

RSL Awards

表演艺术水平认证中心 设立指导手册

RSL China Performance Arts Exam Centre Setup Handbook

本手册用于指导 RSL 中国代理机构了解设立音乐水平认证中心的规范和条件，并包括相关文件模版。仅供代表机构内部使用，请勿发给第三方。

This Handbook serves as a guidance for RSL China Representatives when establishing new Exam Centres for RSL; working templates are also included. This Handbook is for RSL China Area Reps internal use only. Please do not further distribute to any third party.

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RSL 现代表演艺术水平认证中心审核条件 Taking on New Exam Centres

收到新的水平认证中心申请要求后 Upon receiving a new centre request

区域代理负责审核和确认该中心的地理位置附近是否有成立新中心的需求。

On receipt of the application form, Area Reps are responsible to check and see whether there is demand for the new centre.

是否需要设立新中心，取决于以下前提：

Demand for a new centre can be judged by:

- 该地点附近是否有足够多的设立中心需求：该地点附近 40 公里半径范围内是否已有中心设立。
- The lack of a centre in an area where there is significant demand and no centre within a 25 mile radius.
- 同一城市内确实有设立两间中心的迫切要求，例如都有需要在平时以及周末进行水平认证。
- Such a high demand in a city that two centres are required i.e. demand for both weekday and weekend exam dates.
- 该中心是否有学生申请参加 RSL PAA 的水平认证，且学生人数达到 30 人
- The centre puts in candidates for RSL PAA exams with a minimum entries number of 30 candidates
- 该中心的设备是否符合水平认证设备要求。
- The equipment and setup of the centre must meet the criteria (please see “Centre Requirements”).

是否需要新设立中心以替代旧有的：

Demand for replacing an existing centre:

- 已有中心的表现如何——是否有持续的投诉和问题
- How has the existing centre performed- have there been consistent complaints or issues
- 设备是否达到较高标准？
- Is the equipment of a higher standard?

我们不会拒绝设立新的中心，除非提出申请的中心完全达不到标准。如果目前无法在该城市设立新的中心，我们会保留这份申请书，并根据实际情况在将来使用。

At no point reject the centre, unless they are entirely unsuitable. If we are unable to take the centre, we will keep them on file.

到达中心时 On arrival at the centre

区域代理将从以下几方面进行考察：

Area Reps will consider the following:

- 这间中心容易找到吗？
- Was the centre easy to find?
- 附近有提供给考生和考官的停车位吗？
- Was there parking available for the examiner? This does not need to be on-site.
- 这间中心有残障人士设施吗（例如轮椅坡道）？
- Does the centre have disabled access?
- 用作考场的房间，门上有视窗可以看入水平认证房间里面吗？
- Is there a window looking into the exam room?
- 水平认证房间是隔音的吗？
- Are the exam rooms sufficiently sound proofed?
- 场地设施是否达到良好的标准？
- Is the equipment of a good standard?
- 水平认证房间足够大吗？
- Is the exam room big enough?

区域代理在同一地区考察多家中心时，不会马上做出决定。在考察完所有的中心之后才会做出相关决定。

When area reps are looking at multiple centres in the area, they aren't able to make a decision on whether any centres will be taken on as a centre until they have seen the other centres.

参访之后 After the visit

区域代理将通知成功申请者，并发送包括服务协议（SLA）在内的文件包。

Area reps will inform the successful venue that they will be an official exam centre, and send the centre a Welcome Pack with a personalised Service Level Agreement (SLA).

文件包内容包括:

The Welcome Pack Consists of:

文件编号 File #	文件 File Content	说明 Remarks
00	RSL 代理合作章程	RSL 代理合作章程及品牌保护规范
01	水平认证中心附加信息表 (见第 8 页) Exam Centre Additional Information	认证中心填写完毕后, 发给区域代理进行备案和网页上传 Exam Centre fills out all the information in the Form and revert to Area Rep for filing and RSL China website update purpose
02	常见问题 FAQ	供认证中心工作人员参考, 详见 RSL 中文官网: http://www.rslawards.com.cn/performance-arts/faqs/ As a reference for Exam Centre staff
03	安全政策 (包括场所安全、儿童保护政策和考官指南) Exam Centre Safety Policy	供认证中心工作人员参考 As a reference for Exam Centre staff
04	水平认证中心标志 Exam Centre Signs	供认证中心打印并塑封, 在水平认证当天张贴在中心内部 Exam Centre must print and laminate these signs, and post them inside the Centre on the Exam Days

拟设立中心在填写完成 **SLA、设备清单和附加信息表**后需要在第一次考期开始之前**两个月内**寄回, 否则考期必须被取消。

Centres must return their completed SLA, Equipment List and Additional Information Form **two months before** the first session is undertaken. If they do not supply this information the exam day must be cancelled.

表格收回后, 区域代理将发送一份电子扫描版至 RSL 中国区经理存档, 邮箱:
lillianlan@rslawards.com。

Once the information has been returned the area reps will need to save a copy of the SLA, Equipment List and Additional Information sheet to their corresponding folders. A fully scanned copy of these documents shall be sent to RSL China Territory Chief Rep's email box: lillianlan@rslawards.com.

RSL 中国办公室负责在 RSL 网页处添加新的认证中心资料, 并在网页上添加场地信息。
RSL China Office shall add the new exam centre to both the Access database and the RSL website.

水平认证中心场地要求 Centre Requirements

针对所有的 PAA 水平认证:

- 场地应包括等候区、热身区和考场教室。用于考场的教室场地门上必须有观察窗，或考场教室有窗户，也可以有静音状态的监控，但不得用于对外直播认证过程。
- 在等候区，认证中心应为考生（和家长）准备茶歇。
- 用于水平认证的房间：要具备合适的灯光。在考官和学生之间要能留出至少 3 米的距离。
- 一张大桌子和两把椅子，供考官和译员使用。
- 认证中心需要为考官和译员提供茶歇。
- 功放设备及 CD 播放设备，放在适合考官和考场工作人员使用的位置。
- 允许考场教室内有钢琴等在认证中用于现场伴奏的乐器设备，但不建议使用太多乐器进行现场伴奏。
- 在考试的表演环节，必须有一位员工在场。
- 在考试的任何一个环节，只要需要播放音乐和/或播放开始信号或节拍器的时候，必须有一位员工在场操作。
- 必须有一位员工负责协助组织考生入场和退场。

针对 PAA 音乐剧认证:

- 认证中心必须提供适合音乐剧考试的场地，并至少应包括一个额外的房间用来进行技巧展示和理解与重现环节的测试。
- 无论任何时段，考官的座位都不得离观众席太近。

针对 PAA 舞蹈认证:

- 用于考场的教室要足够容纳至少 8 个考生同时表演。

PAA 现代表演艺术水平认证中心信息 New PAA Exams Centre Form

1. 详细资料 Centre Details

单位名称以及详细地址 Centre Name & Full Address	
联系人姓名/职位 Contact name/position	
固定电话/手机 Telephone/Mobile	
电子信箱地址: Email Address	
可启用时间（注明日期/时间） Availability (please list specific days/hours)	

2. Health & Safety 健康安全条款

Do you have public liability insurance? _____

您有购买公众责任保险吗? _____

Is the equipment used by candidates regularly PAT tested? _____

考生所使用的器材是否定期进行过电器安全测试 (PAT) 检查? _____

When was your latest PAT test certificate issued? _____

贵处最近一次 PAT 检查证书何时签发的? _____

Where can the first aid kit be located and who is responsible for it? _____

急救药箱放置在哪里? 谁负责维护这个药箱? _____

Are the location of fire exits and details of the fire drill available to examiners and candidates? _____

消防逃生出口的位置、火灾应对细节是否可提供给考官和考生吗? _____

Please send the completed application form to _____ or via post to:

请把填好的表格电邮至_____ (区域代理的联系电邮) 或者是邮寄至以下地址:

(区域代理的邮寄地址) _____

3. What Happens Next?

接下来会如何？

一旦收到申请，我们依据贵单位所在的地理位置以及器材的状况决定是否该地设立水平认证中心的需求，然后会正式通知您。

Once we have received the application, we will make an informed judgment as to whether or not there is the demand for the centre- this could be based on location or on the equipment available.

如果您的申请被批准，Rockschool 区域代理将会联络您。

If your application has been successful you will be contacted by the Rockschoo! Area Rep for the hire of your premises.

区域代理将会安排一次对贵处的访问，目的是考察水平认证日当天如何运作、场所是否适合等。

The Area Rep will arrange a visit to your venue to discuss how the exam days will run and judge suitability of the venue.

一旦场所被确认，区域代理将会通知 Rockschoo! 中国区首席代表。中国区首席代表也会更新 Rockschoo! 的网页，提供新的水平认证场所供考生选取。

Once the venue is confirmed the Area Rep will inform the Rockschoo! China Territory Chief Rep who will update the Rockschoo! website to advertise this new option to candidates applying for examinations.

请注意，如果我们暂时未能设立水平认证中心，但贵处已经达到较高的标准，我们会保留申请表格以便未来设立新中心时使用。

Please note, if we are unable to take the centre on but the centre is of a high standard we will keep the application form on file so that if the need for a new centre arises we have all the necessary information.