

# Exam help & guidance

## Ireland 2012

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](http://www.abrsm.org), or get your copy from music shops, Local Representatives or from ABRSM direct.

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

## 1 Applicant information all applicants

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.

### Applicant number

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.

### Title, name, degrees/diplomas

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.

## 2 Exam information all applicants

To complete this part of the form you need to choose your entry option and when the exam will take place (see page 3).

### Where

Entry options fall into two categories:

#### ■ ABRSM centres

Exams are held at premises provided and overseen by ABRSM. See regulation 6.

#### ■ Visits

Exams are held at a venue arranged by the applicant. There are four types: Standard Visits, Large Entry Visits, Theory Visits and Special Visits.

This option is for those entering larger numbers of candidates, for exam subjects that cannot be taken at an ABRSM centre (ie Harpsichord, Organ and Percussion), and for schools wishing to host Theory exams. See regulation 7.

### When

#### ■ Practical exams

Your exam date depends on your entry option.

Some options allow you to choose your date (during or outside one of the three exam periods, A, B and C), others allow you to record preferences to help ABRSM allocate a date.

Exam dates for 2012 are given on page 3.

#### ■ Theory exams

These are always held on specified dates/times, which are given on page 3.

## 2a Centre information all applicants

- **ABRSM centre** Fill in the centre name and code
  - **Visits** Choose the centre nearest to the Visit venue
- |           |      |
|-----------|------|
| Cork      | C196 |
| Dublin    | D095 |
| Galway    | G116 |
| Limerick  | L191 |
| Waterford | W021 |

## 2b Practical exam date preferences ABRSM centres and Standard Visits

This section is optional. We will do all we can to take your preferences into account.

Scheduling exams at ABRSM centres and Standard Visits also depends on:

- Making efficient use of each examiner's time.
- The dates when your chosen ABRSM centre is open.

We therefore ask you to ensure candidates are aware that their exam may be on any date during the exam period. See regulation 9 for information about changes of appointment.

- 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.

## 2c Start date Large Entry and Special Visits

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.

## 2d Visit information all Visits

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.

## 3 Candidate information all applicants

### Forename and surname

Give the candidate's name as they wish it to appear on the certificate. There is room for a maximum of 30 characters including spaces (we give 20 spaces each for Forename and Surname on the form to allow flexibility over how you use the 30 characters).

### Grade

Candidates for Practical Grades 6, 7 and 8 must already have passed one of the following before the closing date for the practical exam:

ABRSM: Grade 5 (or above) in Theory, Practical Musicianship or a solo Jazz subject. ABRSM qualifications taken in the UK and Ireland can usually be verified from our records.

Trinity Guildhall, LCM, AMEB, UNISA: Grade 5 (or above) in Theory.

DIT Conservatory of Music & Drama: Grade 5 (or above) in Musicianship.

Leaving Certificate: Music (Higher Level) Grade B (or above). Please send a photocopy of the mark form or certificate.

### Specific needs code

If a candidate has access needs, it is important you notify us when you submit your entry by recording the relevant code on your form. See page 4 for further guidance.

### Date of birth

Candidates who may be considering third level study at a university or college in the UK can benefit from points recommendations for successful results in ABRSM exams Grades 6–8. We therefore ask for the candidate's date of birth so that we can pass on exam information in confidence to UCAS (the Universities and Colleges Admissions Service). If you wish, record A for adult candidates.

### M/F (male/female)

This information is recorded for statistical purposes only.

## 4 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](http://www.abrsm.org)

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

## Choosing your entry option

	When?	Can I choose the date or is it allocated by ABRSM?	Minimum candidates/ time required	What if my entry includes Jazz candidates?
<b>ABRSM Centre</b>	During periods A, B & C	Practical: we allocate a date, taking your preferences into account wherever possible Theory: held on set dates	1 candidate	There are set weeks for Jazz – see Exam dates 2012
<b>Standard Visit Practical only</b>	During periods A, B & C	We allocate a date, taking your preferences into account wherever possible	3 hours of exams, or 1 candidate if Harp, Harpsichord, Organ or Percussion	Minimum 3 hours of Jazz (or 1 hour if you have 10 hours of exams)
<b>Large Entry Visit Practical only</b>	During periods A, B & C	You choose the dates	15 hours of exams	Minimum 1 hour of Jazz
<b>Theory visit Available only to schools/ colleges</b>	Held on set dates – see Exam dates 2012	The dates are set by ABRSM	1 candidate	n/a
<b>Special Visit Practical only</b>	Must be on dates <i>outside</i> periods A, B & C	You choose the dates	3 hours of exams	Minimum 1 hour of Jazz

## Exam dates 2012

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

## Specific needs codes

We endeavour to make exams accessible to all candidates by putting in place arrangements to cater for any specific needs (see regulation 19).

Brief details of the provisions we make are given below to help you choose the correct code. Visit [www.abrsm.org](http://www.abrsm.org) for further information and requirements and to download detailed guidelines.

If a candidate's specific needs are not covered by these codes, or they involve more than one code, please contact us at [accesscoordinator@abrsm.ac.uk](mailto:accesscoordinator@abrsm.ac.uk) or 020 7467 8247.

**W Disabled access** for wheelchair users or those with limited mobility. **Practical** and **Theory**

**B Braille memory test** in place of sight-reading/quick study for blind candidates. **Practical**  
**Braille Theory paper** if an amanuensis is also required please contact the Access Coordinator. **Theory**

**R Aural repetition test** in place of sight-reading for blind and visually-impaired candidates. **Practical**

**L Large notation sight-reading/quick study** **Practical**  
**Large text and notation Theory paper** **Theory**

**M Large notation memory test** in place of sight-reading. **Practical**

**P Modified staff notation sight-reading/quick study** **Practical**  
**Modified text and staff notation** **Theory**  
NB for both Practical and Theory, please send a sample by email or post to the Access Coordinator which outlines the modifications your candidate requires.

**T Modified staff notation memory test** in place of sight-reading/quick study. Please send a sample by email or post to the Access Coordinator which outlines the modifications your candidate requires. **Practical**

**S Alternative aural tests** for deaf and hearing-impaired candidates. **Practical**

**V Extra time** for deaf and hearing-impaired candidates using a sign language interpreter. **Practical**

**Z Extra time and alternative aural tests** for deaf and hearing-impaired candidates using a sign language interpreter. **Practical**

**D Extra time** for candidates with dyslexia or other learning difficulties. Dyslexic theory candidates requesting an amanuensis should contact the Access Coordinator. **Practical** and **Theory**

**N Extra time and large notation sight-reading/quick study** for candidates with dyslexia or other learning difficulties. **Practical**  
**Extra time and large text and notation** **Theory**

**C Extra time allowance** for candidates with autistic spectrum disorders. Please contact the Access Coordinator if there are any additional needs. **Practical** and **Theory**

**A Amanuensis** (someone who acts as either a reader, a scribe or both) for candidates who are unable to access printed information. This may include blind candidates, candidates with learning difficulties or candidates with physical disability. **Theory**

## Where to send your entry

Please send your entry form and payment to your Local Representative, who will be happy to answer any queries about exams at your centres. Contact our Irish Coordinator for general enquiries about ABRSM's exams.

### Irish Coordinator

Miriam Halpin  
31 Sefton  
Rochestown Avenue  
Dun Laoghaire, Co Dublin  
T (01) 235 0752  
F (01) 235 0775  
E [musexam@iol.ie](mailto:musexam@iol.ie)

### Dublin

Miriam Halpin  
see Irish Coordinator above

### Cork

Fedelmia O'Herlihy  
33 Beech Road  
Fota Rock  
Carrigtwohill, Cork  
T (087) 237 1905

### Galway

Joanne Cater  
10 Hilltop Apartments  
Dalys Fort Road  
Salthill, Galway  
T (086) 365 9660

### Limerick

John Davis  
16 Caisleán Na hAbhann  
Brookfield  
Castletroy, Limerick  
T (061) 371321

### Waterford

Gavin Barr  
Unit 630  
IDA Industrial Park  
Northern Extension  
Waterford  
T (085) 117 4140

## 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.

### Ireland Exams

T +44 (0)20 7467 8296  
E [ireland@abrsm.ac.uk](mailto:ireland@abrsm.ac.uk)

### Theory Exams

T +44 (0)20 7467 8270  
E [theory@abrsm.ac.uk](mailto:theory@abrsm.ac.uk)

### Access Coordinator

T +44 (0)20 7467 8247  
E [accesscoordinator@abrsm.ac.uk](mailto:accesscoordinator@abrsm.ac.uk)