

Entry form

Diploma in Music Direction



You will need to read the Supplementary Information insert before completing the entry form.

We may not be able to process incorrect or incomplete entry forms and those without the necessary enclosures.

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
- FRSM Music Direction

1 Candidate information **all candidates**

Please use **BLOCK CAPITALS**

note 1

Candidate/
Applicant
Number

_____ if known

Title

_____ for example Dr, Mr, Mrs, Mdme, Miss, Ms

note 2

Family name
(surname)

Family name first **optional**

Given name

Degrees/
Diplomas

note 3

Address
line 1

Address
line 2

Address
line 3

Address
line 4

Postcode

Country

Home
telephone

Work
telephone

Mobile
telephone

Fax

note 4

E-mail

note 5

Date of birth

_____ **ddmmyy**

note 6

Male/Female

M/F

note 7

Identification

Passport

National
Identity card

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 *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)*

continued overleaf

6a Candidate declaration form for Arrangement and Written Submission

note 19

Family name (surname) _____

Given name _____

Level DipABRSM LRSM FRSM

Submissions

Please tick relevant box(es)

Arrangement score and recording (all levels)

Written Submission (FRSM only)

Please read and sign the declaration

Send this declaration with your submissions

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 ABRSM 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 ABRSM 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 ABRSM. 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.

6b Candidate declaration form Programme Notes DipABRSM & LRSM only

note 19

Family name (surname) _____

Given name _____

Level DipABRSM LRSM

Date of exam _____ ddmmyy

Programme Notes (DipABRSM and LRSM)

Please read and sign the declaration

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

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 ABRSM 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 ABRSM 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 ABRSM. 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.

7 Payment all candidates

note 20

Fees Please indicate your chosen entry option below.
Refer to the *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 *Dates and Fees* leaflet for your country

I enclose a photocopy 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 _____ ddmmy

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 _____ ddmmy

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

Where there is no Representative, send the form and payment to:
ABRSM
24 Portland Place
London W1B 1LU
United Kingdom

Please mark the envelope 'International exams'.