

# Entry form: Singapore

## Practical or Theory exams



### Please use this entry form for

All Practical subjects (Prep Test & Grades 1–8)  
Performance Assessment (for adults & for candidates with specific needs)  
Theory exams (Grades 1–8)

### Separate forms must be used for Theory and Practical entries

Please do not enter candidates for Theory and Practical exams on the same form.

### There are separate forms for

Ensembles, Choral Singing and Diplomas

### When entering candidates you will also need to make reference to the following sources of information:

- **Examination Information & Regulations booklet**  
International Edition
- The current **syllabuses**
- Current **Dates and Fees leaflet**
- The guidance notes provided on this form

All of the above information is available from the ABRSM's Representative, or our website: [www.abrsm.org/sg](http://www.abrsm.org/sg).

**If this is the first time** you have filled in an entry form, please read the guidance notes first. If you need further information or guidance, please contact your local Representative.

## Guidance notes

### Glossary **particularly for first-time Applicants**

**Applicant** The **Applicant** is you, the person filling out the form (aged 15 or over). You may be applying on behalf of the exam candidate(s) (eg you are a teacher, a parent or guardian, or a school head).

You may be applying for yourself (you must possess an NRIC or be at least 15 years of age to do this) and you are therefore also the candidate.

**Candidate** A **candidate** is someone who will be taking an exam. This may be your pupil, child, a member of your school, or yourself.

**Entry** An **entry** is an application for the examination of any number of candidates at the same centre, on the same date and for whom the same presenter's name will be shown on the mark forms and certificates. The entry may consist of more than one form.

**Multiple entries** A **multiple entry** consists of a number of separate entries made by one Applicant who requests that candidates should be examined *either* at different centres *or* for whom different presenters' names are to be shown on mark forms and certificates. In such cases a *separate* entry form should be used.

**Certificate** The exam **certificate** shows who has presented the candidate. You may not want this to be you – for example, it could be your school or institution, or your teacher if you are entering yourself. Make sure you tell us which name you want to be on the certificate in section **1b** of the entry form.

### Completing this form

**Please complete** sections 1 to 5 of this form.

**Please write clearly in the boxes in BLOCK CAPITALS.** A box should be left blank between names.

**When you have completed the form**, tear off the fold-out page of notes and keep it for your own information. Send the completed form with the fees to your Representative.

## 1a Applicant information **all Applicants**

Applicant Number

Title  *for example Dr, Mr, Mrs, Mdm, Miss, Ms*

Name   
**As on your NRIC/ID – please underline family name**

NRIC/foreign ID   
*Not applicable to Music Schools and Organisations*

Music Degrees/  
Diplomas   
*optional*

Address   
*line 1*

Address   
*line 2*

Address   
*line 3*

Postal code

Home telephone

Work telephone

Handphone

E-mail

Practical / Theory  insert **P** or **T**

Music School/organisation  
 Music Teacher  
 Parent/Guardian  
 Self-entry

My address/contact details have changed since my last entry  
*tick if applicable*

For office use only

## 1b Certificate information **optional**

Name of presenter

## 1c Place of exam **all Applicants**

For office use only

## 2 Practical exam at private school or teacher's studio **optional**

Address   
*line 1*

Address   
*line 2*

Address   
*line 3*

Postal code  S | I | N | G | A | P | O | R | E

Contact person

Contact number

This is my first time as a private studio  
*tick if applicable*

## 3 Practical exam date preference **all Practical Applicants**

FEB / MAR  Indicate your preferred month. Leave blank if you have no preference.

JUL / AUG / SEP  Indicate **one** preferred month only. Tick or leave blank if you have no preference.

We will do our best to arrange appointments in your preferred month, but cannot guarantee to do so, nor to avoid or allocate particular dates. Appointments may be given for any month/session within the whole examining period subject to availability of studios and ABRSM examiners.

## 4 Candidate information in exam running order **all Applicants**

Office use only box:  
Theory qualification

<b>1</b>	Name as to be shown on certificate. <b>Please underline family name.</b>					
Subject code	Grade	Age	Specific needs or requests	Candidate identification number	Office use only	
<b>2</b>	Name as to be shown on certificate. <b>Please underline family name.</b>					
Subject code	Grade	Age	Specific needs or requests	Candidate identification number	Office use only	
<b>3</b>	Name as to be shown on certificate. <b>Please underline family name.</b>					
Subject code	Grade	Age	Specific needs or requests	Candidate identification number	Office use only	
<b>4</b>	Name as to be shown on certificate. <b>Please underline family name.</b>					
Subject code	Grade	Age	Specific needs or requests	Candidate identification number	Office use only	
<b>5</b>	Name as to be shown on certificate. <b>Please underline family name.</b>					
Subject code	Grade	Age	Specific needs or requests	Candidate identification number	Office use only	
<b>6</b>	Name as to be shown on certificate. <b>Please underline family name.</b>					
Subject code	Grade	Age	Specific needs or requests	Candidate identification number	Office use only	
<b>7</b>	Name as to be shown on certificate. <b>Please underline family name.</b>					
Subject code	Grade	Age	Specific needs or requests	Candidate identification number	Office use only	
<b>8</b>	Name as to be shown on certificate. <b>Please underline family name.</b>					
Subject code	Grade	Age	Specific needs or requests	Candidate identification number	Office use only	

## 5 Fees **all Applicants**

no. of cands.	fee per candidate	total per grade
_____	PA	_____
_____	PT	_____
_____	Grade 1	_____
_____	Grade 2	_____
_____	Grade 3	_____
_____	Grade 4	_____
_____	Grade 5	_____
_____	Grade 6	_____
_____	Grade 7	_____
_____	Grade 8	_____

**Total fees enclosed** \_\_\_\_\_

**I have read and undertake to abide by the current Examination Regulations**

Signature \_\_\_\_\_

Date \_\_\_\_\_ ddmmyy

Office use only  
Total fees and remittance checked \_\_\_\_\_

## 1a Applicant information notes

**The Applicant is the person (over 15 years of age) making the entry who acts on behalf of the candidates. Adult candidates may enter themselves. All communication will be with the person named as the Applicant.**

Note: Data Protection  
The processing of personal data by ABRSM is regulated by the UK Data Protection Act 1998, under which ABRSM is registered (registration number Z6618494).

- Applicant Number If you have given your Applicant Number and your contact details have not changed, please complete Title and Name only, underlining your family name.
- If you do not know your Applicant Number or this is your first entry please give your full address and home telephone, work telephone and handphone numbers including codes, and email address. Communications concerning your candidates' exams will normally be sent by mail. A permanent applicant number will be sent to you in due course.
- Please tick at least one of the boxes to indicate whether the Applicant is a Music School, Music Teacher, Parent/Guardian or Self-entry. You may tick more than one box if appropriate.
- Practical/Theory Please write **P** if you are making Practical entries or **T** if you are making Theory entries.
- Applicant details The Applicant's details (Title, Name, Degrees/Diplomas) will be shown on the certificate for graded music exams as being the person who presented the candidate unless you give other details in section **1b**. If the details given total more than 40 characters (including spaces) we may need to edit this information.

## 1b Certificate information notes

If you do not want the Applicant details to be shown on the certificate as the person who has presented the candidate, please complete this section. Write the full name of the presenter exactly as you would like it to appear on the certificate, leaving a blank space between each name. A maximum of 40 characters is available.

## 1c Place of exam notes

Please enter the place of exam (e.g. region, school or studio) where you would prefer your candidates to be examined. ABRSM cannot guarantee that your preference will be met as allocation depends on availability. Please refer to Regulations 6 and 7, Place of examination.

## 2 Practical exam at private school or teacher's studio notes

- Who should complete this section **Please complete this section only if exams will be held in a private school or teacher's studio, in accordance with Regulation 7.**
- Studios All first time private studios will be subject to inspection by the Examinations Authority before being used as an approved private studio. See regulation 7 for private studio requirements.
- Timetable Private studio applicants are requested to submit their intended candidates' timetable. Please refer to Regulation 11 and page 7 of the *ABRSM Examination Information & Regulations* for the time allowed for each examination.
- ABRSM Practical examining times  
0900 – 1045  
1045 – 1100 morning break  
1100 – 1245  
1245 – 1400 lunch  
1400 – 1530  
1530 – 1545 afternoon break  
1545 – 1715
- Starting time for the afternoon session may be adjusted if extra travelling time for the examiner is required.

## 3 Practical exam date preference notes

- Practical Where possible we will take into consideration any date and time preferences noted here when allocating exam appointments. However, we are not able to guarantee that your preference will be met.
- Appointments may be given for any date(s) within the whole of the exam period subject to the availability of ABRSM examiners, so please ensure your candidates are ready for an exam from the first day of the exam period. See Regulation 8.
- If you have official supporting documents to indicate why certain months should be avoided or allocated due to unavoidable circumstances, please email [sg\\_requests@abrsm.ac.uk](mailto:sg_requests@abrsm.ac.uk) or submit them within the registration period.
- For details of all Practical exam periods and Theory exam dates refer to the Dates and Fees leaflet, or visit our website at [www.abrsm.org/sg](http://www.abrsm.org/sg).

## 4 Candidate information notes

Please list all Practical, Prep Test and Performance Assessment candidates in your preferred exam running order. If entering more than 8 candidates please use additional forms and number them.

**Candidate Name** Names should be shown as they are to appear on mark forms and certificates. Please underline the family name

**Subject code** Write the subject code for each candidate. A list of codes is given on the right.

**Grade** Enter the grade for each candidate in arabic type numerals, eg 1,2,3. For Prep Test write PT and for Performance Assessment write PA in the Grade box.

**Age** Please write the age of each candidate. This information is recorded for statistical purposes only and will not be passed on to the examiner.

**Specific needs or requests** Candidates may request Special Tests in accordance with Regulation 18. Please complete this box with the appropriate code from the following:

**B** for Braille memory test in place of sight reading or Braille Theory paper (if an amanuensis is also required, please attach a separate note)

**C** for autistic spectrum disorders

**D** for dyslexia

**L** for large notation Practical sight reading test or large print Theory paper

**M** for large notation memory test (Practical)

**R** for the aural repetition test in place of the sight reading test (Practical)

**A** for an amanuensis

**S** for special aural tests for hearing impaired candidates (Practical)

**I** for candidates who will be bringing an interpreter (Practical).

A candidate who is not comfortable using English is allowed to bring an independent person as interpreter – Regulation 13(b).

**T** for a translation of the Theory question paper (please specify the language required)

**X** for Theory candidates who are unable to sit an exam on the published date for religious reasons.

For candidates with other special needs please see Regulation 18.

For all specific needs, please attach an official letter outlining the provision required. For further information refer to [www.abrsm.org](http://www.abrsm.org).

**Theory qualification** Candidates for Practical Grades 6, 7 & 8 must have passed *one* of the following (Regulation 1)

- ABRSM Theory of Music Grade 5 or higher grade
- ABRSM Practical Musicianship Grade 5 or higher grade
- ABRSM solo Jazz subject Grade 5

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

If candidates have passed ABRSM's qualifications since 2001, submission of proof is not necessary. For all others, a copy of the certificate or markform must be attached to this form and submitted with your entry.

**Candidate identification number** Please enter candidates' birth certificate/student ID or NRIC (compulsory for candidates aged 15 years or over) numbers. Foreign candidates should enter their passport number.

### Subject codes

- 01 Piano
- 03 Violin
- 04 Viola
- 05 Cello
- 06 Double Bass
- 38 Descant Recorder
- 39 Treble Recorder
- 09 Flute
- 10 Oboe
- 11 Clarinet
- 12 Bassoon
- 36 Alto Saxophone
- 37 Tenor Saxophone
- 54 Soprano Saxophone
- 55 Baritone Saxophone
- 13 Horn in F
- 14 Trumpet
- 20 B♭ Cornet
- 21 E♭ Cornet
- 22 Flugelhorn
- 23 E♭ Horn
- 32 Trombone
- 33 Bass Trombone
- 24 Baritone
- 35 Euphonium
- 34 Tuba
- 41 Harpsichord
- 02 Organ
- 07 Guitar
- 08 Harp
- 44 Percussion
- 40 Singing
- 99 Theory of Music
- 42 Practical Musicianship
- 45 Jazz Piano
- 47 Jazz Clarinet
- 48 Jazz Alto Sax
- 49 Jazz Tenor Sax
- 50 Jazz Trumpet
- 52 Jazz Trombone
- 56 Jazz Flute
- 58 Jazz Baritone Sax
- 59 Jazz Cornet
- 60 Jazz Flugelhorn

## 5 Fees notes

**Exam fees are given in a Dates and Fees leaflet.**

You should state the total fees paid on the first, or only form of each separate entry. If a candidate is using a valid re-entry voucher please attach it to the entry form. Enter the value of the voucher on the payment chart and deduct the value from the total fees due.

Please use this chart to calculate the fee required and retain for your records.

		Number of candidates	Fee per candidate	Total per grade
Practical only	Performance Assessment			
Practical only	Preparatory Test			
	Grade 1			
	Grade 2			
	Grade 3			
	Grade 4			
	Grade 5			
	Grade 6			
	Grade 7			
	Grade 8			

**Signature** This form should be signed and dated by the Applicant as the person accepting responsibility for entering the candidates, for receiving all written communications and for making all payments. This also constitutes an undertaking to abide by ABRSM's Regulations.

**Total**