

# Exam help & guidance

## UK 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, Honorary Local Representatives (HLRs) 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.

A full list of centres and codes is given in the enclosed *Exam centres* insert and online at [www.abrsm.org](http://www.abrsm.org).

## 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 can usually be verified from our records.

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

We ask for your candidate's date of birth so that we can pass on exam information in confidence to UCAS and the DfE. This allows candidates to benefit from points recommendations for UK university and college entrance (Grades 6–8) and the DfE to include all graded exams in the Achievement and Attainment tables. If you wish, record **A** for adult candidates.

### M/F (male/female)

This information is recorded for statistical purposes only.

### NCN – National Centre Number

If you teach your candidates for a school or college please add the NCN so that we can pass on information to the DfE for inclusion in the Achievement and Attainment Tables. This data is passed to the DfE in confidence.

### ULN – Unique Learner Number

If a candidate is studying for a 14–19 Diploma at school/college and wishes to use an ABRSM exam to contribute to the Additional/Specialist learning, please give the ULN (available from the candidate's school/college).

## 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		Exam dates			Week
	UK postal entries	UK online entries	Theory	Practical		
<b>A</b>	Friday 13 January	Friday 20 January	Thursday 1 March 5pm	UK & Ireland	27 February – 31 March (excluding Thursday 1 March) <b>Jazz exams:</b> 27 February – 10 March (excluding Thursday 1 March)	Week 1 27 February – 3 March Week 2 5 – 10 March Week 3 12 – 17 March Week 4 19 – 24 March Week 5 26 – 31 March
<b>B</b>	Friday 27 April	Friday 4 May	Saturday 16 June 10am	Scotland & Ireland	6 – 30 June (excluding Saturday 16 June) <b>Jazz exams:</b> 6 – 15 June	Week 1 6 – 9 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) <b>Jazz exams:</b> 11 – 23 June (excluding Saturday 16 June)	Week 2 11 – 16 June Week 3 18 – 23 June Week 4 25 – 30 June Week 5 2 – 7 July Week 6 9 – 14 July
<b>C</b>	Friday 21 September	Friday 28 September	Wednesday 7 November 5pm	UK & Ireland	5 November – 8 December (excluding Wednesday 7 November) <b>Jazz exams:</b> 5 – 17 November (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>Special Visits</b>	At least one month (28 days for online entries) before chosen exam date, which must be <i>outside</i> periods A, B & C		n/a	UK & Ireland	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**

## 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 +44 (0)20 7467 8261  
E [londonandnorth@abrsm.ac.uk](mailto:londonandnorth@abrsm.ac.uk)

### London Exams

T +44 (0)20 7467 8261  
E [londonandnorth@abrsm.ac.uk](mailto:londonandnorth@abrsm.ac.uk)

### Southern Exams

T +44 (0)20 7467 8211  
E [midsandsouth@abrsm.ac.uk](mailto:midsandsouth@abrsm.ac.uk)

### Midlands Exams

T +44 (0)20 7467 8211  
E [midsandsouth@abrsm.ac.uk](mailto:midsandsouth@abrsm.ac.uk)

### Scotland Exams

T +44 (0)20 7467 8880  
E [scotland@abrsm.ac.uk](mailto:scotland@abrsm.ac.uk)

### Ireland Exams

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

### Special Visits

T +44 (0)20 7467 8221  
E [specialvisits@abrsm.ac.uk](mailto:specialvisits@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)

## Honorary Local Representatives

Our 300 HLRs around the country 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

Please send your entry form and payment to:

Exam entry  
ABRSM  
24 Portland Place  
London W1B 1LU  
United Kingdom

**100% recycled**  
When you have finished with this leaflet please recycle it

The Associated Board of the Royal Schools of Music  
A company registered with limited liability in England and Wales No. 1926395.  
Registered office: 24 Portland Place, London W1B 1LU. Registered Charity No. 292182.