

Entry Form

Diploma in Music Direction



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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 London W1B 1LU
 United Kingdom
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 E-mail: international@abrsm.ac.uk
 www.abrsm.org

It is essential that you read the Supplementary Information insert before completing the entry form.

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

The note numbers in the left margin refer you to specific sections of the Supplementary Information.

Use this form for:

- DipABRSM Music Direction, LRSM Music Direction and FRSM Music Direction entries

1 Candidate information **all candidates**

Please use **BLOCK CAPITALS**

note 1	Candidate/ Applicant number	<input type="text"/>	if known
	Title	<input type="text"/>	for example Dr, Mr, Mrs, Mdme, Miss, Ms
note 2	Family name (surname)	<input type="text"/>	Family name first <input type="checkbox"/> optional
	Given name	<input type="text"/>	
	Degrees/ Diplomas	<input type="text"/>	
note 3	Address line 1	<input type="text"/>	
	Address line 2	<input type="text"/>	
	Address line 3	<input type="text"/>	
	Address line 4	<input type="text"/>	
	Postcode	<input type="text"/>	
	Country	<input type="text"/>	
	Home telephone	<input type="text"/>	
	Work telephone	<input type="text"/>	
	Mobile telephone	<input type="text"/>	
	Fax	<input type="text"/>	
note 4	E-mail	<input type="text"/>	
note 5	Date of birth	<input type="text"/>	ddmmyy
note 6	Male/Female	<input type="checkbox"/> M/F	
note 7	Identification	<input type="checkbox"/> Passport	<input type="checkbox"/> National Identity card
		<input type="checkbox"/> Driving licence	A photocopy must be enclosed with this form

2 Exam information **all candidates**

notes 8 & 9

Tick one box only Type of ensemble

DipABRSM _____

LRSM _____

FRSM _____

2a Interpreter **all candidates**

note 10

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**

No

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

notes 11

You may tick more than one box

I need Time allowance for visual impairment

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 12

Documents I enclose an authenticating document confirming my needs

3 Exam date preferences **all candidates**

note 13

Please look up the available months in the *Music Examinations Dates and Fees* leaflet for your country

Preferred month _____

4 Centre details **all candidates**

note 14

I will arrange to take my exam at the venue below

Venue name _____

Address
Line 1 _____

Address
Line 2 _____

Address
Line 3 _____

Postcode _____

Phone
number _____

5 Checklist

notes 15-18

DipABRSM

with Substitution

Prerequisite I have **ABRSM Grade 8 Practical** (photocopy of certificate or mark form 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)

Requirement I enclose my **Arrangement and candidate declaration form** (6a front & back)

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)** (photocopy of certificate 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)

Requirement I enclose my **Arrangement and candidate declaration form** (6a front & back)

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)** (photocopy of certificate 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)

Requirements I enclose my **Arrangement and candidate declaration form** (6a front & back)

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

I enclose my **Written Submission and candidate declaration form** (6a front & back)

Option

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

6a Candidate declaration form for Arrangement and Written Submission

note 19

Family name (surname) _____

Given name _____

Level DipABRSM LRSM FRSM

Date of submission _____ ddmmyy

Submissions

- Please tick relevant box(es)
- Arrangement score and recording (all levels)
- Written Submission (FRSM only)

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

Send this declaration with your submissions



6b Candidate declaration form for Programme Notes

note 19

Family name (surname) _____

Given name _____

Level DipABRSM LRSM

Date of submission _____ ddmmyy

Programme Notes (DipABRSM and 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

6a Candidate declaration form **continued**

note 19

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 in the Written Submission are properly acknowledged and listed (FRSM only)
- 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 'author' is used to encompass arrangements, recordings (where you are the sole director on the recording), and 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 the Written Submission, FRSM 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 Director of Examinations 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.

6b Candidate declaration form **continued**

note 19

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 the 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 Director of Examinations 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.

7 Payment all candidates

note 20

Fees Please indicate your chosen entry option below.
Refer to the *Music Examinations Dates and Fees* leaflet for your country for details of Entry Fees.

	DipABRSM	LRSM	FRSM
I intend to take the complete exam	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
or			
I intend to substitute the Arrangement	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

note 21

I enclose payment of _____ refer to the *Music Examinations Dates and Fees* leaflet for your country

I enclose a photocopy (NOT the original) of my identification document

note 22

I have read and undertake to abide by the regulations in the current *Diploma Syllabus*

Candidate's signature _____ Date _____ ddmmyy

8 Parent/Guardian information under 16

note 23

If you are under 16 your parent or guardian must complete this section and sign the undertaking below.

Parent/Guardian family name (surname) _____

Given name _____

Address _____

Postcode _____

Country _____

On behalf of the candidate, I have read and undertake to abide by the current *Diploma Syllabus*

Parent/Guardian signature _____ Date _____ ddmmyy

Please send the form, together with your payment, to your local Representative or Contact (see the *Examination Regulations and Information, International Edition*, or the *Music Examination Dates and Fees* leaflet for your country).

Where there is no Representative or Contact, send the form and payment to:
The Chief Executive
Associated Board of the Royal Schools of Music
24 Portland Place
London W1B 1LU
United Kingdom