

Entry form: Malaysia

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.

This form provides space (in section 3) for up to 10 candidates. If you wish to enter more, please use additional forms.

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 your local Representative, or our website: www.abrsm.org.

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 18 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 be an adult 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 4 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 top and carbon copies of the completed form with the fees to your Representative.

If there is no Representative (see Regulations) send the top copy only direct to ABRSM in London together with the full fees. Please mark the envelope 'International exams'.

1a Applicant information **all Applicants**

Applicant Number

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

Name **please underline family name (surname)**

Identity card number

Degrees/Diplomas *optional*

Address *line 1*

Address *line 2*

Address *line 3*

Address *line 4*

Post code

Country

Home telephone

Work telephone

Hand phone

Fax

E-mail

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

you may tick more than one Music School/organisation
 Music Teacher
 Parent/Guardian
 Self-entry

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

1b Certificate information **optional**

Name of presenter

1c Place of examination **all Applicants**

See back page for list of States and Centres

State

Centre

2 Practical exam date preferences **optional**

Please note that completing this section does **not** guarantee that your choice will be met

First choice June, July, August

Second choice June, July, August

3 Candidate information in exam running order **all Applicants**

Candidate's name as to be shown on certificate. **Please underline family name (surname)**

Office use only box: Theory qualification

1	Subject code	Grade	Age	Specific needs or requests	Candidate identity card/birth certificate number	where applicable	Office use only
2	Subject code	Grade	Age	Specific needs or requests	Candidate identity card/birth certificate number	where applicable	Office use only
3	Subject code	Grade	Age	Specific needs or requests	Candidate identity card/birth certificate number	where applicable	Office use only
4	Subject code	Grade	Age	Specific needs or requests	Candidate identity card/birth certificate number	where applicable	Office use only
5	Subject code	Grade	Age	Specific needs or requests	Candidate identity card/birth certificate number	where applicable	Office use only
6	Subject code	Grade	Age	Specific needs or requests	Candidate identity card/birth certificate number	where applicable	Office use only
7	Subject code	Grade	Age	Specific needs or requests	Candidate identity card/birth certificate number	where applicable	Office use only
8	Subject code	Grade	Age	Specific needs or requests	Candidate identity card/birth certificate number	where applicable	Office use only
9	Subject code	Grade	Age	Specific needs or requests	Candidate identity card/birth certificate number	where applicable	Office use only
10	Subject code	Grade	Age	Specific needs or requests	Candidate identity card/birth certificate number	where applicable	Office use only

4 Fees **all Applicants**

no. of cand.	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 due _____

Number of re-entry vouchers attached Total value of re-entry vouchers _____

Total fees enclosed _____

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

Signature _____

Date _____ ddmmyy

1a Applicant information notes

The Applicant is the person (aged 18 or over) 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.

- Applicant Number If you have given your Applicant Number and your contact details have not changed, please complete Title, Family name (surname) and Given name only.
- If you do not know your Applicant Number or this is your first entry please give your full address and home telephone, work telephone, fax and mobile (cellphone/handphone) numbers including codes, and email address. Communications concerning your candidates' exams will normally be sent by mail.
- 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, Given name, Family name (surname), 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.

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).

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

- State and Centre For Practical and Theory entries, please enter the place of exam (i.e. State and Centre) where you would prefer your candidates to be examined. Please refer to the list of States and Centres on the back of this form.
- Please also refer to Regulations 6 and 7, Place of examination, in the Examination Information & Regulations booklet.

2 Exam dates 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.
- Please note that practical exams cannot begin later than the appointed time and late candidates will not be heard.
- All candidates for practical exams should report for registration at least 30 minutes before the exam appointment.
- On the day of the exam please show the steward either your identity card or your birth certificate with an endorsed photo attached as proof of identity.

3 Candidate information notes

Theory candidates should be listed by grade in ascending order. Practical candidates should be listed in the order you would like them to be examined; grades may be mixed as you wish.

- Candidate's name** The names should be shown as they are to appear on mark forms and certificates. Please underline the family name (surname).
- Subject code** Write the subject code for each candidate. A list of codes is given on the right. Changes of subject will **not** be allowed on the day of the exam.
- 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 Grade box. Changes of grade will **not** be allowed on the day of the exam.
- 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)
 - 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).
 - 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.
- 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 higher grade
- or Trinity Guildhall, UNISA, LCM or AMEB Grade 5 (or above) in Theory
- Proof documents** A copy of the certificate or mark form must be attached to this form and submitted with your entry.
- Candidate identity card/birth certificate number** Please enter your identity card or birth certificate number.

Subject codes

Piano and strings

- 01 Piano
- 03 Violin
- 04 Viola
- 05 Cello
- 06 Double Bass

Woodwind

- 38 Descant Recorder
- 39 Treble Recorder
- 09 Flute
- 10 Oboe
- 11 Clarinet
- 12 Bassoon
- 54 Soprano Saxophone
- 36 Alto Saxophone
- 37 Tenor Saxophone
- 55 Baritone Saxophone

Brass

- 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

Other subjects

- 41 Harpsichord
 - 02 Organ
 - 07 Guitar
 - 08 Harp
 - 44 Percussion
 - 40 Singing
 - 51 Digital Piano
 - 42 Practical Musicianship
 - 99 Theory
- ##### Jazz
- 45 Jazz Piano
 - 56 Jazz Flute
 - 47 Jazz Clarinet
 - 57 Jazz Soprano Sax
 - 48 Jazz Alto Sax
 - 49 Jazz Tenor Sax
 - 58 Jazz Baritone Sax
 - 50 Jazz Trumpet
 - 59 Jazz Cornet
 - 60 Jazz Flugelhorn
 - 52 Jazz Trombone

4 Fees notes

Exam fees are given in the Dates and Fees leaflet for your country.

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			
			Total	

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 due. This also constitutes an undertaking to abide by ABRSM's Regulations.

Important instructions and information

Completing the entry form

Place of exam Please refer to this list when completing section 1c

State	Practical exam centres	Theory exam centres
Kuala Lumpur	Kuala Lumpur	Kuala Lumpur Bangsar Kuala Lumpur Keramat Kuala Lumpur Pudu Kuala Lumpur Sentul
Johor	Batu Pahat Johor Bahru Kluang Mersing Muar Segamat	Batu Pahat Johor Bahru Kluang Kota Tinggi Kulai Muar Pasir Gudang Pontian Segamat
Kedah	Alor Star Sungai Petani	Alor Star Sungai Petani
Kelantan	Kota Bharu	Kota Bharu
Labuan	Labuan	Labuan
Melaka	Melaka	Melaka
Pahang	Cameron Highlands Kuantan Mentakab	Bentong / Raub Cameron Highlands Kuantan Temerloh / Mentakab
Penang	Seberang Jaya Georgetown Tanjung Bungah	Bukit Mertajam Butterworth Penang
Perak	Ipoh Lumut Taiping	Ipoh Kampar Sitiawan Taiping Tanjung Malim Teluk Intan
Perlis	Kangar	Kangar
Putrajaya	Putrajaya	Cyberjaya Putrajaya
Sabah	Kota Kinabalu Kota Marudu Kudat Lahad Datu Sandakan Tawau Tenom	Kota Kinabalu Kota Marudu Kudat Lahad Datu Sandakan Tawau Tenom
Sarawak	Bintangor Bintulu Kuching Limbang Miri Sarikei Serian Sibu	Bintangor Bintulu Kuching Limbang Miri Sarikei Serian Sibu
Selangor	Kajang Klang Petaling Jaya Shah Alam Subang Jaya	Ampang Banting Damansara Kajang Klang Petaling Jaya Puchong Shah Alam Subang Jaya Tanjong Karang
Negeri Sembilan	Port Dickson Seremban	Kuala Pilah / Bahau Nilai Port Dickson Seremban Tampin
Terengganu	Kuala Terengganu	Kuala Terengganu