

This insert provides you with additional notes to help you complete the entry form. The numbered sections correspond to numbered sections on the form.

Our **Exam Information & Regulations** booklet is also an important source of information for anyone making an exam entry, in particular:

- Information at a glance, including dates, fees and exam lengths (pages 4–5)
- Guide to exams and entries (pages 12–19)
- Glossary (pages 44–45)

You can view our *Exam Information & Regulations* online at www.abrsm.org, or get your copy from music shops, Honorary Local Representatives (HLRs) or from ABRSM direct.

Contact us if you need further help and guidance (see page 4 of this insert).

Glossary *particularly for first-time applicants*

- Applicant** The **applicant** is the person who submits an exam entry (by completing the entry form and making payment).
You may be applying for yourself and the other members of the ensemble (you must be 18 or over to do this) and you are therefore also a candidate.
- Candidate** A **candidate** is the person who will be taking the exam.
- Certificate** The exam **certificate** shows who has presented the ensemble. It could be your school or institution, or your teacher if you are entering yourself. Please indicate your wishes in section **1a**.
- Centre** A **centre** is a venue provided by ABRSM. Some centres are open for the whole exam period, others only for a few days. Each centre has a code, which is also used when scheduling visits – if you are applying for a visit at a venue which you are providing, you will need to work out which centre is closest to you.
- Exam period** An **exam period** is a group of dates on which exams can take place at centres, or within which Standard Visits and Large Entry Visits can be organised. There are three periods in the year, A, B, and C (see page 4 of this section) – Special Visits are always held on dates outside these periods.

Exam times

If you are applying for a Standard Visit, Special Visit or Large Entry Visit you will need to calculate your total entry time in order to confirm that you meet the minimum entry requirement.

Exam times (+ set-up times) allowed for Ensembles/Jazz Ensembles are:

- Initial/Primary** 12 minutes (+ 5 minutes)
- Intermediate** 18 minutes (+ 5 minutes)
- Advanced** 25 minutes (+ 5 minutes)

Entry form 2a Exam information Jazz Ensembles only

The four entry schemes for Jazz Ensembles are given below. If you are applying for a visit and need to calculate your total entry time see page 1 of this insert where exam times are given (exam times for other subjects and grades are given on page 5 of the *Exam Information & Regulations* booklet).

Entry option	Where?	When?	Minimum entry requirement (see page 1 for exam times)	Notes
Scheme 1 Standard Visit during Jazz dates	At a venue provided by the applicant	During specified dates within each exam period (see page 4 of this insert for dates)	1 Jazz Ensemble	The chosen location should be easily accessible from the local exam centre. If required, transport for the examiner must be provided. Please note that the date and time allocated will be arranged to fit in with the examiner's other commitments
Scheme 2 Special Visit	At Special Visits with at least 1 hour of Jazz (venue provided by the applicant)	On any date of the applicant's choice outside the exam period (see page 4 of this insert for dates then choose a date outside these three periods)	3 hours of exams (of which 1 hour is Jazz exams)	This option is subject to the availability of examiners
Scheme 3 10 hour Standard Visit	At a venue provided by the applicant	On a date allocated by ABRSM within the exam period (see page 4 of this insert for dates)	10 hours of exams (of which 1 hour is Jazz exams)	Please note that the dates allocated will depend upon the availability of Jazz examiners
Scheme 4 Standard Visit with at least 3 hours of Jazz exams	At a venue provided by the applicant	On a date allocated by ABRSM within the exam period (see page 4 of this insert for dates)	3 hours of Jazz exams	Please note that the dates allocated will depend upon the availability of Jazz examiners

Entry form 2b Exam information Ensembles only

Ensembles may be entered to take their exam under one of the four options below, as detailed on pages 14–15 of the *Exam Information & Regulations* booklet.

If you are applying for a visit and need to calculate your total entry time see page 1 of this insert where exam times are given (exam times for other subjects and grades are given on page 5 of the *Exam Information & Regulations* booklet).

Entry option	Where?	When?	Minimum entry requirement (see page 1 for exam times)	Refer to Regulations
ABRSM Centre	At an ABRSM Centre (see page 3 of this insert)	On a date allocated by ABRSM within the exam period (see page 4 of this insert for dates) – specific dates cannot be guaranteed	1 ensemble	6 & 8
Standard Visit	A Standard Visit at a venue provided by the applicant	Practical: on a date allocated by ABRSM within the exam period (see page 4 of this insert for dates) – specific dates cannot be guaranteed	3 hours of exams	7 & 8
Large Entry Visit	A Large Entry Visit at a venue provided by the applicant	On any dates of the applicant's choice within the exam period (see page 4 of this insert)	15 hours of exams	7 & 8
Special Visit	A Special Visit at a venue provided by the applicant	On any date(s) of the applicant's choice outside the exam period (see page 4 of this insert for period dates then choose a date outside these three periods)	3 hours of exams	7 & 8

ENGLAND	Gloucestershire	London, Greater <i>continued</i>	Surrey	CHANNEL ISLANDS
Bedfordshire	Cheltenham C099	P Muswell Hill X036	P Dorking X133	Guernsey G094
Bedford B106	P Cirencester C137	P Palmers Green X419	Epsom X176	Jersey J067
Leighton Buzzard L23X	P Forest Of Dean F088	P Pinner X473	Esher X184	ISLE OF MAN
Luton L167	Goucester G035	P Putney X400	Frimley F055	Isle of Man J040
Berkshire	Stroud S301	Romford X265	Godalming G043	NORTHERN IRELAND
Newbury N02X	Hampshire	Sidcup X397	Guildford G108	Antrim B424
Reading (East) R017	P Andover A061	T Streatham X29X	P Leatherhead X249	Ballymoney B432
P Reading (West) R116	Basingstoke B076	P Surbiton X443	Redhill X257	Ballynahinch B459
Windsor W218	P Chandler's Ford C315	Sutton X303	Sunbury-on-Thames X370	Bangor B440
Bristol, City & County of	P Fleet F071	Uxbridge X311	Woking W137	Belfast B114
Bristol B335	P Gosport G136	T Wembley X338	Sussex (East)	Craigavon C242
Buckinghamshire	New Milton N046	Wimbledon X346	Brighton B327	P Dungannon D168
Aylesbury A096	Petersfield P065	Woodford X354	Eastbourne E016	Enniskillen E067
P Beaconsfield B092	Portsmouth P09X	Manchester, Greater	Hastings H058	Londonderry L124
P Buckingham B343	P Ringwood R106	Bolton B246	Sussex (West)	P Newry N127
P Chesham X095	Southampton S174	Bury B394	P Bognor Regis B238	Newtownabbey C234
P Great Missenden X044	Winchester W110	Manchester M04X	P Burgess Hill B36X	IRELAND
High Wycombe H090	Herefordshire	Oldham U010	Chichester C129	Cork C196
Milton Keynes M163	Hereford H082	Rochdale R084	T Crawley C218	Dublin D095
Cambridgeshire	Hertfordshire	Stockport S247	East Grinstead E024	Galway G116
Cambridge C013	Bishop's Stortford B173	Wigan W102	Haywards Heath H074	Limerick L191
P Huntingdon H147	P Harpenden X389	Merseyside	Horsham H112	Waterford W021
P March M066	Hemel Hempstead X214	T Birkenhead B483	Worthing W188	SCOTLAND
Peterborough P049	Hertford H104	Liverpool L086	Tyne & Wear	Aberdeen A010
Wisbech W129	Hitchin H104	Southport S182	Newcastle-upon-Tyne N038	Ayr A10X
Cheshire	St Albans X273	T West Kirby W226	Sunderland S31X	Bearsden B513
Chester C102	P Stevenage S220	Norfolk	Warwickshire	Caitness T073
Congleton C269	Watford X32X	P Dereham D176	Leamington Spa L035	P Dingwall D052
Crewe C226	Welwyn Garden City W056	Great Yarmouth Y016	Nuneaton N100	Dumfries D117
Northwich N143	Kent	King's Lynn K063	Rugby R068	Dundee D125
Warrington W20X	Ashford A088	Norwich N089	Stratford-upon-Avon S298	P Dunfermline D133
Cornwall	Canterbury C021	Sheringham & Cromer S107	West Midlands	Edinburgh E032
P Bude B351	T Dartford D028	Northamptonshire	Birmingham B157	Elgin E040
T Launceston L027	Dover D087	Kettering K039	Coventry C20X	Glasgow G027
Liskeard L213	Folkestone F047	Northampton N070	T Dudley D109	Greenock G078
Penzance P022	Gravesend G06X	Northumberland	P Selly Oak S379	Helensburgh H171
St Austell S026	Maidstone M023	Alnwick A045	Solihull S166	Inverness J024
Truro T12X	Rochester R041	Berwick-upon-Tweed B122	Stourbridge S271	Kirkcaldy K071
Cumbria	Sevenoaks S085	P Hexham H18X	Sutton Coldfield S328	P Newton Stewart N136
Barrow-in-Furness B068	P Sittingbourne S387	Morpeth M147	Wolverhampton W145	Orkney U053
Carlisle C056	Thanet T065	Nottinghamshire	Wight, Isle of	Paisley P159
P Cockermouth C161	Tunbridge Wells T138	Mansfield M058	Isle of Wight J059	Perth P030
Kendal K012	Lancashire	Newark N011	Wiltshire	P Peterhead P057
P Keswick K020	Blackburn B181	Nottingham (Central) N151	P Calne C293	St Andrews S018
Whitehaven W099	Blackpool B19X	Nottingham N097	Chippenham C250	Shetland S360
P Windermere W234	Burnley B378	Worksop W17X	Devizes D044	Stirling S239
Derbyshire	Clitheroe C153	Oxfordshire	Salisbury S042	Stranraer S28X
Buxton B416	Lancaster L019	P Abingdon A126	Swindon S344	T Tain T014
Chesterfield C110	Preston P111	Banbury B017	Trowbridge T111	WALES
Derby D036	Leicestershire	P Finstock F063	Worcestershire	Aberystwyth A037
Matlock M090	Leicester L051	P Henley-on-Thames H155	Bromsgrove B467	Bangor B033
Devon	Loughborough L132	Oxford U037	Kidderminster K047	Blaenau Ffestiniog B203
P Ashburton A118	Melton Mowbray M171	Shropshire	Malvern M031	Brecon B289
Barnstaple B05X	Lincolnshire (inc N & NE)	P Newport N119	Worcester W161	Bridgend B297
P Bideford B149	Boston B254	Oswestry O029	Yorkshire (East Riding)	Cardiff (Central) C03X
P Dartmouth D192	Gainsborough G019	Shrewsbury S115	P Beverley B475	Cardiff (North) C34X
Exeter E059	Grantham G051	Somerset (inc N & NE)	Hull H139	Cardigan C048
Plymouth P073	Grimsby G086	Bath B084	Yorkshire (North)	Carmarthen C064
P Sidmouth S123	Lincoln L06X	Bridgwater B300	Harrogate H031	T Chepstow C285
P Tavistock T030	Louth L140	P Chard C307	Middlesbrough M112	Colwyn Bay C188
P Tiverton T081	Scunthorpe S069	Clevedon C323	P Northallerton N167	P Denbigh D184
Torquay T09X	Skegness S131	Minehead M139	Richmond R076	P Fishguard F039
Dorset	P Sleaford S407	Taunton T022	P Ripon R092	Haverfordwest H066
Blandford Forum B211	Spalding S190	Wells W03X	Scarborough S050	Llanelli L116
Bournemouth B262	Stamford S212	Weston-super-Mare W064	Skipton S14X	Merthyr Tydfil M104
Dorchester D079	London, Greater	Yeovil Y024	Stockton-on-Tees S255	Monmouth M155
P Lyme Regis L175	London (Central) X01X	Staffordshire	Whitby W080	Newport (Gwent) N054
P Poole P146	P London (South West) X362	Burton-on-Trent B386	York Y032	Newtown N062
Weymouth W072	P Barnet X052	Cannock C277	Yorkshire (South)	Pontypridd P081
Durham	Blackheath X060	Lichfield L205	Barnsley B041	T Port Talbot P103
Bishop Auckland B165	Bromley/Southborough X087	Stafford S204	Doncaster D060	P Porthcawl P138
Darlington D01X	P Camberwell X46X	Stoke-on-Trent S263	Rotherham R05X	Pwllheli P12X
Durham D15X	T Crouch End X117	Suffolk	Sheffield S093	T Rhyl R033
Hartlepool H04X	Croydon X125	Bury St Edmunds B408	Yorkshire (West)	Swansea S336
Essex	Ealing X141	Haverhill H163	P Bingley B505	P Tenby T057
Brentwood/Billerica X079	P East Ham X451	Ipswich J032	Bradford B270	P Tredegar (Ebbw Vale) T103
Chelmsford C080	P Edgware X15X	Lowestoft L159	Halifax H015	Wrexham W196
Clacton-on-Sea C145	Enfield X168	Staffordshire	Huddersfield H120	
Colchester C17X	P Finchley X192	Bury St Edmunds B408	Leeds L043	
Harlow H023	P Hampstead X435	Harrow X206	Wakefield W013	
Southend-on-Sea X281	Harrow X206	Ilford X230		

Entry form 3 Exam date preferences dates in 2012

Period	Closing dates		Exam dates		Week
	Ireland postal entries	UK postal entries	Practical		
A	Monday 9 January	Friday 13 January	UK & Ireland	27 February – 31 March (excluding Thursday 1 March)	Week 1 27 February – 3 March
				Jazz exams: 27 February – 10 March (excluding Thursday 1 March)	Week 2 5 – 10 March Week 3 12 – 17 March Week 4 19 – 24 March Week 5 26 – 31 March
B	Monday 23 April	Friday 27 April	Scotland & Ireland	6 – 30 June (excluding Saturday 16 June)	Week 1 6 – 9 June
				Jazz exams: 6 – 15 June	Week 2 11 – 16 June Week 3 18 – 23 June Week 4 25 – 30 June
			England & Wales	11 June – 14 July (excluding Saturday 16 June)	Week 2 11 – 16 June
				Jazz exams: 11 – 23 June (excluding Saturday 16 June)	Week 3 18 – 23 June Week 4 25 – 30 June Week 5 2 – 7 July Week 6 9 – 14 July
C	Monday 17 September	Friday 21 September	UK & Ireland	5 November – 8 December excluding Wednesday 7 November	Week 1 5 – 10 November
				Jazz exams: 5 – 17 November excluding Wednesday 7 November	Week 2 12 – 17 November Week 3 19 – 24 November Week 4 26 November – 1 December Week 5 3 – 8 December
Special Visits	At least one month (28 days for online entries) before chosen exam date, which must be outside periods A, B & C		UK & Ireland	Any day(s) outside the dates for periods A, B & C listed above (excluding Sundays, Bank Holidays and Monday 23 July)	n/a

Entry form 7 Declaration all applicants

Data protection

We would like to keep you up-to-date with news and information about our exams and other services. If you are already an applicant, you can change your preferences at any time, online or by contacting us.

ABRSM and ABRSM Publishing will only use your details in accordance with our Privacy Policy (and will not sell them to third parties). You will find our Privacy Policy on our website www.abrsm.org

The processing of personal data by ABRSM is regulated by the Data Protection Act 1998 (registration number Z6618494).

Contact us

We offer support throughout the exam process and are pleased to help with any enquiry. Our offices are open on weekdays from 8:00am to 5:30pm.

Northern & Wales Exams

T 020 7467 8261
E londonandnorth@abrsm.ac.uk

London Exams

T 020 7467 8261
E londonandnorth@abrsm.ac.uk

Southern Exams

T 020 7467 8211
E midsandsouth@abrsm.ac.uk

Midlands Exams

T 020 7467 8211
E midsandsouth@abrsm.ac.uk

Scotland Exams

T 020 7467 8880
E scotland@abrsm.ac.uk

Ireland Exams

T 020 7467 8296
E ireland@abrsm.ac.uk

Special Visits

T 020 7467 8221
E specialvisits@abrsm.ac.uk

Honorary Local Representatives

Our 300 HLRs can answer many of your questions. Names and telephone numbers are available online and in our *Exam Information and Regulations* booklet (pages 20–30).

As well as answering general enquiries, HLRs can provide syllabuses and entry forms.

Where to send your entry

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