

Exam entry form

Ensembles & Jazz Ensembles



UK & Ireland 2012

Thank you for choosing ABRSM for your music exams.

Please refer to the notes when completing this form. Contact us if you need further assistance – we offer support throughout the exam process and are pleased to help with any enquiry.

Please use this entry form for:

- Ensembles
- Jazz Ensembles

_____ For office use only

1 Applicant information *all applicants*

Please use **BLOCK CAPITALS**

Applicant number _____

Title _____

Surname _____

Forename & other initials _____

Degrees/Diplomas _____

Tick one box
Either I have never made an entry with ABRSM before – I give my address/contact details below.
or Please change my address/contact details as indicated below.
or My address/contact details are unchanged since my last entry. If you have given your applicant number leave the rest of this section blank.

Address _____

Address _____

Address _____

Address _____

Postcode _____

Home telephone _____

Work telephone _____

Email _____

The **applicant** is the person who submits an exam entry (by completing the entry form and making payment). It is the applicant's responsibility to pass on relevant information to the candidate/parent/guardian/teacher. The applicant is the principal point of contact and must be aged 18 or over.

If this is your first entry with ABRSM, leave the applicant number blank. We will allocate you a number and confirm it when we send you the exam details.

If you have forgotten your applicant number, simply fill in your name and contact details.

These details will appear on the certificate exactly as you give them here to show who the candidate was 'presented by'. If you wish this information to appear differently on the certificate, complete section **1a Certificate information**.

There is space in the 'presented by' section of the certificate for a maximum of 40 characters, including spaces.

All standard communications concerning your candidates' exams will be sent by post.

1a Certificate information *optional*

Please indicate if you would like a name other than yours to appear on the certificates as having presented the candidates (such as the school/institution or teacher).

Presented by _____

2a Exam information Jazz Ensembles only

Entry option tick one box	<input type="checkbox"/> Scheme 1	complete sections: 1 2a	4 5a 6
	<input type="checkbox"/> Scheme 2	complete sections: 1 2a	4 5a 6
	<input type="checkbox"/> Scheme 3	complete sections: 1 2a 3 optional	4 5a 6
	<input type="checkbox"/> Scheme 4	complete sections: 1 2a 3 optional	4 5a 6

Centre code

Centre name (town)

Before completing **Entry option, Centre code** and **Centre name** refer to the **help & guidance** for the following:

- p2 an explanation of the four available entry options
- p3 Centre codes and names

Please indicate the **centre** you wish to use, or the centre which is nearest to your visit address.

2b Exam information Ensembles only

Entry option tick one box	<input type="checkbox"/> at a Centre	complete sections: 1 2b 3 optional	5b 6
	<input type="checkbox"/> Standard Visit	complete sections: 1 2b 3 optional	4 5b 6
	<input type="checkbox"/> Large Entry Visit	complete sections: 1 2b 3 optional	4 5b 6
	<input type="checkbox"/> Special Visit outside the exam period	complete sections: 1 2b	4 5b 6

Centre code

Centre name (town)

Before completing **Entry option, Centre code** and **Centre name** (required for all entries, including visits) refer to the **help & guidance** for the following:

- p2 an explanation of the four available entry options
- p3 centre codes and names

Centre code/Centre name – fill in either the code and name of your chosen centre or, if applying for a Standard Visit, Large Entry Visit or Special Visit, the code and name of the centre closest to your school or studio (the address for the visit should be given in section 4 below).

3 Practical exam date preferences optional

Not applicable for **Scheme 1 or 2 Jazz Ensembles** **Ensembles entered as part of a Special Visit. Optional for all other entries.**

For exam periods and week numbers see **help & guidance**, page 3.

Period **A** (spring), **B** (summer), **C** (autumn)

Preferred week **Not guaranteed for Centres or Standard Visits** see **Important note** right
Please advise candidates to expect any date

Lastest available date d d m m

Saturdays are inconvenient

Important note: Jazz Ensembles entered under Scheme 3 or 4 and Ensembles entered at a centre or for a Standard Visit may be allocated appointments on any date during the exam period (see Regulation 8). We will do all we can to take into account any preferences you give. As preferences are not guaranteed please advise the candidates to expect an exam on any day of the exam period.

Select your **preferred week** from the period dates and week numbers given on page 3.

Include a **latest available date** if your candidates cannot sit an exam after a particular date.

Tick the **Saturdays are inconvenient** box if you prefer weekday appointments.

4 Visit information all visits

Complete only if requesting a visit – not for Ensembles entered at Centres.

Start date d d m m not available for all entries – see note on right

Visit address

Visit address

Visit address

Visit address

Postcode

If you are applying for your candidates to be included as part of a visit arranged by another teacher/school, please make sure the person hosting the visit has given you permission.

As these entry options allow you to choose your exam dates, please let us know the date when you would like your exams to start.

Visit address – give the full address of the place where the exams will be held (including the school's name where appropriate) – if submitting more than one entry form for this visit please ensure that this information is included on each form.

5a Jazz Ensemble information

Please give the names of the Jazz Ensembles you are entering.
 The name as given here will be shown on the certificate – a maximum of 30 characters is available for each Jazz Ensemble.
 The examiner will ask you to confirm the name of each member of the Jazz Ensemble on the day of the exam.

Name of Jazz Ensemble	Level – please tick one box:			No. of candidates in ensemble
	Initial	Intermediate	Advanced	
1	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

5b Ensemble information

Please give the names of all the members of the Ensemble, their instrument and level (P for Primary, I for Intermediate, A for Advanced).
 The names as given here will be shown on the certificates.
 NB: Maximum 30 characters in total, including spaces (20 spaces each for Forename and Surname are included here for flexibility).

If you wish to enter more than one Ensemble, this page can be photocopied or downloaded from www.abrsm.org.

	Forename	Surname	Instrument	Level
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				

Disabled access

Please tick this box if any of the members of the ensemble require disabled access (wheelchair users and those with limited mobility)

6 Payment all applicants

2012 fee calculator		Fee	(Fee ROI)	No. of ensembles	Total
Jazz Ensembles	Initial	£50.00	(€65.00)		.
	Intermediate	£58.00	(€75.00)		.
	Advanced	£65.00	(€80.00)		.
Ensembles	Primary	£50.00	(€65.00)		.
	Intermediate	£58.00	(€75.00)		.
	Advanced	£65.00	(€80.00)		.
Total					.

Checklist **Please tick** each box to confirm that all relevant parts of the entry form have been completed.

- Section 1** all applicants
- Section 2a** Jazz Ensembles only
- Section 2b** Ensembles only
- Section 3** optional – Scheme 3 & 4 Jazz Ensembles; Ensembles at a centre, Standard Visit or Large Entry Visit
- Section 4** all Jazz Ensembles; Ensembles at a Standard Visit, a Large Entry Visit or a Special Visit
- Section 5a** Jazz Ensembles only
- Section 5b** Ensembles only
- Section 6** all applicants

7 Declaration all applicants

I have read and undertake to abide by ABRSM's current Exam Regulations

Signature _____

Date _____ **ddmmyy**

UK: form and payment to

EXAM ENTRY
ABRSM
24 Portland Place
London W1B 1LU

Ireland: form and payment to

Miriam Halpin
31 Sefton
Rochestown Avenue
Dun Laoghaire, Co Dublin

This form should be signed and dated by the applicant (who must be aged 18 or over) as the person accepting responsibility for entering the candidates, receiving all written communications and for all payments due. This also constitutes an undertaking to abide by ABRSM's Regulations.

Data Protection

We would like to send you our free music education magazine *Libretto*, and our monthly e-newsletter with news and information about our exams and other services. To receive these, you must opt in to receiving information by post and/or email and you can do this online or by contacting us.

8 Payment all applicants

I enclose **one cheque** payable to ABRSM for **£/€** _____ .

UK entries only: please charge the full fees to my credit/debit card:

Credit/debit card details

Visa Mastercard Delta

NB We do not accept American Express

Card number _____

Expiry date _____ **mmyy**

Signature of cardholder _____

Name of cardholder _____