

新生 ID 在线注册流程:

RADius 在线考试系统将以学校为单位设定数据库，以便保存在您学校参加过考试的所有学生。

您不仅需要为首次考试的学生注册 ID，您还须将**转校生**（即转校前在其他学校考试的学生）添加至您学校的数据库。

简而言之，**首次***在您学校参加考试的所有学生都必须按如下流程操作，之前一直在您学校考试的学生则无需重复添加:

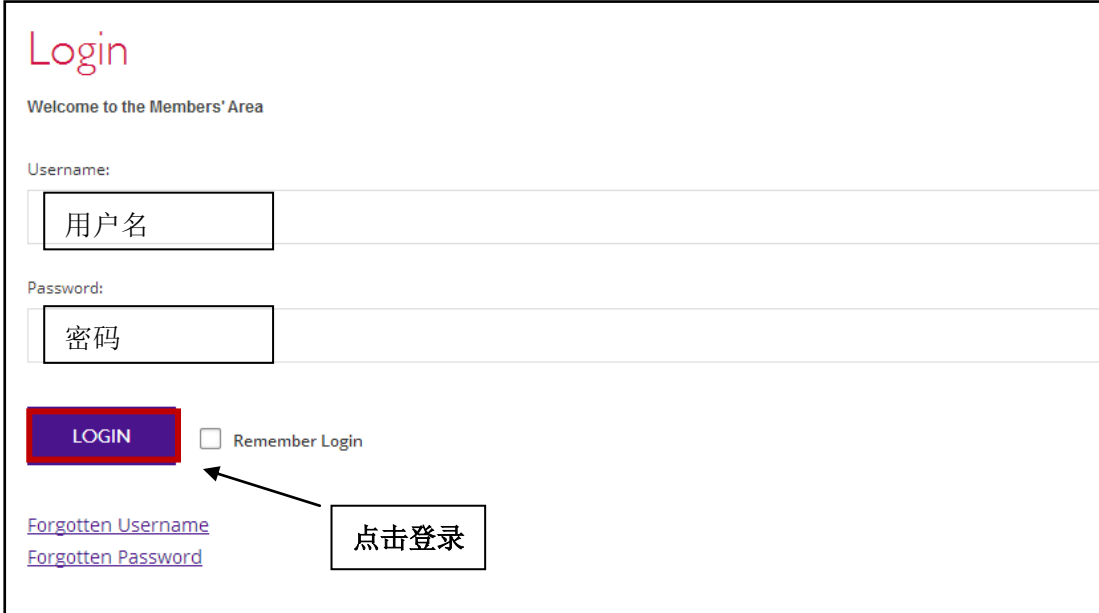
*如何定义“首次”

- ◆首次参加考级;
- ◆首次在您的学校参加考级，即之前在其他学校参加过考级。

注册流程如下:

1. 打开此链接，进入会员专区页面

<https://members.royalacademyofdance.org/Site-Access/Login?returnurl=%2f>



Login

Welcome to the Members' Area

Username:

用户名

Password:

密码

LOGIN Remember Login

[Forgotten Username](#)
[Forgotten Password](#)


点击登录

2. 登录后将跳转至您的会员专区主页
点击进入考试专区：**Exam**

Home | My Account | My Online Listing | Benefits | Resources | **Exams** | Youth Hub | Contact Us

Home

Home



RAD Registered Teacher
China

Your c
year ei
31 Aug

[Renew](#)

[Donate](#)


3. 进入此页面后，请点击在线考试：**Online Exam Entries**

Home | My Account | My Online Listing | Benefits | Resources | Exams | Youth Hub | Contact Us

Exams


Exams

Online Exam Entries




Visit RAD Online Exam Entries to enter candidates for exams, plus find video tutorials and applicant guidelines.

Updates



Latest exam updates, including information on COVID-19 and services affected.

Policies



Exam policies and guidelines.


4. 跳转至此页面后，请再一次点击：**Online Exam Entries**

Home | My Account | My Online Listing | Benefits | Resources | Exams | Youth Hub | Contact Us

Exams / **Online Exam Entries**


Online Exam Entries

Online Exam Entries




Visit RAD Online Exam Entries to enter candidates for exams.

Video Tutorials & Guides



Guidelines for Filmed Examinations, plus Applicant Guide and 'how to' videos for RAD Online Exam Entries.

Exams FAQs



Frequently asked questions.

5. 进入此页面后，请点击新生注册：**REGISTER NEW STUDENTS**

ROYAL ACADEMY OF DANCE MY SCHOOLS MY STUDENTS MY EXAM ENTRIES CHANGE PASSWORD My RAD Logout

Hide Welcome Message

MANAGE MY STUDENTS

REGISTER NEW STUDENTS

ONLINE EXAM ENTRIES!

CURRENT STUDENTS REPORT

You are currently linked as a **teacher** to

If any of these links are wrong, please contact your [local RAD office](#) to get the link removed.
If you should be linked as a teacher to any schools not listed here, use the 'Link myself to RAD School' function. (The school administrator or RAD office will need to approve your request before the link is activated.)

You are currently linked as an **administrator** to the following school(s):

If any of these links are wrong or if you should be linked as an administrator to any schools not listed here, please contact your [local RAD office](#).
Use 'My exam entries' to create and edit exam entries.
Use 'Register new students' to add any students not already registered.
Please contact your [local RAD office](#) if you have any further questions.

6. 进入新生注册页面后，点击下拉框，选择考生所在的学校

注：负责多个学校的教师请务必注意校区选择，以避免学生信息无法查找。

ROYAL ACADEMY OF DANCE | MY SCHOOLS | MY STUDENTS | MY EXAM ENTRIES | CHANGE PASSWORD | My RAD Logout

REGISTER NEW STUDENTS

PRIVACY NOTICE

Why do we need this data? We collect the information below in order to maintain a database of candidates who are registered to take RAD examinations.

What data do we collect? We collect the data specified in the form below.

What is the lawful basis for processing this data? The lawful basis for processing this data is legitimate interest, which is the delivery and awarding of qualifications and assessments for candidates taking examinations in dance. We consider that the processing is necessary to achieve this purpose, benefits the individuals whose personal data we process, is fully in line with their reasonable expectations, is not objectionable or intrusive, and does not open them to any undue vulnerability or negative impact.

Candidates and their parents have the right to object to processing on the basis of legitimate interest. If they wish to do so, they should let us know.

How long is the information kept? The information is kept indefinitely. If you, the candidates or their parents wish us to remove it, please let us know.

Who has access to this information? We will not pass this information to anyone outside the RAD without permission **except**

- for the purposes of completing tasks and providing services to customers on our behalf which are consistent with the original purpose of collating and processing the data. An example of this is to a mailing house to send examination results and certificates to an applicant
- if we are required to do so by law, for example, by a court order or for the purposes of prevention of fraud or other crime
- if we are required to provide information to the examinations regulators (however this is usually in an anonymised format)

You should ensure that candidates and their parents are aware of the above when collecting the information from them. If you are collecting personal data from your students in order to pass it to the Royal Academy of Dance you should provide your own privacy notice stating this.

For more information please see the RAD Examinations Privacy Policy [here](#).

EQUALITY, DIVERSITY AND INCLUSION MONITORING

As part of our ongoing monitoring of equality, diversity and inclusion compliance, as required by the examinations regulators and UK legislation and in accordance with the [RAD's Equality, Diversity and Inclusion Strategy](#), your co-operation is appreciated in providing ethnic information about the candidates you register, however, **providing this information is entirely voluntary**. The information you give is in confidence, will be retained in an anonymised format, and will be used solely for statistical purposes to monitor the operation of the [RAD's Equality, Diversity and Inclusion Strategy](#), and ensure regulatory compliance.

Please complete the Equality, Diversity and Inclusion Monitoring form [here](#) and email the completed form to jdregistration@rad.org.uk

Select school: Display Name Reference:

7. 选择好学校后，按照要求填写新生的信息。

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Select school: Display Name Reference:

FIRST NAME	MIDDLE NAME	LAST NAME	DISPLY NAME	DATE OF BIRTH	RAD ID IF KNOWN	GENDER	ACTIONS
<input type="text" value="Lei Lei"/>	<input type="text" value="Middle I"/>	<input type="text" value="Li"/>	<input type="text" value="Select"/> <input type="button" value="v"/>	<input type="text" value="06 Mar 2012"/> <input type="button" value="📅"/>	<input type="text" value=""/>	<input type="text" value="Female"/> <input type="button" value="v"/>	Add new



FIRST NAME	MIDDLE NAME	LAST NAME	DISPLY NAME	DATE OF BIRTH	RAD ID IF KNOWN	GENDER	ACTION
名字	中间名	姓氏	证书最终显示的名字	出生年月日	RAD ID 号 (如果有的话)	性别	Add new 添加下一位

- 1). 名字: 首字母必须大写, 如果是两个字的请中间空格。例如: Lei Lei
- 2). 中间名: 如没有中间名, 无需填写。
- 3). 姓氏: 首字母必须大写。
- 4). 证书最终显示的名字: 根据偏好选择。
- 5). 出生日期: 由于考试年龄有所限制, 请填写学生出生日期, 错填会影响学生考试。
- 6). RAD ID 号: 如已经有 RAD ID 号的学生, 请务必填写。如填写正确, 您将会看到 。如不填写, 后续则无法查询成绩。

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<input type="text" value="Lei Lei"/>	<input type="text" value="Middle I"/>	<input type="text" value="Li"/>	<input type="text" value="Lei Lei Li"/>	<input type="text" value="08 Aug 2012"/>	<input type="text"/>	<input type="text" value="Female"/>	
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="Female"/>	Add new

8. 将所有新生添加好后, 点击上传: **SAVE AND CLOSE**

DANCE MY SCHOOLS MY STUDENTS MY EXAM ENTRIES CHANGE PASSWORD My RAD Logout

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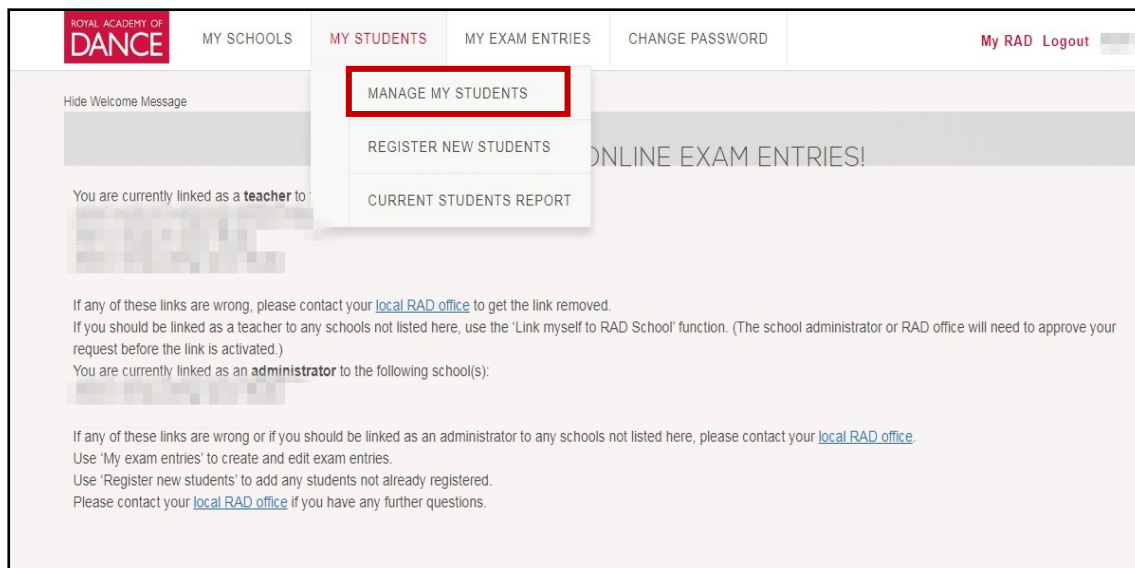
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<input type="text" value="Lei Lei"/>	<input type="text" value="Middle I"/>	<input type="text" value="Li"/>	<input type="text" value="Lei Lei Li"/>	<input type="text" value="08 Aug 2012"/>	<input type="text"/>	<input type="text" value="Female"/>	
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="Female"/>	Add new

9. 上传好之后，将会跳转至首页。请点击管理我的学生：**MANAGE MY STUDENTS**，并查询已注册好的新生 ID 号。

注：系统负荷较大时，注册的学生 ID 号不会立刻在数据库中体现，出现这种情况时，请在 24 后重新查看（若 24 小时后仍然未出现在您的数据库中，请联系办公室工作人员）



10. 跳转至此页面后，您会看到已注册好的新生 ID 号。请将新生的 ID 号保存好，并填写在 AEC 2 的表格上。

