

2009

# Diploma Examinations Supplementary Information



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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**If at any time in planning your entry or completing this form you require further guidance please contact us on +44 (0)20 7467 8829 or email: [diplomas@abrsm.ac.uk](mailto:diplomas@abrsm.ac.uk)**

## An important note about the entry form

It is vital when processing your entry that we understand how you plan to fulfil the Diploma prerequisites and requirements and that you know what to do, and when, in order to be able to take your exam.

The entry form has been left as clear of text as possible and detailed notes have been included section by section and point by point in these supplementary notes. It will be essential to have this pull-out section open for reference as you complete the entry form so that you can refer to the notes which are relevant to each section – whenever you see the **note number** in the margin of the entry form you should refer to the Supplementary Information where important details and guidance are given.

You will also need to refer closely to the Diploma Syllabus ([www.abrsm.org/exams/diplomas](http://www.abrsm.org/exams/diplomas)) – cross-references have been given in these notes where appropriate.

## Candidate feedback form

The Board seeks to provide a first-class service to all candidates, both in your assessment and in handling your entry and making arrangements for your exam.

We ask all Diploma candidates to provide feedback to us on a candidate feedback form which is sent to you when the date of your exam is confirmed. Please assist us by completing this form once you have taken your exam and forwarding it to the address above. Feedback reports will not be attributed to individuals.

## 1 Candidate information all candidates

note 1	<b>Candidate/ Applicant number</b>	If you have not made an entry before you will not yet have a candidate/ applicant number – leave this box blank. Your candidate number will appear on the receipt sent in acknowledgement of your entry.  If you have previously entered candidates for the Board's graded exams or for a previous diploma exam you will already have an applicant number – please use this number as your candidate number when entering yourself for a Diploma examination.
note 2	<b>Surname &amp; Forename</b>	Your surname and forename as you record them here will appear on your certificate – a maximum of 30 characters in total (including spaces) is available, although 25 spaces each for surname and forename are given on the form in order to give flexibility. If your names total more than 30 characters the Board reserves the right to edit this information.
note 3	<b>Address/ telephone/ fax</b>	If you have given your candidate/ applicant number and name and your contact details (address, telephone and fax) have not changed since you last made an entry you do not need to complete these boxes – please leave blank.
note 4	<b>E-mail</b>	Although all standard communications will be sent by post it is helpful for us to have an e-mail address on file if you have one.
note 5	<b>Date of birth</b>	For all candidates except DipABRSM and LRSM Teaching (see below) completion of this box is optional – this information is requested for statistical purposes. Please note that if you are under 16 at the time of entry you will need to arrange for your parent or guardian to countersign your entry form ( <b>section 7</b> ) to confirm their undertaking to abide by the regulations on your behalf.  <b>DipABRSM &amp; LRSM Teaching only</b> There is a minimum age for entry for DipABRSM Teaching (18 at the time of entry) and LRSM Teaching (20 at the time of the exam) – see Syllabus p7 (DipABRSM) or p12 (LRSM). You need to enclose proof of your age with this entry form and to confirm that you have done so on the checklist. This proof must be a copy of your passport, driving licence or birth certificate; please do not send originals.
note 6	<b>Male/Female</b>	Please put M or F in the box. This information is recorded for statistical purposes only.
note 7	<b>Identification</b>	You must bring identification with you to your exam. You may be asked to provide a sample signature at the start of your exam as further proof of your identity. Tick one box to indicate the type of identification you will bring. This can be one of the following: <input type="checkbox"/> Passport <input type="checkbox"/> Driving licence <input type="checkbox"/> Credit/Debit card bearing your signature <input type="checkbox"/> Birth certificate

## 2 Exam information all candidates

**note 8** **Which exam?** Tick one box to indicate your subject line (Performance, Direction or Teaching) and level (DipABRSM, LRSM or FRSM).

**note 9** **Main instrument** **Performance and Teaching candidates only**  
State your main instrument – you may be planning to perform part of your programme on a related instrument but there is no need to indicate this on the entry form.

**note 10** **Specialist option/ no. of players** **LRSM Performance & FRSM Performance only**  
If you wish to opt for a specialism, indicate your specialist option here – see Syllabus p12 (LRSM) or p15 (FRSM). This must be one of the following:

- **Orchestral musician**
- **Chamber ensemble member** (you should also indicate the number of players – this must be between 3 & 9 including yourself)
- **Keyboard accompanist**

**note 11** **Type of ensemble** **Direction candidates only**  
Indicate the type of ensemble. This must be one of the following:

- **Symphony Orchestra**
- **Chamber Orchestra**
- **String Orchestra**
- **Wind or Military Band**
- **Brass Band**
- **Choir** (indicate if mixed, upper or lower voices)

## 2a Interpreter optional

**note 12** **Interpreter** Candidates who are not comfortable using English may bring an independent person (who is neither their teacher nor their relative) to act as interpreter (see 'Practicalities' in the Syllabus). 15 minutes extra time is allowed. Tick the box to confirm your wish to bring an interpreter and their independence.

## 2b Access (for candidates with special needs) optional

**note 13** **Special needs** The Associated Board provides access wherever possible for candidates with sensory impairment, learning difficulties, or any particular physical needs. Standard arrangements exist for some candidates as clarified below, and the boxes on the entry form allow such candidates to indicate their need for special tests/arrangements.

The Board publishes separate guidelines for deaf and hearing-impaired candidates, blind and partially-sighted candidates, candidates with dyslexia or other learning difficulties, candidates with autistic spectrum disorders (including Asperger syndrome) and candidates with other specific needs. Where the Board's guidelines are not applicable, or a candidate has particular physical access needs, the Board will consider each case on an individual basis.

Guidelines and any further information can be obtained from UK Operations (telephone 020 7467 8296) or online at [www.abrsm.org](http://www.abrsm.org)

Candidate	Special test (if any)	Time allowance
<b>Visually impaired</b> <b>Performance &amp; Teaching candidates</b>	<b>either</b> <b>Braille Quick Study</b>	30 minutes preparation time to memorize the Quick Study (except for singers – see appropriate guidelines for further information)
	<b>or</b> <b>Aural repetition Quick Study</b>	15 minutes preparation time to memorize the Quick Study by ear (see appropriate guidelines for further information)
	<b>or</b> <b>Large/Modified staff notation Quick Study</b>	5 minutes extra preparation time allowed for Quick Study
	<b>or</b> <b>Large/Modified staff notation Quick Study from memory</b>	30 minutes preparation time to memorize the Quick Study (except for singers – see appropriate guidelines for further information)
<b>Direction candidates</b>	<b>None</b>	5 minutes extra time allowed over entire exam
<b>Hearing impaired</b> <b>All candidates</b>	<b>None</b>	15 minutes extra time allowed over entire exam, plus a further 15 minutes if using a sign language interpreter
<b>Dyslexia/other learning difficulties</b> <b>Performance &amp; Teaching candidates</b>	<b>either</b> <b>None</b>	7 minutes extra preparation time allowed for Quick Study
	<b>or</b> <b>Large notation Quick Study</b>	7 minutes extra preparation time allowed for Quick Study
<b>Direction candidates</b>	<b>None</b>	5 minutes extra time allowed over entire exam
<b>Autistic spectrum disorders (including Asperger syndrome)</b> <b>All candidates</b>	<b>None</b>	5 minutes extra time allowed over entire exam

**note 14** **Documents** All candidates requiring special tests/additional time allowances are asked to enclose a photocopy of an authenticating document (see 'Practicalities' in the Syllabus). Tick the box to confirm that this has been enclosed.

**Modified staff notation** Candidates requiring modified staff notation should send a copy of their preferred layout of music score with their entry (see appropriate guidelines for further information).

### 3 Exam dates all candidates

note 15

Complete the box relevant to your subject-line to indicate when you plan to take your Diploma. Arrangements for the three subject-lines are as follows:

#### Performance and Teaching candidates

**July or December** There are two sessions for Diploma exams each year. Dates for 2009 are given in **note 16** below together with closing dates for entries. Tick one box to indicate your chosen session.

**Important note** Please note that your exam may be on any day during the session and appointments cannot be changed. No refund can be made if you withdraw more than one week after the closing date (unless absence is due to illness – see 'Practicalities' in the Syllabus). Entries cannot be transferred to another examining session under any circumstances. You will be notified of your appointment as soon as timetables have been arranged.

#### Direction candidates

**Preferred date** Examination dates for Direction Diplomas are fixed on an individual basis. You should contact the Diplomas Office to discuss a suitable date. Your entry form, payment and relevant documentation must be received at least six weeks before the agreed exam date. Examiners will not be booked until these have been received.

note 16

Exam dates **Performance and Teaching candidates**

Year	Session	UK closing date	Eire closing date	Diploma week	
2009	July	Friday 1 May	Monday 27 April	29 June – 4 July 20 – 25 July	Scotland/Ireland England/Wales
2009	December	Friday 25 September	Monday 21 September	16 – 19 & 21 – 22 December	

### 4a Centre details most Performance & Teaching candidates

note 17

*This section of the entry form is not applicable to Direction candidates or for Harpsichord, Organ or Percussion Performance or Teaching candidates – see 4b Visit details below.*

Diplomas are held at fifteen regional centres around the UK and at one centre (Dublin) in Eire. You have the opportunity to indicate your first choice of centre by ticking the relevant box and we will make every effort to arrange this. However, your first choice centre is **not guaranteed** and it may be necessary to travel some distance to take your Diploma at another regional centre. Timetables will be arranged to suit the majority of candidates.

### 4b Visit details Direction & some Performance & Teaching candidates

note 18

*This section of the entry form is not applicable to Performance & Teaching candidates unless the main instrument is Harpsichord, Organ or Percussion.*

If you are a Direction candidate or a Performance or Teaching candidate whose instrument is Harpsichord, Organ or Percussion you must provide your own venue for the exam at no cost to the Board (see 'Practicalities' in the Syllabus).

Please give the name if appropriate (eg a school or institution), full address and a contact number.

### 5 Checklist

note 19

These checklists are designed to help you make sure that you have sent us all the relevant enclosures and proof documents. It is essential that the correct documents are sent with your entry form – incomplete entries will be returned for submission at the next session of exams.

#### You must ensure the following:

- all **prerequisites** have been fulfilled and proof of these is enclosed as necessary (see **note 20** below)
- **substantiating evidence** has been enclosed if you wish to fulfil a prerequisite or exam requirement through a listed substitution (see **note 20** below)
- all necessary **exam submissions** and a **candidate declaration form** have been enclosed with your entry (see **notes 21 & 29** below)
- **ABRSM approval** has been sought and given in advance for non-syllabus repertoire (Direction only), topic approval (FRSM Teaching) or for appropriate professional experience as a substitution for a prerequisite (see **note 22** below).

You need only refer to the checklist relevant to your chosen subject line and level.

To help you distinguish between what you must do and what is optional the checklist has different tick-boxes.

- The thick blue boxes indicate the standard ABRSM prerequisites.
- The thin blue boxes indicate substitutions which you may make for the standard ABRSM prerequisites.

continued overleaf

## 5 Checklist continued

**note 20** **Prerequisites and substitutions – proof of fulfilment & substantiating evidence** **Awards made by ABRSM**  
Many candidates will meet the standard prerequisites, all of which are awarded by ABRSM. You will need to send proof (photocopy of your certificate or mark form) of your prerequisite award if it was taken before 1994 or outside the UK/Ireland.  
You do not need to send proof if the prerequisites were taken in the UK/Ireland from 1994 onwards. We will verify the award internally, but may contact you for proof if our search fails (eg if your name has changed or if more than one person of your name appears in our records).

**Listed substitutions – awards made by other bodies**  
You must enclose evidence substantiating your application for a listed substitution. Where your substitution is a qualification you should submit a photocopy of your certificate. For courses and course components a letter from the course provider will normally be acceptable.

**Proof of change of name**  
If the name on your proof of prerequisites or substitutions is different from your current name you must send proof (eg photocopy of your marriage certificate).

Full and up-to-date details of qualifications and courses which can be used as substitutions appear at [www.abrsm.org](http://www.abrsm.org)

**note 21** **Exam submissions and candidate declaration form**  
Candidates for some subject-lines/levels have to make submissions at the point of entry and the checklist will confirm if this applies to you. All candidates making a submission are required to complete the candidate declaration form included as **section 8** of the entry form. You are urged to refer closely to the Syllabus ('Submissions' section) and to the detailed requirements for your line and level to find out how to present your submissions and how many copies to submit.  
NB **Do not** indicate your name on or within any submission

**note 22** **ABRSM approval**  
If you wish to use non-syllabus repertoire (Direction), or are entering for FRSM Teaching (for which you need topic approval), or are applying for appropriate professional experience as a substitution for a prerequisite, you must gain the Board's written approval by applying in writing to the Syllabus Director at the Board *before* completing and submitting this entry form.

For Direction (non-syllabus repertoire) this must be done no later than six weeks before you submit your entry, and for FRSM Teaching (Written Submission topic), no later than three months before. You must enclose a copy of the letter of approval with your entry form.

Applications for appropriate professional experience in fulfilment of a prerequisite should be made on the approval form contained in Appendix 3 of the Syllabus. The approval form must reach the Board at least six weeks before the published closing date for the session in which you wish to be examined.

Approval forms are available at [www.abrsm.org](http://www.abrsm.org)

**note 23** **LRSM Teaching only – submission of Portfolio & Video**  
LRSM candidates are required to submit their Portfolio and Video with their entry form no later than three months before the published closing date for entries. You may proceed with your entry only if the Portfolio and Video are awarded a pass, and we will notify you of this at least one month before the published closing date for entries. You must then pay the balance of the entry fee by the closing date, at the same time enclosing either your Written Submission or documentation supporting a substitution.

## 6 Signature all candidates

**note 24** **Candidate's signature**  
You must sign and date the form to confirm that you have read the regulations in the current *Diploma Syllabus* and undertake to abide by them. If you are under 16 years of age please refer to **note 25** below.

**note 25**  
All candidates who are under 16 years of age at the time of entry must arrange for their entry form to be countersigned by their parent or guardian who should also give their name and full postal address.

## 7 Payment all candidates

**note 26**  
Payment for your diploma must be made at the time of entry and your fee is dependent on your chosen level and whether or not you are making a substitution for any part of the exam. Please circle the appropriate fee.

**note 27** **LRSM Teaching only**  
Payment for your diploma must be made in two instalments: 40% of the full fee must be sent with your entry form, Portfolio & Video; on passing this section you must then pay the balance of the entry fee before the closing date.

**note 28**  
You may pay by cheque or by credit/debit card (but not by charge card) and a receipt will be issued. Please complete the boxes relevant to your chosen method of payment.

## 8 Candidate declaration form

**note 29**  
All candidates are required to make one or more submissions as part of their exam and must complete a candidate declaration form. Two declaration forms are included as sections **8a** and **8b** of the entry form. **8a** should be used when sending a submission with the entry form. **8b** must be retained by Performance and Direction DipABRSM and LRSM candidates and given to the examiners at the start of the exam with the Programme Notes.

Extra declaration forms can be obtained at [www.abrsm.org](http://www.abrsm.org) or from the Board direct