

2009

Diploma Examinations UK/Eire Entry form



Royal Academy of Music
Royal College of Music
Royal Northern College of Music
Royal Scottish Academy of Music and Drama

ASSOCIATED BOARD OF THE ROYAL SCHOOLS OF MUSIC

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For office use only

Before completing this entry form

The Supplementary Information insert included with this entry form contains important information about completing it. The note numbers in the left margin refer you to the notes in the Supplementary Information insert.

It is essential that you read these notes before completing the entry form.

Incorrect or incomplete entry forms and those without the necessary enclosures cannot be accepted and will be returned.

Use this form for:

- Music Performance, Music Direction and Instrumental/Vocal Teaching Diplomas at DipABRSM, LRSM and FRSM levels

This form is for Diploma candidates in the UK and the Irish Republic (Eire), but please note that for Eire entries there are different closing dates and entry fees.

1 Candidate information all candidates

Please use **BLOCK CAPITALS**

note 1

Candidate/
Applicant
number _____ if known

Title _____

note 2

Surname _____

Forename _____

note 3

Address
line 1 _____

Address
line 2 _____

Address
line 3 _____

Address
line 4 _____

Postcode _____

Home
telephone _____

Work
telephone _____

Mobile
telephone _____

Fax _____

note 4

E-mail _____

note 5

Date of birth _____ ddmmyy *Please note that the minimum age for entry for Instrumental/Vocal Teaching is 18 at DipABRSM level and 20 at LRSM level*

note 6

Male/Female M/F

note 7

Identification Passport Driving licence Credit/Debit card Birth certificate

Please bring this to your exam; do not send it with this entry

2 Exam information all candidates

notes 8-11

	Dip ABRSM	LRSM	FRSM	Main Instrument	specialist option LRSM & FRSM only	no. of players
Performance	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Teaching	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	<i>not applicable</i>	
Direction	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<i>not applicable</i>		<input type="text"/>

2a Interpreter optional

note 12

I intend to bring an interpreter to my exam

Yes This person must be an independent person who is neither your teacher nor a relative

2b Access (for candidates with special needs) optional

note 13 You may tick more than one box

I need for Performance and Teaching candidates only

- Braille Quick Study
- Aural repetition Quick Study
- Large notation Quick Study
- Modified staff notation Quick Study – preferred layout must be specified (see note 13)
- Large notation Quick Study from memory
- Modified staff notation Quick Study from memory – preferred layout must be specified (see note 13)

for Direction candidates only

- Time allowance for visual impairment

for Performance, Teaching or Direction candidates

- Time allowance for hearing impairment please include a letter if you also intend to use a sign language interpreter
- Time allowance for dyslexia/other learning difficulties
- Time allowance for autistic spectrum disorders
- Other – details attached

note 14

Documents I enclose an authenticating document confirming my requirements

3 Exam dates all candidates

notes 15-16

Performance & Teaching candidates July 2009 (Exam dates: Scotland & Ireland: 29 June – 4 July; England & Wales: 20 – 25 July)

December 2009 (Exam dates: 16 – 19 & 21–22 December)

Direction candidates only Preferred date

4a Centre details most Performance & Teaching candidates

note 17

Indicate **one** centre at which you would prefer to be examined.

<input type="checkbox"/> Ashburton	<input type="checkbox"/> Cambridge	<input type="checkbox"/> London	<input type="checkbox"/> Oxford
<input type="checkbox"/> Belfast	<input type="checkbox"/> Cardiff	<input type="checkbox"/> Manchester	<input type="checkbox"/> Tonbridge
<input type="checkbox"/> Birmingham	<input type="checkbox"/> Dublin	<input type="checkbox"/> Newcastle-upon-Tyne	<input type="checkbox"/> Winchester
<input type="checkbox"/> Bristol	<input type="checkbox"/> Glasgow	<input type="checkbox"/> Nottingham	<input type="checkbox"/> York

4b Visit details Direction & some Performance & Teaching candidates

note 18

Visit Name

Visit Address
Line 1

Visit Address
Line 2

Visit Address
Line 3

Postcode

Visit phone
number

5a Performance checklist

notes 19-22

DipABRSM

with Substitution

Prerequisite I have **ABRSM Grade 8 Practical** in the instrument stated in Section 2.
It was taken in the year
(no need to send proof if taken in the UK or Ireland in 1994 or later)

or I am fulfilling the prerequisite through a **Listed Substitution** (substantiating evidence enclosed)

or I am fulfilling the prerequisite through appropriate professional experience and have already gained ABRSM approval (letter of approval enclosed)

LRSM

with Substitution

Prerequisite I have **DipABRSM (Music Performance)** in the instrument stated in Section 2 (no need to send proof)

or I am fulfilling the prerequisite through a **Listed Substitution** (substantiating evidence enclosed)

or I am fulfilling the prerequisite through appropriate professional experience and have already gained ABRSM approval (letter of approval enclosed)

FRSM

with Substitution

Prerequisite I have **LRSM (Music Performance)** in the instrument stated in Section 2 (no need to send proof)

or I am fulfilling the prerequisite through a **Listed Substitution** (substantiating evidence enclosed)

or I am fulfilling the prerequisite through appropriate professional experience and have already gained ABRSM approval (letter of approval enclosed)

Requirement I enclose my **Written Submission** and **candidate declaration form (8a front & back)**
NB Do not indicate your name on or within the Submission

5b Teaching checklist

notes 19-22

DipABRSM

with Substitution

- Prerequisites** I have **ABRSM Grade 8 Practical** in the instrument stated in Section 2.
It was taken in the year
(no need to send proof if taken in the UK or Ireland in 1994 or later)
- I have **ABRSM Grade 6 Theory (1992 or later)**.
It was taken in the year
(no need to send proof if taken in the UK or Ireland in 1994 or later)
- I enclose proof of my age (do not send originals)
- Requirement** I enclose my **Written Submission and candidate declaration form (8a front & back)**
NB Do not indicate your name on or within the Submission
- or** I am fulfilling the prerequisite through a **Listed Substitution** (substantiating evidence enclosed)
- or** I am fulfilling the prerequisite through appropriate professional experience and have already gained ABRSM approval (letter of approval enclosed)
- or** I am fulfilling the prerequisite through a **Listed Substitution** (substantiating evidence enclosed)
- or** I am fulfilling the prerequisite through appropriate professional experience and have already gained ABRSM approval (letter of approval enclosed)
- or** I am fulfilling the requirement through a **Listed Substitution** (substantiating evidence enclosed)

LRSM

with Substitution

- Prerequisites** I have **DipABRSM (Instrumental/Vocal Teaching)** in the instrument stated in Section 2 (no need to send proof)
- I have **ABRSM Grade 8 Theory (1992 or later)**.
It was taken in the year
(no need to send proof if taken in the UK or Ireland in 1994 or later)
- I enclose proof of my age (do not send originals)
- or** I am fulfilling the prerequisite through a **Listed Substitution** (substantiating evidence enclosed)
- or** I am fulfilling the prerequisite through appropriate professional experience and have already gained ABRSM approval (letter of approval enclosed)
- or** I am fulfilling the prerequisite through a **Listed Substitution** (substantiating evidence enclosed)
- or** I am fulfilling the prerequisite through appropriate professional experience and have already gained ABRSM approval (letter of approval enclosed)

note 23

- Requirements** I enclose my **Case Study Portfolio & Video of Teaching Practice and candidate declaration form (8a front & back)** and am submitting these at least 3 months before the published closing date for entries
NB Do not indicate your name on or within the Submissions
- I understand that I must enclose my **Written Submission** with my final payment only when I have received confirmation that I may proceed with the rest of the exam
NB The Portfolio & Video result will be valid for the following exam session only: if you do not proceed with your entry then, any further entry will require the submission and assessment of a new or revised Portfolio & Video
- No substitution is allowed.
These two Submissions must pass before you may proceed with the rest of the exam
- or** I intend to fulfil the requirement through a **Listed Substitution** (substantiating evidence will be required)

FRSM

with Substitution

- Prerequisite** I have **LRSM (Instrumental/Vocal Teaching)** in the instrument stated in Section 2 (no need to send proof)
- I enclose my **Written Submission, letter from ABRSM confirming topic approval and candidate declaration form (8a front & back)**
NB Do not indicate your name on or within the Submission
- or** I am fulfilling the prerequisite through a **Listed Substitution** (substantiating evidence enclosed)
- or** I am fulfilling the prerequisite through appropriate professional experience and have already gained ABRSM approval (letter of approval enclosed)
- or** I am fulfilling the requirement through a **Listed Substitution** (substantiating evidence enclosed)

5c Direction checklist

notes 19-22

DipABRSM

with Substitution

Prerequisite I have **ABRSM Grade 8 Practical**.

It was taken in the year
(no need to send proof if taken in the UK or Ireland in 1994 or later)

or I am fulfilling the prerequisite through a **Listed Substitution** (substantiating evidence enclosed)

or I am fulfilling the prerequisite through appropriate professional experience and have already gained ABRSM approval (letter of approval enclosed)

Requirement I enclose my **Arrangement and candidate declaration form (8a front & back)**

NB Do not indicate your name on or within the Arrangement

or I am fulfilling the requirement through a **Listed Substitution** (substantiating evidence enclosed)

Option

*I will present **non-syllabus repertoire** and have already gained ABRSM approval (letter of approval enclosed)*

LRSM

with Substitution

Prerequisite I have **DipABRSM (Music Direction)** (no need to send proof)

or I am fulfilling the prerequisite through a **Listed Substitution** (substantiating evidence enclosed)

or I am fulfilling the prerequisite through appropriate professional experience and have already gained ABRSM approval (letter of approval enclosed)

Requirement I enclose my **Arrangement and candidate declaration form (8a front & back)**

NB Do not indicate your name on or within the Arrangement

or I am fulfilling the requirement through a **Listed Substitution** (substantiating evidence enclosed)

Option

*I will present **non-syllabus repertoire** and have already gained ABRSM approval (letter of approval enclosed)*

FRSM

with Substitution

Prerequisite I have **LRSM (Music Direction)** (no need to send proof)

or I am fulfilling the prerequisite through a **Listed Substitution** (substantiating evidence enclosed)

or I am fulfilling the prerequisite through appropriate professional experience and have already gained ABRSM approval (letter of approval enclosed)

Requirements I enclose my **Arrangement and candidate declaration form (8a front & back)**

I enclose my **Written Submission and candidate declaration form (8a front & back)**

NB Do not indicate your name on or within the Arrangement or Submission

or I am fulfilling the requirement through a **Listed Substitution** (substantiating evidence enclosed)

Option

*I will present **non-syllabus repertoire** and have already gained ABRSM approval (letter of approval enclosed)*

8a Candidate declaration form for submissions sent with this form

note 29

Surname

Forename

Date of submission ddmmyy

Performance Written Submission FRSM

Direction Arrangement all levels

Written Submission FRSM

Teaching Written Submission DipABRSM and FRSM

note 23

Case Study Portfolio & Video of Teaching Practice LRSM

These must be submitted at least three months before the published closing date for entries and must gain a pass before you may proceed with the rest of the exam

I have gained written permission from parents/guardians to video-record any children featured on the Video LRSM

In accordance with the Board's child protection policy, candidates must gain written permission from parents/guardians before video-recording any child. This documentation must be available, should the need arise.

Please turn over, read and sign the declaration on the other side

Send this declaration with your submission(s)



8b Candidate declaration form for submissions brought to the exam

note 29

Surname

Forename

Candidate no.

Date of submission ddmmyy

Performance Programme Notes DipABRSM

Programme Notes LRSM

Direction Programme Notes DipABRSM

Programme Notes LRSM

Please turn over, read and sign the declaration on the other side

Keep this declaration and give it to the examiners at the start of your exam

8a Candidate declaration form continued

note 29

Declaration I confirm that I have read the regulations in the *Diploma Syllabus* and that:

- The enclosed **submission(s)** are genuinely my work and I am their sole author*
- They have not previously been submitted to the Board or to any other institution or agency for another academic award
- The sources used and quoted are properly acknowledged and listed
- I have read the section on plagiarism below and understand that I will be penalised or disqualified if a charge of plagiarism is upheld

* *For the purposes of this declaration 'submission' is used to encompass arrangements, recordings (where you are the sole director on the recording), Portfolios & Videos (where you are the featured teacher) as well as Written Submissions*

Signature _____

Date _____ ddmmyy

Plagiarism *The Associated Board defines plagiarism as an attempt to pass off as one's own the work of others. Thus copying from a printed or unprinted source without acknowledging it, or constructing a précis of someone else's writing without citing indebtedness to that writer, constitutes plagiarism.*

In preparing Written Submissions, candidates are encouraged and expected to read widely to demonstrate the breadth of their reading and, where appropriate, to quote the work of others. However, such quotations and references must be properly and fully attributed in accordance with the advice provided by the Board. Candidates who ignore this advice run the risk of being accused of plagiarism.

The Chief Examiner will refer any suspected cases of plagiarism to the Diploma Board. The Diploma Board may disqualify a candidate if the charge of plagiarism is upheld. Candidates will have a right of appeal and representation if such charges are made.

8b Candidate declaration form continued

note 29

Declaration I confirm that I have read the regulations in the *Diploma Syllabus* and that:

- The attached **Programme Notes** are genuinely my work and I am their sole author
- They have not previously been submitted to the Board or to any other institution or agency for another academic award
- The sources used and quoted are properly acknowledged and listed
- I have read the section on plagiarism below and understand that I will be penalised or disqualified if a charge of plagiarism is upheld.

Signature _____

Date _____ ddmmyy

Plagiarism *The Associated Board defines plagiarism as an attempt to pass off as one's own the work of others. Thus copying from a printed or unprinted source without acknowledging it, or constructing a précis of someone else's writing without citing indebtedness to that writer, constitutes plagiarism.*

In preparing Programme Notes, candidates are encouraged and expected to read widely to demonstrate the breadth of their reading and, where appropriate, to quote the work of others. However, such quotations and references must be properly and fully attributed in accordance with the advice provided by the Board. Candidates who ignore this advice run the risk of being accused of plagiarism.

The Chief Examiner will refer any suspected cases of plagiarism to the Diploma Board. The Diploma Board may disqualify a candidate if the charge of plagiarism is upheld. Candidates will have a right of appeal and representation if such charges are made.