

Supplementary information

Diploma in Music Direction



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.

It will be essential to have this information sheet open for reference as you complete the entry form so that you can refer to the relevant guidance notes – 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) and the *Dates and Fees* leaflet for your country – cross-references to syllabus page numbers have been given in these notes where appropriate.

If you require further information or guidance please contact your local Representative.

1 Candidate information

- note 1** Candidate/ Applicant Number If this is your first entry you will not yet have a candidate/Applicant Number – leave this box blank. Your candidate number will appear on the Notice of Appointment you will receive in acknowledgement of your entry.
- If you have entered candidates for ABRSM graded music exams before, you will already have an Applicant Number – please use this number as your candidate number when entering *yourself* for a Diploma exam.
- note 2** Family name (surname) & Given name Your family name (surname) and given name will be printed on your certificate – a maximum of 30 characters in total (including spaces) is available, although 25 spaces each for family name and given name are provided on the form to give flexibility. If your names total more than 30 characters we may need to edit them. If you would like your family name to appear first on mark forms, certificates and correspondence, please write **Y** in the **Family name first** box.
- note 3** Address/ telephone/ fax 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.
- note 4** E-mail Although all standard communications will normally be sent by post, it is helpful for us to have an e-mail address on file, if you have one.
- note 5** Date of birth This information is requested for statistical purposes and will not be passed to the examiner. 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 (**section 8**) to confirm their undertaking to abide by the regulations on your behalf.
- note 6** Male/Female Please put **M** or **F** in the box. This information is recorded for statistical purposes only.
- note 7** Identification You must send a copy of an identification document which includes proof of age with your entry, and 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. Please tick one box to indicate the type of identification provided. This can be one of the following:
- Passport
 - National Identity card
 - Driving licence

2 Exam information

note 8 Which exam do you wish to take? Tick one box to indicate the level (DipABRSM, LRSM or FRSM).

note 9 Type of ensemble 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

note 10 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 *Syllabus* p36). 15 minutes extra time is scheduled for candidates using interpreters.

Tick the **Yes** box to indicate you will to bring an interpreter and to confirm their independence.

2b Access (for candidates with special needs)

note 11 ABRSM 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 candidates to indicate their need for special tests/ arrangements.

We publish 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 guidelines are not applicable, or a candidate has particular physical access needs, we will consider each case on an individual basis. For copies of guidelines or further information please contact the Chief Examiner's Department or go to www.abrsm.org/exams.

Candidate	Time allowance
Visually impaired	5 minutes extra time allowed over entire exam
Hearing impaired	15 minutes extra time allowed over entire exam, plus an extra 15 minutes if using a sign language interpreter
Dyslexia/other learning difficulties	5 minutes extra time allowed over entire exam
Autistic spectrum disorders (including Asperger syndrome)	5 minutes extra time allowed over entire exam

note 12 Documents All candidates requiring additional time allowances are asked to enclose a photocopy of an authenticating document (see *Syllabus* p 35). Please tick the box to confirm your documentation isn enclosed.

3 Exam date preferences

note 13 Refer to the *Examination Information and Regulations, International Edition* or the *Dates and Fees* leaflet for details of exam periods and closing dates for entries in your country.

You may indicate a date preference here, but we cannot guarantee that your choice will be met. Appointments may be given for any date within the whole of the examining period, subject to the availability of ABRSM's examiners, so please ensure you are ready for your exam from the first day of the exam period.

4 Centre details

note 14 The exam venue must be organised by you, at no cost to ABRSM. If necessary, you must arrange transport for the examiners, to enable the exam timetable to be completed within the most suitable itinerary (see *Syllabus* p33 for further details).

Please give the venue name (for example a school or institution), and full address and contact number.

5 Checklist

note 15

This checklist is 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 – we may not be able to accept incomplete entries.

You must ensure the following:

- all **prerequisites** have been fulfilled and proof is enclosed as necessary (see **note 16** below)
- **substantiating evidence** has been enclosed if you wish to fulfil a prerequisite or exam requirement through a listed substitution (see **note 16** below)
- your **Arrangement (all levels)** and **Written Submission (FRSM only)** and a **candidate declaration form** have been enclosed with your entry (see **note 17** below)
- **ABRSM approval** has been sought and given in advance for non-syllabus repertoire, or for appropriate professional experience as a substitution for a prerequisite (see **note 18** below)

You need only refer to the section of the checklist relevant to your chosen level.

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

- The thick black boxes indicate the standard ABRSM prerequisites/requirements.
- The thin black boxes indicate substitutions which you may make for the standard ABRSM prerequisites or requirements.
- The red boxes indicate other options.

note 16

Prerequisites and substitutions – proof of fulfilment & substantiating evidence

Awards made by ABRSM

The standard prerequisites are all awarded by ABRSM. You will need to enclose a photocopy of your certificate, mark form or other documentation as appropriate, with your entry form.

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 signed declaration from the course provider will normally be acceptable.

Please note that full and up-to-date details of the qualifications and courses which can be used as substitutions appear on our website www.abrsm.org/exams/diplomas.

note 17

Exam submissions and candidate declaration form

Candidates for all levels have to enclose one or more submissions with their entry form (unless they are making a substitution for the Arrangement). All candidates are required to complete the candidate declaration form included as **section 6a** of the entry form. Please refer closely to the *Syllabus* to find out how to present your submissions and how many copies to submit (see pp24–29).

NB DipABRSM and LRSM candidates must complete the candidate declaration form (**6b** of the entry form) and give it to the examiners at the start of the exam, together with their Programme Notes.

note 18

ABRSM approval

If you wish to present non-syllabus repertoire, or are applying for appropriate professional experience as a substitution for a prerequisite, you must gain ABRSM's written approval before completing and submitting this entry form. You must enclose copies of these letters 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* – this form is also available on our website.

For non-syllabus repertoire you should apply in writing to the Chief Examiner no later than 6 weeks before you plan to submit your entry.

6 Candidate declaration form

note 19

All candidates are required to make one or more submissions as part of their exam and must complete a candidate declaration form.

Submissions Two declaration forms are included as **section 6a** and **6b** of the entry form. **6a** must be used when sending the submissions with the entry form (Arrangement [all levels] and/or Written Submission [FRSM]). **6b** must be retained by DipABRSM and LRSM candidates and given to the examiners on the day of the exam with the Programme Notes.

7 Payment

note 20

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 the Arrangement. Please tick the appropriate box.

note 21

Refer to the country specific *Dates and Fees* leaflet for details of entry fees or contact the local Representative.

note 22

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 23** below.

8 Parent/Guardian information

note 23

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 give their name and full postal address.