

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 **Examination 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)
- List of centres and centre codes (pages 20–30)
- Glossary (pages 44–45)

You can view our *Examination Information & Regulations* online at 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).

Glossary particularly for first-time Applicants

- Applicant** The **Applicant** is the person who submits an exam entry (by completing the entry form and making payment).
You may be applying for yourself and the other members of the ensemble (you must be 18 or over to do this) and you are therefore also a candidate.
- Candidate** A **candidate** is the person who will be taking the exam.
- Certificate** The exam **certificate** shows who has presented the ensemble. It could be your school or institution, or your teacher if you are entering yourself. Please indicate your wishes in section **1a**.
- Centre** A **Centre** is a venue provided by ABRSM. Some Centres are open for the whole exam period, others only for a few days. Each Centre has a code, which is also used when scheduling Visits – if you are applying for a Visit at premises which you are providing, you will need to work out which Centre is closest to you.
- Exam period** An **exam period** is a group of dates on which exams can take place at Centres, or within which Standard Visits and Large Entry Visits can be organised. There are three periods in the year, A, B, and C (see page 4 of this section) – Special Visits are always held on dates outside these periods.

Exam times

If you are applying for a Standard Visit, Special Visit or Large Entry Visit you will need to calculate your total entry time in order to confirm that you meet the minimum entry requirement.

Exam times (+ set-up times) allowed for Ensembles/Jazz Ensembles are:

- Initial/Primary** 12 minutes (+ 5 minutes)
- Intermediate** 18 minutes (+ 5 minutes)
- Advanced** 25 minutes (+ 5 minutes)

Entry form 2a Exam information Jazz Ensembles only

The four entry schemes for Jazz Ensembles are given below.
If you are applying for a Visit and need to calculate your total entry time see page 1 of this insert where exam times are given (exam times for other subjects and grades are given on page 5 of the *Information & Regulations* booklet).

Entry option	Where?	When?	Minimum entry requirement (see page 1 for exam times)	Notes
Scheme 1 Standard Visit during Jazz dates	At a venue provided by the Applicant	During specified dates within each exam period (see page 4 of this insert for dates)	1 Jazz Ensemble	The chosen location should be easily accessible from the local exam Centre. If required, transport for the examiner must be provided. Please note that the date and time allocated will be arranged to fit in with the examiner's other commitments
Scheme 2 Special Visit	At Special Visits with at least 1 hour of Jazz (venue provided by the Applicant)	On any date of the Applicant's choice outside the exam period (see page 4 of this insert for dates then choose a date outside these three periods)	3 hours of exams (of which 1 hour is Jazz exams)	This option is subject to the availability of examiners
Scheme 3 10 hour Standard Visit	At premises provided by the Applicant	On a date allocated by ABRSM within the exam period (see page 4 of this insert for dates)	10 hours of exams (of which 1 hour is Jazz exams)	Please note that the dates allocated will depend upon the availability of Jazz examiners
Scheme 4 Standard Visit with at least 3 hours of Jazz exams	At premises provided by the Applicant	On a date allocated by ABRSM within the exam period (see page 4 of this insert for dates)	3 hours of Jazz exams	Please note that the dates allocated will depend upon the availability of Jazz examiners

Entry form 2b Exam information Ensembles only

Ensembles may be entered to take their exam under one of the four options below, as detailed on pages 14–15 of the *Information & Regulations* booklet.

If you are applying for a Visit and need to calculate your total entry time see page 1 of this insert where exam times are given (exam times for other subjects and grades are given on page 5 of the *Information & Regulations* booklet).

Entry option	Where?	When?	Minimum entry requirement (see page 1 for exam times)	Refer to Regulations
Centre	At an ABRSM Centre (see page 3 of this insert)	On a date allocated by ABRSM within the exam period (see page 4 of this insert for dates) – specific dates cannot be guaranteed	1 ensemble	6 & 8
Standard Visit	A Standard Visit at a venue provided by the Applicant	Practical: on a date allocated by ABRSM within the exam period (see page 4 of this insert for dates) – specific dates cannot be guaranteed	3 hours of exams	7 & 8
Large Entry Visit	A Large Entry Visit at a venue provided by the Applicant	On any dates of the Applicant's choice within the exam period (see page 4 of this insert)	15 hours of exams	7 & 8
Special Visit	A Special Visit at a venue provided by the Applicant	On any date(s) of the Applicant's choice outside the exam period (see page 4 of this insert for period dates then choose a date outside these three periods)	3 hours of exams	7 & 8

Entry form 2 Exam information exam Centres and codes

ENGLAND

Bedfordshire

Bedford B106
Leighton Buzzard L23X
Luton L167

Berkshire

Newbury N02X
Reading (East) R017
P Reading (West) R116
Windsor W218

Bristol, City & County of

Bristol B335

Buckinghamshire

P Amersham X044
Aylesbury A096
P Beaconsfield B092
P Buckingham B343
P Chesham X095
High Wycombe H090
Milton Keynes M163

Cambridgeshire

Cambridge C013
P Huntingdon H147
P March M066
P Peterborough P049
Wisbech W129

Cheshire

Chester C102
Congleton C269
Crewe C226
P Northwich N143
Warrington W20X

Cornwall

P Bude B351
T Launceston L027
Liskeard L213
Penzance P022
St Austell S026
Truro T12X

Cumbria

Barrow-in-Furness B068
Carlisle C056
P Cockermouth C161
Kendal K012
P Keswick K020
Whitehaven W099
P Windermere W234

Derbyshire

Buxton B416
Chesterfield C110
Derby D036
Matlock M090

Devon

P Ashburton A118
Barnstaple B05X
P Bideford B149
Exeter E059
P Paignton P167
Plymouth P073
P Sidmouth S123
P Tavistock T030
P Tiverton T081
Torquay T09X

Dorset

Blandford Forum B211
Bournemouth B262
Dorchester D079
P Lyme Regis L175
P Poole P146
Weymouth W072

Durham

Bishop Auckland B165
Darlington D01X
Durham D15X
Hartlepool H04X

Essex

Brentwood/Billericay X079
Chelmsford C080
Clacton-on-Sea C145
Colchester C17X
Harlow H023
Southend-on-Sea X281

Gloucestershire

Cheltenham C099
P Cirencester C137
Gloucester G035
Stroud S301

Hampshire

P Andover A061
Basingstoke B076
P Chandler's Ford C315
P Fleet F071
P Gosport G136
New Milton N046
Petersfield P065
Portsmouth P09X
P Ringwood R106
Southampton S174
Winchester W110

Herefordshire

Hereford H082

Hertfordshire

Bishop's Stortford B173
P Harpenden X389
Hemel Hempstead X214
Hertford X222
Hitchin H104
St Albans X273
P Stevenage S220
Watford X32X
Welwyn Garden City W056

Kent

Ashford A088
Canterbury C021
T Dartford D028
Dover D087
Folkestone F047
Gravesend G06X
Maidstone M023
Rochester R041
Sevenoaks S085
P Sittingbourne S387
Thanet T065
Tunbridge Wells T138

Lancashire

Blackburn B181
Blackpool B19X
Burnley B378
Clitheroe C153
Lancaster L019
Preston P111

Leicestershire

Leicester L051
Loughborough L132
Melton Mowbray M171

Lincolnshire (inc N & NE)

Boston B254
P Gainsborough G019
Grantham G051
Grimsby G086
Lincoln L06X
P Louth L140
Scunthorpe S069
Skegness S131
P Sleaford S407
Spalding S190
Stamford S212

London, Greater

Central London X01X
P South West London X362
P Barnet X052
Blackheath X060
Bromley/
Southborough X087
P Camberwell X46X
T Crouch End X117
Croydon X125
Ealing X141
P East Ham X451
P Edgware X15X
Enfield X168
Finchley X192
P Hampstead X435
Harrow X206
Ilford X230

London, Greater continued

P Muswell Hill X036
P Palmers Green X419
P Putney X400
P Romford X265
P Sidcup X397
T Streatham X29X
P Surbiton X443
Sutton X303
Uxbridge X311
T Wembley X338
Wimbledon X346
Woodford X354

Manchester, Greater

Bolton B246
Bury B394
Manchester M04X
Oldham U010
Rochdale R084
Stockport S247
Wigan W102

Merseyside

T Birkenhead B483
Liverpool L086
Southport S182
T West Kirby W226

Norfolk

P Dereham D176
Great Yarmouth Y016
King's Lynn K063
Norwich N089
Sheringham & Cromer S107

Northamptonshire

Kettering K039
Northampton N070

Northumberland

Alnwick A045
Berwick-upon-Tweed B122
P Hexham H18X
Morpeth M147

Nottinghamshire

Mansfield M058
Newark N011
Nottingham (Bramcote) N097
P Nottingham (Central) N151
Worksop W17X

Oxfordshire

P Abingdon A126
Banbury B017
P Finstock F063
P Henley-on-Thames H155
Oxford U037

Shropshire

P Newport N119
Oswestry U029
Shrewsbury S115
Bath B084
Bridgwater B300
P Chard C307
Clevedon C323
Minehead M139
Taunton T022
Wells W03X
Weston-super-Mare W064
Yeovil Y024

Staffordshire

Burton-on-Trent B386
Cannock C277
Lichfield L205
Stafford S204
Stoke-on-Trent S263
Bury St Edmunds B408
Haverhill H163
Ipswich J032
Lowestoft L159

Suffolk

Surrey

P Dorking X133
Epsom X176
Esher X184
Frimley F055
Godalming G043
Guildford G108
P Leatherhead X249
Redhill X257
Sunbury-on-Thames X370
Woking W137

Sussex (East)

Brighton B327
Eastbourne E016
Hastings H058

Sussex (West)

P Bognor Regis B238
P Burgess Hill B36X
Chichester C129
T Crawley C218
East Grinstead E024
Haywards Heath H074
Horsham H112
Worthing W188

Tyne & Wear

Newcastle-upon-Tyne N038
Sunderland S31X

Warwickshire

Leamington Spa L035
Nuneaton N100
Rugby R068
Stratford-upon-Avon S298

West Midlands

Birmingham B157
Coventry C20X
T Dudley D109
P Selly Oak S379
Solihull S166
Stourbridge S271
Sutton Coldfield S328
Wolverhampton W145

Wiltshire

P Calne C293
Chippenham C250
Devizes D044
Salisbury S042
Swindon S344
Trowbridge T111

Worcestershire

Bromsgrove B467
Kidderminster K047
Malvern M031
Worcester W161

Yorkshire (East Riding)

P Beverley B475
Hull H139

Yorkshire (North)

Harrogate H031
Middlesbrough M112
P Northallerton N167
Richmond R076
P Ripon R092
Scarborough S050
Skipton S14X
Stockton S255
Whitby W080
York Y032

Yorkshire (South)

Barnsley B041
Doncaster D060
Rotherham R05X
Sheffield S093

Yorkshire (West)

P Bingley B505
Bradford B270
Halifax H015
Huddersfield H120
Leeds L043
Wakefield W013

CHANNEL ISLANDS

Guernsey G094
Jersey J067

ISLE OF MAN

Isle of Man J040

ISLE OF WIGHT

Isle of Wight J059

NORTHERN IRELAND

Ballymena/Antrim B424
Ballymoney B432
Ballynahinch B459
Bangor, Co. Down B440
Belfast B114
Craigavon C242
P Dungannon D168
Enniskillen E067
Londonderry L124
P Newry N127
Newtownabbey C234

SCOTLAND

Aberdeen A010
Ayr A10X
P Bearsden B513
Caithness T073
P Dingwall D052
Dumfries D117
Dundee D125
P Dunfermline D133
Edinburgh E032
Elgin E040
Falkirk F012
Glasgow G027
Greenock G078
Helensburgh H171
Inverness J024
Kirkcaldy K071
P Newton Stewart N136
Orkney U053
Paisley P159
Perth P030
Peterhead P057
St Andrews S018
Shetland S360
Stirling S239
Stranraer S28X
T Tain T014

WALES

Aberystwyth A037
Bangor B033
Blaenau Ffestiniog B203
Brecon B289
Bridgend B297
Cardiff (Central) C03X
P Cardiff (North) C34X
Cardigan C048
Carmarthen C064
Chepstow C285
Colwyn Bay C188
P Denbigh D184
P Fishguard F039
Haverfordwest H066
Llanelli L116
Merthyr Tydfil M104
Monmouth M155
Newport N054
Newtown N062
P Pontypridd P081
P Port Talbot P103
P Porthcawl P138
Pwllheli P12X
T Rhyl R033
P Swansea S336
P Tenby T057
P Tredegar (Ebbw Vale) T103
Wrexham W196

Period	Closing dates		Exam dates			Week
	UK postal entries	UK online entries	Theory	Practical		
A	Friday 15 January	Friday 22 January	Thursday 4 March 5pm	UK & Ireland	1 March – 1 April (excluding Thursday 4 March) Jazz exams: 1 – 13 March (excluding Thursday 4 March)	Week 1 1 – 6 March Week 2 8 – 13 March Week 3 15 – 20 March Week 4 22 – 27 March Week 5 29 March – 1 April
B	Friday 30 April	Friday 7 May	Saturday 19 June 10am	Scotland & Ireland	1 June – 26 June (excluding Saturday 19 June) Jazz exams: 1 June – 12 June	Week 1 1 – 5 June Week 2 7 – 12 June Week 3 14 – 18 June Week 4 21 – 26 June
				England & Wales	14 June – 17 July (excluding Saturday 19 June) Jazz exams: 14 – 26 June (excluding Saturday 19 June)	Week 3 14 – 18 June Week 4 21 – 26 June Week 5 28 June – 3 July Week 6 5 – 10 July Week 7 12 – 17 July
C	Friday 24 September	Friday 1 October	Wednesday 3 November 5pm	UK & Ireland	8 November – 11 December Jazz exams: 8 – 20 November	Week 1 8 – 13 November Week 2 15 – 20 November Week 3 22 – 27 November Week 4 29 November – 4 December Week 5 6 – 11 December
Special Visits	At least one month (28 days for online entries) before chosen exam date, which must be outside periods A, B & C		n/a	UK & Ireland	Any day(s) outside the dates for periods A, B & C listed above (excluding Sundays, Bank Holidays and Tuesday 27 July)	n/a

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, Scotland & Wales Exams

T 020 7467 8261
E londonandnorth@abrsm.ac.uk

London Exams

T 020 7467 8261
E londonandnorth@abrsm.ac.uk

Southern Exams

T 020 7467 8211
E midsandsouth@abrsm.ac.uk

Midlands Exams

T 020 7467 8211
E midsandsouth@abrsm.ac.uk

Ireland Exams

T 020 7467 8296
E ireland@abrsm.ac.uk

Special Visits

T 020 7467 8221
E specialvisits@abrsm.ac.uk

Theory Exams

T 020 7467 8270
E theory@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 *Examination 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

Customer service and feedback

We strive for integrity, efficiency, accessibility, openness and excellence in three core areas: quality and consistency of assessment; a positive exam experience; and effective administrative support. A Customer Service Statement is published on the website (www.abrsm.org) and feedback about all aspects of ABRSM exams and services is encouraged.