



Oriental Fine Arts Academy of London (OFAAL)

International Examination Application Form

Contact: Mobile: +447908199944 (Messages Only) Email: ofaalexams@hotmail.com

Student Index No	
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Details of Examination	Theory and Practical Examination will take place on 24 February 2018 at MUDRA SCHOOL OF INDIAN CLASSICAL DANCES	Theory Grade 3 to Diploma - All subjects Time: 08:30 AM - 2:30 pm Practical Grades 1 to 8 - All subjects Time: 08:30 AM - 5:00 pm
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Please read all the information provided on page 2 prior to completing the application form.
Closing Date: 02 February 2018. Examination fee(s) are NON-REFUNDABLE and NON-TRANSFERABLE. Postponement of the exam sitting is NOT ALLOWED unless there are exceptional circumstances. All illnesses must be supported by a Medical Certificate.
 Please complete the following in CAPITAL LETTERS.

Surname				Title: (circle as appropriate)
First name				Mr. / Miss / Mrs. / Ms.
Address Line1		D.O.B		
Address Line2		Email		
Address Line3		Mobile		
Post Code				

	Subject	Grade	Theory (please Tick ✓)	Practical (please Tick ✓)	(a) Name of Teacher	Presented for the exam by (only, if different from (a) i.e. School/ Institute)	Fees €
1							
2							
3							
4							

Total Exam Fees Due: €

Practical Centre	Ireland	MUDRA	Teacher's Name	Teacher Signature
Theory Centre	Ireland	MUDRA	Teacher's Name	Teacher Signature

Fees Table for each subject – fee includes theory and practical examination

Grade	Grade 1	Grade 2	Grade 3	Grade 4	Grade 5	Grade 6	Grade 7	Grade 8 (Diploma)	Post Diploma
Fees	€42	€46	€50	€57	€64	€72	€82	€96	€120

Fee paid by (Name) _____ Method: Cash / Cheque / Postal Order / Online (circle as applicable)

Please make cheques / Bankers Draft payable to 'OFAAL'. Please write Student Name and address on reverse of cheque.
 For online bank transfer: A/C No. 61226371: Sort Code. 40-07-37, Reference 'OFAAL'.

If you are applying for theory or practical part only then please state when other part was completed or intend to complete	*
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Please forward the completed application form with the appropriate fee to: **OFAAL, 54 HILL RISE, GREENFORD, UB6 8PE.** or to MUDRA SCHOOL OF INDIAN CLASSICAL DANCES. email: mudraireland@gmail.com

Closing Date: 02 February 2018. Late application may be accepted at an additional fee of €6.00 until 18/02/2018

Website: <http://www.wlts.org.uk/ofaal.html>

Exam admission card will be sent via email by **08/02/2018**. Applicants are kindly requested to contact via ofaalexams@hotmail.com for any enquiry.

OFAAL Examination – Terms and Conditions

Application Form

1. Application form(s) must be filled in by the candidate and signed and dated. If candidate is under the age of 16, a person with parental responsibility must sign and date the form.
2. Application form(s) will not be accepted and/or processed without full payment and fully completed application form. Teachers and Parents are kindly requested to check the application form for correct spelling of candidate's **First Name(s)** and **Surname** as they will appear on the exam certificate. Any errors/ omission is the responsibility of the candidate or the responsible parent / teacher. Any correction requests for Name will incur an additional administration fee of €10.
3. All mandatory field must be completed prior to printing/ submitting the application form for payment. Any errors/ omission is the responsibility of the candidate or the responsible parent / teacher.
4. Application form(s) and payment must be received by the Centre Co-ordinator or the office by the closing date printed on the form. Late application(s) will be accepted up to five days after the closing date, **on payment of the Late Application fee of €6 per form**. Any form(s) and or payment received after the Late Application date will not be processed and the application form will not be returned to the sender.
5. Proof of posting is not proof delivery and thus it is your responsibility to ensure that you post your application and payment well in advance, and if necessary, to use a tracked mail service, like Royal Mail Signed For or Special Delivery etc.

Payment of fees

6. Fees, once submitted for payment for exam(s), whether by cash, cheque or online are **non-refundable** and **non-transferable**.
7. Exam fee(s) cannot be used for postponing under any circumstances. In the event of illness, a medical certificate will be required as proof.
8. Cancellation after payment will result in the forfeiture of all fees.
9. If the candidate does not present themselves for the exam on the chosen date and time, this will result in the forfeiture of all fees.
10. Application form(s) will only be process on receipt payment by cash, on cleared payment by cheque or cleared online payment.
11. Where subsequently a cleared payment is recalled by the bank, for whatever reason, the application will be treated as null and void and an administration charge of €10 will be levied, payable by the candidate or the responsible parent / teacher.
12. The correct fee(s) must be accompanied with the application form(s). Any errors may incur an additional administration fee of €10.
13. Please keep all payment receipts safe as you may be required to produce it in the event of a query.
14. For online payment - please note that there will be a surcharge (as stated on the payment page and subject to change without notice) when making payment using credit cards. Debit cards will not incur a charge.

Admission Card(s)

15. On submission of the application form(s) and payment of the correct exam fee(s) (cleared payment in the case of cheque or online payment), your application will be processed and Admission Card(s) will be issued and delivered to your email address, five days prior to the exam date. Please ensure you have included your email address on the application form.
16. All Admission Card queries must be made at least two working days prior to the exam date. Please direct all queries to the Centre Co-ordinator or the office via telephone and/ or email.
17. If you wish to have the Admission Card(s) posted to your home address, please include an additional €5 to the exam fees.
18. Candidates registering via the online service at www.wlts-ofaal.org.uk web site can obtain their Application Form, e-Admission Cards and Results online.

Examination

19. The OFAAL syllabus can be obtained by contacting us by email at ofaalexams@hotmail.com (Theory books or Title Sheet contents are not considered as full syllabus).
20. For practical examination(s) - candidates must print, complete and bring with them 2 copies of their Title Sheets relevant to the exam(s) being taken. The Title sheets are then to be handed to the Examiner(s) in the examination room.
21. The OFAAL past paper sample can be accessed on our website www.wlts-ofaal.org.uk.
22. Vocal & Instrumental candidates MUST bring their own instrument(s) and Surithi Box to the practical examination as appropriate.
23. Bharathanatiam candidates must pre-record every song / piece they wish to use in the exam, on to separate CD's and bring together with their CD player to the examination.
24. Use of Smart Phones with loudspeaker facility for Bharathanatiam or as a Surithi box is accommodated as long as its loudness meets or is better than 70dB noise level at 1 meter. The candidate must be able to operate the smartphone proficiently for this without causing any delays to the examination process and the phone MUST be switched to Flight Mode, when entering the examination room, to ensure your performance at the examination is not impaired / distracted by any incoming calls or SMS messages etc.
25. If you have already taken a theory / practical examination for a subject, please insert the date and the result you have achieved for that grade on the application form.
26. Car parking space is very limited at the examination centre(s) and thus will be allocated on a first come first served basis only. If you park on the roads, then please obey the road signs / markings and consider the neighbours around the examination centre. Any illegally parked vehicle(s) may be subject to Penalty Charge Notice issued by the local council.
27. There will be drop-off points at the examination centre(s). Please refer to signage at the centre(s).
28. OFAAL / WLTS will not take any responsibility whatsoever for any loss or damage to vehicle(s) and/ or its contents whilst on examination centre premises.
29. Please ensure you keep all your belongings with you at all times, including instruments, as OFAAL / WLTS will not take any responsibility whatsoever for any loss or damage to such belongings.
30. The OFAAL committee's decisions are final with regards to the OFAAL examination(s) and no third party can be entered in to.
31. All Certificate related queries must be made within one calendar month of results being released. Outside this time limit an administration fee of €10 is payable for each certificate related query.
32. Remarking of examination papers must be submitted in writing to the Centre Co-ordinator or the office and all such request(s) must be received within 28 days of the results being released.
33. Examination Certificates will be sent to your Centre Co-ordinator, Teacher or Institution. Please contact your Centre Co-ordinator if you have not received your certificate(s) after the publication date. **If you want your certificate to be forwarded to your home address please add €10 to your examination fee.**
34. The amount of time allocated for each grade varies and it is always longer for higher grades. Examiners are expected to test various aspects of the practical subjects. It is very common for them to intervene while a candidate is performing a particular element and ask the candidate to perform another piece. This is not to say that the candidate has poorly performed on that element, but to ensure fair assessment.
35. **Multiple Applications** - To ensure adequate time for us to process multiple applications, please submit your applications to OFAAL at least two weeks before the closing date.
36. Time(s) allocated for Theory exam(s) are not alterable to suit individual requirements.
37. Practical examination session times are **automatically allocated in order of application fees clearing sequence** from the portal opening date. If you have specific preference for morning or afternoon session, please apply early and advise us by email to ofaalexamsadmin@hotmail.com to enable OFAAL to accommodate you. We will inspect the date and time of your application and will try and accommodate this where possible.
38. All practical exam duration are approximate. Please allow enough time prior to and after the allocated time for any variance that may be necessary; especially where this is beyond our control.

Disability Assistance

39. If you require any special assistance on the day of the exam due to any disability or medical condition then please let us know well in advance of the exam date.

Diploma Candidates

40. Candidates applying for Diploma examination(s) must have attained the age of 14 at the time of making the application.
41. Candidate must send a copy of their birth certificate or photo ID (copy of passport, Nation Identity Card or Driving Licence) and a copy of their Grade Seven OFAAL certificate with the Application Form for age and eligibility verification.
42. Candidates must have passed Grade Seven theory and practical of the OFAAL examinations in the particular subject they are applying for.
43. The minimum expected grade for theory and practical exams is Merit (there is no Pass grade for Diploma).
44. **Note:** You will not receive the Kalajothy title until you have completed OFAAL Grade 8 theory and practical examinations.

Post-Diploma Candidates

45. Candidate(s) applying for Diploma examination(s) must have attained the age of 16 at the time of making the application.
46. Candidate must send a copy of their birth certificate or photo ID (copy of passport, Nation Identity Card or Driving Licence with the Application Form for age and eligibility verification.
47. Must have passed at least grade four in another fine arts subject of the OFAAL examinations.
48. Must have achieved the OFAAL Kalajothy Title in their chosen subject.
49. Candidate(s) must send their dissertation together with the Application Form in preparation for the VIVA part of the examination.
50. Contact the Centre Co-ordinator as soon as you have decided to take part in the Post-Diploma examination so that arrangements can be made.
51. **Post Diploma applications will not be processed if the dissertation of the chosen topic does not reach your OFAAL country co-ordinator within seven days of receiving the application.**
52. The Post-Diploma candidate is expected to summarise and present to the board and audience the dissertation using Power Point slides emphasising the salient points of the dissertation subject. This will be an interactive question and answer session involving the examination panel and questions and the invited audience, duration approx. 60 minutes.

Complaints

53. We will try and resolve any issues quickly, efficiently and amicably.
54. All complaints must be put in writing and sent to the Centre Co-ordinator or office within 30 calendar days of the concern occurring. Verbal complaints will not be entertained.

I have Read and Understood and Accept the Terms and Conditions (please Sign and Date and tick box to confirm)

Full Name: _____

Signature: _____ Date: _____