GRADE REQUIREMENTS

### Suggested minimum ages:-

Pre Primary	4—5
Primary	5—6
Grade 1	6—7
Grade 2	7—8
Grade 3	8—9
Grade 4	9—10
Grade 5	10—11
Grade 6	12 and over

Students should complete examinations and assessments in ascending order. However, at the discretion of the teacher, a student may be entered for an examination or assessment more than one grade above the grade previously examined or assessed.

A student may not be entered for an examination or assessment in a grade lower than that for which they have previously been examined or assessed.

Students may be entered for more than one examination or assessment at one time. In such cases the order of examination or assessment will be to start with the lower grade and proceed to the higher grade only if the lower grade has been successfully completed.

The pointe work in Grades 5 & 6 is optional and it is recommended that teachers take care to abide by safe dance practices when allowing students to commence point work. Exam candidates for these grades who are not yet ready for pointe work must demonstrate the point work on demi pointe using the same technique that pointe work requires i.e. strength in feet and ankles, correct posture and use of turn out. Grade 5 and 6 exam candidates are still able to achieve Honours if they demonstrate the pointe work on demi pointe.

## 9. MAJOR LEVEL REQUIREMENTS

Intermediate  
Advanced 1  
Advanced 2  
Solo Seal (Borovansky)

- Students must complete major examinations in ascending order.
- Candidates for Intermediate or above must be aged 13 years or over.
- **Pointe work is compulsory for students taking the Major Examination A. For Major Examination B candidates do not need to do the pointe work but will not receive the 15% mark allocated to pointe work.**

## 3. EXAMINATION AND ASSESSMENT ENTRY

Advice of any teacher's **intention** to submit examination / assessment entries must be received by the National Examination Coordinator at least three months prior to the intended examination or assessment date. State Coordinators need to liaise with teachers and inform the national coordinator so preparations for exam sessions run smoothly.

Examination/assessment entry forms and fees must be received by the State Examination Co-ordinator no later than **eight weeks** before the examinations. Teachers are to send **one cheque only** for their schools examinations made payable to the AICD. The State Coordinator then sends all State entries and fees to the National Coordinator. **Late entries are the responsibility of the teacher and will incur a penalty fee of \$5.00 per student.**

Please note that no candidate will be accepted for examination if the entry form is not signed by the teacher.

The National Examination Co-ordinator checks all examination and assessment entries. Receipts for the entry fees will be issued to the teacher by National Treasurer.

## 4. EXAMINATION CO-ORDINATOR

The Examination Co-ordinators are appointed by the National committee. State Examination Co-ordinators finalise the actual dates, collate all exam entries and forward them directly to the National Co-ordinator. They shall act as a liaison officer between the National Coordinator, the teachers and the examiners, in arranging suitable examination dates and venues and to ensure the smooth and proper conduct of the examinations / assessments.

Report sheets, certificates and badges may be posted to the individual schools or the examiner may bring them on the day. The coordinators will take due care to ensure adequate packing of all items to be posted.

On receipt of the report sheets, certificates and medals, teachers are to check that all is in order. Sometimes errors may occur with the spelling of names and such. In this case the teacher is to notify the National Coordinator Immediately so the item can be replaced. If the error is the fault of the teacher, \$10 will be charged to replace the certificate.

## 5. EXAMINATION AND ASSESSMENT FEES AND REFUNDS

- Examination and assessment fees will be reviewed annually by the national committee of the Institute.
- An entry fee, once paid, may not be transferred from the nominated examination or assessment category to another or from one named candidate to another student.
- If any candidate fails to appear at the proper place or time for the examination or assessment, no other student may take that candidate's place.
- Entry fees shall be forfeited if a candidate is absent or late for the examination or assessment without reasonable excuse.
- The names of any candidates absent from the examinations or assessments because of illness or any other circumstances will be listed by the teacher and forwarded, as a signed document, to the Examination Co-ordinator within seven days of the completion of the examinations or assessments. The teacher will retain a copy of the list.
- In the case of absence due to illness and a doctor's certificate is produced, the candidate may present for examination or assessment at any suitable opportunity in the same calendar year without paying another entry fee. If not re-applying, the entry fee will be refunded.
- All applications for refund shall be made in writing to the National Examination Co-ordinator.
- Teachers must itemise any additional charges over and above the stipulated examination/ assessment fee. Any service charge above the AICD scheduled fee should be made clear to parents of participating students. If teachers want a master class from the examiner it must be arranged by the State Co-ordinator prior to the examinations and paid to the AICD by the teacher.

## 6. ASSESSMENTS

Assessments are intended to be used as a bridging test or for students recently joined or physically unable to master certain syllabus aspects.

The AICD Borovansky syllabus may be used as a basis for an assessment if a teacher does not want to construct their own class. No marking categories (only comments) will be given on Assessment reports.

Assessment candidates receive a certificate and medal with their reports. Candidates taking Major Examination B are not required to do pointe work but must be able to demonstrate the pointe work exercises on demi pointe and answer the pointe work theory questions from the Borovansky Theory book. Major exams must be completed in sequence ie Intermediate, Adv 1 then Adv 2. A student can not do the Adv 1 or Adv 2 exam without completing the Intermediate exam (not just the assessment) or the equivalent standard in another syllabus.

## 7. EXAMINERS AND ASSESSORS

- Examiners will be appointed by the National Committee
- No teacher shall be appointed as an examiner or assessor to their own school.
- The Examiner/Assessors accommodation will be arranged and pre paid by the host school or schools and then be reimbursed by the Institute.
- The host school shall provide morning and afternoon teas and lunch for the Examiners and Assessors, where required. The schools shall also provide transport to and from the examination venue.
- State coordinators are to liaise with teachers to organize the Examiners transport from one venue to another and details such as name and mobile number of the driver who might be picking up the Examiner, should be given to the Examiner so they have a point of contact. Accommodation details should be sent to the examiner well in advance of the exams.
- Under approved circumstances, the AICD may arrange out-of-session examinations/assessments for individual schools who for some reason may be unable to participate in the designated session. However, Examiner costs including airfares, accommodation, meals and transport will be the responsibility of the host school.