## 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

## 2. 登入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 Exa	ams Youth Hub	Contact Us	
Home				
Home				
Q	RAD Registered Teacher			Your c year ei 31 Aug
$\bigcirc$	China			<u>Renew</u>
				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							



### 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



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

ROYAL ACADEMY OF MY SCHOOLS	MY STUDENTS	MY EXAM ENTRIES	CHANGE PASSWORD	My RAD Logout
Hide Welcome Message	MANAGE M	Y STUDENTS		
	REGISTER	NEW STUDENTS	NLINE EXAM EN	NTRIES!
You are currently linked as a teacher to	CURRENT S	TUDENTS REPORT		
If any of these links are wrong, please con	tact your <u>local RAD c</u>	ffice to get the link removed	1.	
If you should be linked as a teacher to any request before the link is activated )	schools not listed he	re, use the 'Link myself to F	RAD School' function. (The sch	nool administrator or RAD office will need to approve your
You are currently linked as an administrat	tor to the following sc	hool(s):		
If any of these links are wrong or if you sho Use 'My exam entries' to create and edit e: Use 'Register new students' to add any stu Please contact your <u>local RAD office</u> if you	ould be linked as an a xam entries. Jdents not already re I have any further que	idministrator to any schools gistered. estions.	not listed here, please contac	t your <u>local RAD office</u> .

# 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。

NOYAL ACADEMY OF 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 in	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 dat	a specified in the form belo	W.								
What is the lawful basis for processing this taking examinations in dance. We consider the expectations, is not objectionable or intrusive,	s data? The lawful basis for at the processing is necess and does not open them to	or processing this data is legitim sary to achieve this purpose, be o any undue vulnerability or neg	ate interest, which is the delivery a mefits the individuals whose perso gative impact.	and awarding of qualifications and assessments for candidates nal data we process, is fully in line with their reasonable						
Candidates and their parents have the right to	object to processing on th	e basis of legitimate interest. If	they wish to do so, they should let	t us know.						
How long is the information kept? The information	mation is kept indefinitely.	If you, the candidates or their p	arents wish us to remove it, please	e let us know.						
Who has access to this information? We w	ill not pass this information	to anyone outside the RAD wit	hout permission except							
<ul> <li>for the purposes of completing tasks a mailing house to send examination res</li> <li>if we are required to do so by law, for e</li> <li>if we are required to provide information</li> </ul>	nd providing services to cu ults and certificates to an a example, by a court order o n to the examinations regu	stomers on our behalf which an applicant r for the purposes of preventior lators (however this is usually i	e consistent with the original purpo n of fraud or other crime n an anonymised format)	ose of collating and processing the data. An example of this is to a						
You should ensure that candidates and the it to the Royal Academy of Dance you shou	ir parents are aware of th Ild provide your own priv	ne above when collecting the vacy notice stating this.	information from them. If you an	re collecting personal data from your students in order to pass						
For more information please see the RAD I	Examinations Privacy Po	licy <u>here</u> .								
EQUALITY, DIVERSITY AND INCLUSION M	ONITORING									
As part of our ongoing monitoring of equality, <u>Inclusion Strategy</u> , your co-operation is appre- is in confidence, will be retained in an anonym regulatory compliance.	diversity and inclusion com ciated in providing ethnic in ised format, and will be us	pliance, as required by the exa formation about the candidates ed solely for statistical purpose	minations regulators and UK legisl s you register, however, <b>providing</b> s to monitor the operation of the <u>R</u>	lation and in accordance with the <u>RAD's Equality. Diversity and</u> this information is entirely voluntary. The information you give <u>IAD's Equality. Diversity and Inclusion Strategy</u> and ensure						
Please complete the Equality, Diversity and In	clusion Monitoring form he	re and email the completed for	m to idregistration@rad.org.uk.							
Select school Select		Y	Display Name Reference	Select						
Select										

## 7. 选择好学校后,按照要求填写新生的信息。

As part of our ongoing me Inclusion Strategy, your c is in confidence, will be re regulatory compliance.	onitoring of equality, diversity and inclusion com o-operation is appreciated in providing ethnic ir etained in an anonymised format, and will be us	pliance, as required by the ex formation about the candidate ed solely for statistical purpos	caminations regulators and UK legisl as you register; however, <b>providing</b> es to monitor the operation of the <u>R</u>	ation and in accordance wit this information is entirel AD's Equality, Diversity and	h the <u>RAD's Equality. Diversity and</u> y voluntary. The information you give <u>Inclusion Strategy</u> and ensure
Please complete the Equ	ality, Diversity and Inclusion Monitoring form he	re and email the completed fo	orm to idregistration@rad.org.uk.		
Select school		•	Display Name Reference	Select	•
FIRST NAME	MIDDLE CLAST NAME	DISPLAY NAME 3	DATE OF BIRTH	RAD ID 🚯 IF KNOWN	GENDER ACTIONS
Lei Lei	Middle 1 Li	Select Select Lei Lei Li L'Lei Lei Lei Lei Li	▼ 06 Mar 2012 👹		Female • Add new
		Ţ			

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

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,请仔细填写学生出生日期,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。

Please complete the Equa	ality, Diversity and Inclusion Monitoring form <u>h</u>	ere and email the completed fo	orm to idregistration@rad.org.uk.		
Select school	-	•	Display Name Reference	Select	
FIRST NAME	MIDDLE 1 LAST NAME	DISPLAY NAME 🕚	DATE OF BIRTH	RAD ID 🚯 IF KNOWN	GENDER ACTIONS
Lei Lei	Middle I Li	Lei Lei Li	• 08 Aug 2012		Female 🔻 🗙
-	Middle I		•	in the second second	Female • Add new

8. 将所有新生填加好后,点击上传: SAVE AND CLOSE

DANCE	MY SCHOOLS	MY STUDENTS	MY EXAM ENTRIES	CHANGE PASSWORD		My RAD Logout					
REGISTER N	NEW STU	DENTS									
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 pare	ents have the right to o	object to processing on th	e basis of legitimate interest. If	they wish to do so, they should let	us know.						
How long is the informa	tion kept? The inform	nation is kept indefinitely.	If you, the candidates or their p	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 wi	thout permission except							
<ul> <li>for the purposes o mailing house to s</li> <li>if we are required</li> <li>if we are required</li> </ul>	<ul> <li>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</li> <li>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</li> <li>if we are required to onvide informations the variantians requirators (subally in an anonymised format)</li> </ul>										
You should ensure that it to the Royal Academy	candidates and their of Dance you shoul	r parents are aware of th d provide your own priv	e above when collecting the acy notice stating this.	information from them. If you are	e collecting personal data fro	om your students in order to pass					
For more information pl	ease see the RAD E	xaminations Privacy Pol	licy <u>here</u> .								
EQUALITY, DIVERSITY	AND INCLUSION MO	NITORING									
As part of our ongoing mo Inclusion Strategy, your of is in confidence, will be re regulatory compliance.	onitoring of equality, di o-operation is appreci atained in an anonymis	iversity and inclusion com ated in providing ethnic in sed format, and will be us	pliance, as required by the exa formation about the candidate ed solely for statistical purpose	aminations regulators and UK legisla s you register; however, <b>providing</b> tes to monitor the operation of the R4	ation and in accordance with th this information is entirely vo AD's Equality, Diversity and Inc	e <u>RAD's Equality, Diversity and</u> oluntary. The information you give lusion Strategy and ensure					
Please complete the Equa	ality, Diversity and Inc	lusion Monitoring form <u>he</u>	re and email the completed for	m to idregistration@rad.org.uk.							
Select school			×	Display Name Reference	Select	*					
FIRST NAME 8	MIDDLE 🕄 NAME	LAST NAME 🕄	DISPLAY NAME 8	DATE OF BIRTH	RAD ID 🚯 IF KNOWN	GENDER ACTIONS					
Lei Lei	Middle I	Li	Lei Lei Li	▼ 08 Aug 2012 🗮		Female 🔻 🗙					
	Middle I	-		•	•	Female • Add new					
H SAVE AND CL	OSE CAN	ICEL									

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)

NY SCHOOLS	MY STUDENTS	MY EXAM ENTRIE	CHANGE PASSWORD	My RAD Logout
Hide Welcome Message	MANAGE M	Y STUDENTS		
	REGISTER	NEW STUDENTS	ONLINE EXAM EN	NTRIES!
You are currently linked as a teacher to	CURRENT S	TUDENTS REPORT		
If any of these links are wrong, please contact If you should be linked as a teacher to any so request before the link is activated.) You are currently linked as an <b>administrator</b>	ct your <u>local RAD c</u> chools not listed he r to the following sc	ffice to get the link remo re, use the 'Link myself hool(s):	ved. to RAD School' function. (The sch	ool administrator or RAD office will need to approve your
If any of these links are wrong or if you shoul Use 'My exam entries' to create and edit exa Use 'Register new students' to add any stud	ld be linked as an a im entries. ents not already rec	administrator to any scho nistered	ools not listed here, please contact	t your <u>local RAD office</u> .
Please contact your <u>local RAD office</u> if you h	ave any further que	estions.		

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。

		SCHOOLS N	IY STUDENTS	MY EXAM ENTRIES	CHANGE PASSW	/ORD	My RAD Logour
MY S	STUDENTS	6					
Select So	chool			•			
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STU	IDENTS						
REGIST	RATION UPLOAD						
			Search Centre		Number	• •	
			Site A	All .		*	
			Ac	Ivanced Search Options	s	EARCH	
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