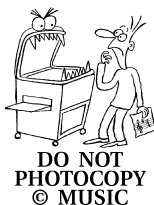


EXAMINATION INFORMATION & REGULATIONS 2009

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EXAMINATION INFORMATION

USING THIS BOOKLET

This booklet is designed to assist teachers, candidates, parents and organizations in planning for and entering Associated Board exams and assessments in centres outside the UK and Ireland.

It is organized into two distinct sections: **Examination Information** (pp. 3–27) and **Regulations** (pp. 28–37).

The **Information** section begins with key details for 2009, such as Practical exam dates. Also included within this part of the booklet is an introduction to the Associated Board and a list of exam centres and Local Representatives and Contacts.

At the heart of the **Information** section is a *Guide to exams and entries*, which gives a step-by-step summary of what happens at each stage – from entry options to the exam itself and beyond. The symbol → indicates a cross-reference to the **Regulations**, which provide full details of the procedures relating to exams and entries, including the Board's undertakings, the responsibilities of the Applicant and any exam-related policies.

Please note that this booklet applies to all Associated Board exams *except* Diplomas, for which separate syllabuses containing distinct information and regulations are available.

If you have any queries after reading this booklet, please see p. 21 for details of who to contact. For further information about the Board's activities, visit www.abrsm.org.

DATES OF PRACTICAL EXAMINATIONS: 2009

Local Representatives may set an earlier deadline in order to meet the Board's last dates of entry

COUNTRY	PERIOD OF EXAMINATIONS	ENTRY PERIOD/LAST DATE OF ENTRY
Abu Dhabi	April/June	21 January
”	November/December	18 September
Anguilla	March/May	5 December 2008
Antigua	March/May	5 December 2008
Australia: <i>Grade & Diploma exams</i>	June/July	13 March
” <i>Grade, Jazz & Diploma exams</i>	October/December	24 July
Austria	May/June	9 January
Bahamas	March/May	5 December 2008
Bahrain	May/June	19 January
”	November/December	14 September
Bangladesh	April	18 January
Barbados	February/March	5 December 2008
Belgium	March	9 January
”	May/June	18 March
”	November/December	28 September
Belize	March/May	5 December 2008
Bermuda	April/May	17 January
”	November/December	12 September
British Virgin Islands	March/May	5 December 2008
Brunei Darussalam	August/September	15 May
Bulgaria	May/June	6 February
Canada: <i>Grade & Diploma exams</i>	April/June	9 January
” ” ” ” ”	October/December	14 August
” <i>Jazz exams</i>	April	10 January
Cayman Islands	March/May	5 December 2008
China, People's Republic of	By arrangement	
Cyprus	April/June	1–20 January
”	November/December	1–20 July
Czech Republic	May/June	16 Jan.–6 Feb.
Denmark	April/May	20 February
”	November/December	2 October
Dominica	March/May	5 December 2008
Dubai	April/June	6–19 January
”	November/December	8–21 September
Egypt	May/June	18 February
Faroe Islands	November	18 September
France: <i>Paris</i>	March	16 Dec. 2008–9 Jan.
” <i>Paris & Nice</i>	May	23 Jan.–13 Feb.
” <i>Bordeaux</i>	June	20 Feb.–13 March
” <i>Paris & Bordeaux</i>	November/December	7–28 September
Germany	March/April	16 January
”	November/December	11 September
Ghana	May/June	13 March
Gibraltar	May/June	23 Jan.–13 Feb.
”	November/December	28 Aug.–18 Sep.
Greece	April/May	28 January
”	November/December	29 September

COUNTRY	PERIOD OF EXAMINATIONS	ENTRY PERIOD/LAST DATE OF ENTRY
Grenada	March/May	5 December 2008
Guyana	March/May	5 December 2008
Hong Kong SAR	April/May	10 January
” ”	August/November	30 March
Hungary	May/June	6 February
Iceland	April/May	20 February
India	September/November	12 June
Indonesia: <i>Jakarta only</i>	March/April	17 October 2008
” <i>All centres</i>	August/November	17 April
Italy	May/June	23 Jan.–13 Feb.
”	November/December	7–28 September
Jamaica	March/May	5 December 2008
Japan	May/June	20 February
”	November/December	4 September
Jordan	April/June	19 January
”	November/December	10 September
Kenya	May/July	30 January
Korea	April/June	20 February
”	November/December	4 September
Kuwait	April/June	19 January
”	November/December	11 September
Luxembourg	May/June	27 Feb.–13 March
”	November/December	10–30 September
Macau SAR	July/August	14 March
” ”	November/December	14 July
Madagascar	September/October	30 April
Malawi	May/June	6 March
Malaysia: <i>Grade, Jazz & Diploma exams</i> (FT Kuala Lumpur, Johor, Pahang, Penang, Perak, Selangor, Sabah & Sarawak only)	April	10 December 2008
” <i>Grade, Jazz & Diploma exams</i>	June/August	22 January
Malta	March/April	1–15 January
”	October/December	12 July–2 August
Mauritius	September/October	29 April
Mexico	March/May	5 December 2008
Namibia	October	22 April
Netherlands	March	1–17 January
” ”	May/June	22 Jan.–14 Feb.
” ”	November/December	7–28 September
Nevis	March/May	5 December 2008
New Zealand: <i>Grade exams</i>	May/June	13 March
” <i>Grade exams</i>	August/September	22 May
” <i>Grade & Jazz exams</i>	October/December	31 July
” <i>Diploma exams</i>	May	13 March
” ” ”	October	17 July
Norway	April/May	20 February
”	November/December	2 October
Oman	April/June	20 February
”	November/December	11 September
Philippines	November/December	4 September

COUNTRY	PERIOD OF EXAMINATIONS	ENTRY PERIOD/LAST DATE OF ENTRY
Portugal	May/June	9–30 January
Qatar	April/June	19 January
”	November/December	14 September
St Kitts	March/May	5 December 2008
St Lucia	March/May	5 December 2008
St Vincent	March/May	5 December 2008
Saudi Arabia	April/May	20 February
Seychelles	July	10 April
Sharjah	April/June	19 January
”	November/December	18 September
Sierra Leone	May/June	15 March
Singapore: <i>Grade exams</i>	February/March	29 Sept.–17 Oct. 2008
” <i>Diploma exams</i>	April/May	2–9 January
” <i>Grade, Jazz & Diploma exams</i>	July/September	9–27 February
South Africa: major centres only	May/June	4 March
” Eastern & Western Cape, KwaZulu-Natal & Free State	August/September	22 April
” Gauteng & surrounding regions	September/October	6 May
South Eastern Europe	June	9–30 March
Spain (incl. Canary Islands)	May/June	16 Jan.–6 Feb.
” (excl. Canary Islands)	November/December	11 Sep.–2 Oct.
Sri Lanka	March/April	9 January
”	September/October	15 May
Sweden	April/May	20 February
”	November/December	2 October
Switzerland	May/June	16 Jan.–6 Feb.
” ”	November/December	7–28 September
Taiwan	July/September	27 March
Tanzania	May/June	13 February
Thailand	June/July	12 March
”	October/December	4 August
Trinidad & Tobago	February/April	12 December 2008
Turkey	January	3–24 October 2008
”	April	23 Jan.–13 Feb.
Uganda	May/June	11 March
United States of America:		
” <i>Grade & Diploma exams</i>	April/June	26 Dec. 2008–15 Jan.
” ” ” ” ”	October/December	26 July–15 August
” <i>Jazz exams</i>	April	26 Dec. 2008–15 Jan.
Vietnam	June	20 March
Zambia	May/June	13 February

DATES OF THEORY EXAMINATIONS 2009: see Dates and Fees leaflet for each country.

INFORMATION AT A GLANCE: 2009

2009 EXAM FEES

Please see separate Dates and Fees leaflet for each country.

EXAM TIMINGS

	Practical				Theory
	Keyboard subjects	Singing	Harp	All other subjects	
Prep Test	10 mins	10 mins	–	12 mins	–
Grade 1	12 mins	13 mins	17 mins	12 mins	90 mins
Grades 2 & 3	12 mins	15 mins	19 mins	14 mins	90 mins
Grades 4 & 5	15 mins	15 mins	22 mins	17 mins	120 mins
Grade 6	20 mins	20 mins	25 mins	20 mins	180 mins
Grade 7	25 mins	25 mins	30 mins	25 mins	180 mins
Grade 8	30 mins	30 mins	35 mins	30 mins	180 mins
Performance Assessment	15 mins	15 mins	20 mins	15 mins	–

	Ensembles	
	Instrumental/Vocal & Jazz	Choral Singing
Primary/Initial	17 mins	20 mins
Intermediate	23 mins	22 mins
Advanced	30 mins	25 mins

An extra 3 mins will be added to the exam time when an interpreter is used (→ Reg. 11c).

NB, timings for Diploma exams are given in the relevant Diploma syllabus.

CHARGES (UK £; €)

	<i>Exam taken in 1993 or later</i>	<i>Exam taken before 1993</i>
Confirmation of marks (→ Reg. 16j)	free of charge	£16.00 €24.00
Duplicate certificate (→ Reg. 16j)	£8.00 (Diplomas £14.00) €12.00 (Diplomas €21.00)	included under confirmation of marks fee (see above)
	<i>Practical</i>	<i>Theory</i>
Appeal (→ Reg. 17b)	Half of the entry fee	Half of the entry fee
Independent review (→ Reg. 17c)	£60.00 per candidate €90.00 per candidate	£60.00 per candidate €90.00 per candidate

NB, the above charges should be paid direct to ABRSM's office in London by sterling draft negotiable in the UK or by credit card (Visa or MasterCard).

RECOGNITION AND ACCREDITATION / UCAS

The Associated Board's graded exams for individual instruments, singing and Theory as well as Diplomas are accredited by the regulatory authorities in England, Wales and Northern Ireland and are part of the National Qualifications Framework (NQF).

The long-lasting success of the Associated Board can be attributed to a number of factors:

- syllabuses relevant to a wide range of teachers and accessible through various teaching approaches
- carefully crafted and appealing repertoire lists alongside a package of elements focusing on developing all-round musicianship
- a policy of using highly qualified and trained 'generalist' examiners, who work to transparent, easily understood criteria and who assess the music they hear, not how it is achieved
- rigorous quality-assurance provisions that ensure consistent and reliable standards in all areas of the Board's work
- support from superb printed materials from the Board's publishing company, ABRSM Publishing
- a proven track record of reliable exam delivery and administration.

The Universities and Colleges Admissions Service (UCAS) includes Grades 6–8 in the tariff for UK university and college entrance:

	Grade 6			Grade 7			Grade 8		
	<i>Pass</i>	<i>Merit</i>	<i>Dist.</i>	<i>Pass</i>	<i>Merit</i>	<i>Dist.</i>	<i>Pass</i>	<i>Merit</i>	<i>Dist.</i>
Practical	25	40	45	40	55	60	55	70	75
Theory	5	10	15	10	15	20	20	25	30

(→ Reg. 16k)

ABRSM SYLLABUS CHART: 2009

This chart details the full range of current ABRSM exam subjects, showing grades (or levels) and the syllabus publications in which the respective subjects appear. The publications listed on p. 10 are reprinted every two years; with the exception of Piano, all ABRSM subjects have a lifespan longer than two years and thus appear in more than one reprint of a syllabus booklet. Advance notice of new or revised syllabuses is given in the Syllabus Updates on the inside covers of this booklet. New or revised syllabuses in 2009 are indicated by the symbol § in the chart below.

Syllabus publication (& validity)	Grades (or Levels)
--------------------------------------	-----------------------

Piano Syllabus: 2009 & 2010

§ Piano	1–8
Theory of Music	1–8
Practical Musicianship	1–8

Bowed Strings Syllabus: 2008 & 2009

Violin	1–8
Viola	1–8
Cello	1–8
Double Bass	1–8
Theory of Music	1–8
Practical Musicianship	1–8

Harpsichord, Organ, Guitar, Harp, Percussion & Ensembles Syllabus: 2009 & 2010

§ Harpsichord	4–8
Organ	2–8
§ Guitar	1–8
Harp	1–8
Percussion	1–8
Ensembles (Instrumental/ Vocal)	Primary Intermediate Advanced
Theory of Music	1–8
Practical Musicianship	1–8

Syllabus publication (& validity)	Grades (or Levels)
--------------------------------------	-----------------------

Woodwind & Brass Syllabus: 2008 & 2009

Descant (Soprano) Recorder	1–5
Treble (Alto) Recorder	1–8
Flute	1–8
Oboe	1–8
Clarinet	1–8
Bassoon	1–8
Saxophone (Soprano, Alto, Tenor, Baritone)	1–8
Horn	1–8
Trumpet	1–8
Cornet (B \flat and E \flat)	1–8
Flugelhorn	1–8
E \flat Horn	1–8
Trombone	1–8
Bass Trombone	6–8
Baritone	1–8
Euphonium	1–8
Tuba	1–8
Theory of Music	1–8
Practical Musicianship	1–8

Singing Syllabus: 2009 & 2010

§ Singing	1–8
Theory of Music	1–8
Practical Musicianship	1–8

§ *new in 2009* (including revised scale requirements for piano and guitar and revised sight-reading/singing requirements for piano, guitar and singing)

Syllabus publication (& validity)	Grades (or Levels)
Jazz Syllabus: from 2007*	
Jazz Flute	1–5
Jazz Clarinet	1–5
Jazz Sax (Soprano, Alto, Tenor, Baritone)	1–5
Jazz Trumpet	1–5
Jazz Cornet	1–5
Jazz Flugelhorn	1–5
Jazz Trombone	1–5
Jazz Piano	1–5
Jazz Ensembles	Initial Intermediate Advanced
Jazz Performance Assessment	–

Choral Singing Syllabus	Initial Intermediate Advanced
--------------------------------	-------------------------------------

Diploma Syllabuses: from 2005 <i>separate syllabuses for Music Direction; Music Performance; and Instrumental/Vocal Teaching</i>	DipABRSM LRSM FRSM
--	--------------------------

Syllabus publication (& validity)	Levels
Prep Test leaflet <i>available for Piano, Violin, Viola, Cello, Double Bass, Guitar, Descant Recorder, Flute, Oboe, Clarinet, Bassoon, Saxophone, Horn, Trumpet, Cornet, Flugelhorn, E♭ Horn, Trombone, Baritone, Euphonium, Singing</i>	–
Performance Assessment leaflet <i>available for any solo Practical subject</i>	–

* Jazz subjects are currently offered in the UK, Ireland, Australia, New Zealand, Malaysia (Kuala Lumpur and Penang only), Singapore, USA (New York only) and Canada (Manitoba only). Jazz exams are also available on demand in other centres, subject to sufficient candidate numbers. To express interest in Jazz exams, contact the Local Representative.

Syllabus overlap: → *Reg. 2b.*

Prerequisites (Practical Grades 6–8): → *p. 18.*

ABOUT THE ASSOCIATED BOARD OF THE ROYAL SCHOOLS OF MUSIC

Patron

HER MAJESTY THE QUEEN

President

HIS ROYAL HIGHNESS THE PRINCE OF WALES

The Governing Body

Lord Sutherland of Houndwood KT, FBA, FRSE (*Chairman*)

Professor Jonathan Freeman-Attwood BMus, MPhil, Hon RAM (*Principal of RAM*)

Professor Colin Lawson MA Oxon, MA, PhD, DMus, FRCM, FLCM (*Director of RCM*)

Philip Ramsbottom MusB, FCA

Alan Smith BA, CA

Professor Jonty Stockdale BA (Hons), DPhil (York), FLCM (*Principal of RNCM*)

Tony Travis Hon FRAM

Professor John Wallace OBE, MA Cantab, FRSAMD, FRAM, FRCM, FRSE (*Principal of RSAMD*)

Nicholas Ward MA, FCA

Richard Morris MA, Hon FRAM, Hon RCM, Hon RNCM (*Chief Executive*)

Timothy Leates BSc (Econ), FCA, Dip Th (*Secretary*)

Executive Directorate

Chief Executive Richard Morris MA, Hon FRAM, Hon RCM, Hon RNCM

Executive Director: Syllabus & Publishing Leslie East M Mus, FGSM, Hon RCM

Executive Director: Finance & Administration Timothy Leates BSc (Econ), FCA, Dip Th

International Operations Director Tim Arnold MBA, BMus (Hons)

Professional Development Director Richard Crozier MA

UK Operations Director Penelope Milsom BA

IT Director Eugene O'Donnell BSc

Syllabus Director Nigel Scaife DPhil Oxon, MMusRCM

Marketing Director Ben Selby BMus (Hons), Dip (ACIM)

Chief Examiner Clara Taylor FRAM, FRSA, LRAM

The Associated Board of the Royal Schools of Music

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www.abrsms.org

HISTORY AND EXPERTISE

The Associated Board is the world's leading examining body for music, conducting more than 650,000 exams in over 90 countries each year.

Established in 1889, the Board has well over 100 years of experience and expertise in music education and benefits from links with four Royal Schools of Music in the UK (see p. 15).

CORE ACTIVITY AND SYLLABUSES

The Board's core activity is the operation of an authoritative and internationally recognized system of exams and assessments to encourage and motivate performers and singers at all levels through the provision of goals and the measurement of progress.

Syllabuses are available for an extensive range of subjects (see syllabus chart on pp. 10–11). Students may start with the Prep Test – a simple and positive assessment – and then move up through the eight grades of the Practical exams. Beyond Grade 8, students may progress to Diploma level with the DipABRSM, LRSM and FRSM, each available in Music Direction, Music Performance, and Instrumental/Vocal Teaching. The Performance Assessment is an opportunity for adult candidates aged 21 and over, or candidates of any age with specific needs, to perform a short programme of their own choice, without the pressure normally associated with exams.

ABRSM PUBLISHING

ABRSM Publishing is one of the UK's leading music publishers, producing publications of exceptional quality. Supporting materials for the Board's Practical exams include albums of selected exam pieces for piano, violin, flute and clarinet, and complete publications for the jazz exams. There are also educational books for use in private study, personal musical development and exam preparation, such as textbooks on theory, harmony and musical form, scale books and specimen books for the sight-reading and aural tests, Theory papers from previous years, as well as exemplar CD recordings of set pieces for a number of exam subjects.

In addition, ABRSM Publishing issues an extensive catalogue of keyboard, instrumental and vocal repertoire – including anthologies from particular musical periods, scholarly editions of music by the Baroque, Classical and Romantic masters, and specially-written works by contemporary composers – not to mention music biographies, guides and companions.

A complete list of titles published by ABRSM Publishing can be seen at www.abrsmpublishing.com. Printed catalogues are available on request from:

ABRSM Publishing, 24 Portland Place, London W1B 1LU, UK

tel. +44 (0)20 7636 5400, fax +44 (0)20 7467 8833, e-mail publishing@abrsm.ac.uk

PROFESSIONAL DEVELOPMENT FOR INSTRUMENTAL AND VOCAL TEACHERS

The Associated Board is committed to providing professional development services for instrumental and vocal teachers. A varied programme is offered, catering for a broad range of teaching experience, from introductory one-day workshops to more extended courses, including the unique and highly acclaimed Certificate of Teaching (CT ABRSM).

For students and musicians interested in teaching as a career option, the Board offers an *Introduction to Instrumental and Vocal Teaching*. The short course, *Teaching Music Effectively*, provides direction in the main issues relevant to new teachers, or career refreshment to more experienced teachers. The CT ABRSM course is a comprehensive exploration of the broad spectrum of music education. It can be completed over a year, through study weekends at ABRSM regional centres in the UK and Hong Kong. It can also be completed in a fast-track format over six months in the UK. Through a system of individual mentoring and self-assessment, teachers are encouraged to revise and develop their teaching strategies. The Board also provides seminars and professional development programmes throughout the year in locations all over the world.

For further information about Associated Board professional development courses, contact the Development Department: tel. +44 (0)20 7467 8226, e-mail profdev@abrsm.ac.uk.

SOUND JUNCTION

SoundJunction (www.soundjunction.org) is a pioneering website for listening to, exploring, discovering and creating music. Launched by the Board in October 2005, it has had more than 750,000 visits and has won seven major awards for innovation, creativity and educational importance. Its many features include composing tools, study resources, lesson plans and teacher packs, as well as musical journeys round the world and a new tool for learning about music theory.

ASSOCIATED BOARD INTERNATIONAL SCHOLARSHIPS

Each year, the Associated Board awards International Scholarships for study at the four Royal Schools of Music (listed opposite). Each award includes tuition fees, a grant of £4,500 sterling per year towards living expenses (normally paid by termly instalments) and the return fare home on satisfactory completion of the course. There are normally eight awards each year, comprising one undergraduate scholarship (usually for four years) and one postgraduate scholarship (usually for one or two years) at each of the four Schools. The Board reserves the right to vary the number of awards and the conditions.

Candidates must apply for admission to the School of their choice, following the School's application procedure. At the same time, they should register their interest in being considered for an International Scholarship by completing and returning the International Scholarship Eligibility Form, obtainable from the Board's office in London (e-mail international@abrsm.ac.uk) or from the Board's website (www.abrsm.org.uk).

Normally, undergraduate candidates should be at least 17 years old by 31 January of the year in which they start studying at one of the Schools; similarly, postgraduate students should be at least 21 years old. Candidates for International Scholarships for performance courses will have achieved a standard at least equivalent to a good pass at DipABRSM (Music Performance), in the case of undergraduates, and at LRSM (Music Performance), in the case of postgraduates, in addition to having satisfied the entry requirements of the School(s) to which they apply. Eligibility for postgraduate scholarships includes conductors and composers of outstanding potential, who will normally have demonstrated skills in performance at least to the level of DipABRSM (Music Performance) or its equivalent.

Candidates must be nationals of countries that are not members of the European Union. Candidates who have been living or studying in the UK for more than one year immediately before 31 January in the year of entry to the course are not eligible to apply.

Scholars are normally elected by the Associated Board following a recommendation being made by a Board examiner. Elected Scholars are usually required to begin their courses within one year of the date of their election.

Royal Academy of Music, Marylebone Road, London NW1 5HT, UK
tel. +44 (0)20 7873 7373, fax +44 (0)20 7873 7374, e-mail registry@ram.ac.uk,
www.ram.ac.uk

Royal College of Music, Prince Consort Road, London SW7 2BS, UK
tel. +44 (0)20 7589 3643, fax +44 (0)20 7589 7740, e-mail info@rcm.ac.uk,
www.rcm.ac.uk

Royal Northern College of Music, 124 Oxford Road, Manchester M13 9RD, UK
tel. +44 (0)161 907 5200, fax +44 (0)161 273 7611, e-mail info@rncm.ac.uk,
www.rncm.ac.uk

Royal Scottish Academy of Music and Drama, 100 Renfrew Street, Glasgow G2 3DB, UK
tel. +44 (0)141 332 4101, fax +44 (0)141 332 8901, e-mail registry@rsamd.ac.uk,
www.rsamd.ac.uk

GUIDE TO EXAMS AND ENTRIES

ASSOCIATED BOARD EXAMS AND SYLLABUSES

The Associated Board of the Royal Schools of Music operates an authoritative and internationally recognized system of music exams and assessments. The syllabus chart on pp. 10–11 presents the full range of subjects currently offered. Practical exams take place during the exam Periods shown on pp. 4–6. Theory exams take place as detailed in the Dates and Fees leaflet for each country.

When planning an exam entry, as well as studying this booklet it is important to consult the relevant syllabus as well as the guide for candidates, teachers and parents, *These Music Exams*, which contains practical advice and other information (such as the assessment criteria for each part of the exam). These three sources of information constitute the Associated Board's overall exam specification and are available free of charge from Local Representatives and Contacts (see pp. 22–27) and direct from the Board's office in London. They can also be downloaded from www.abrsm.org.

The Associated Board operates an ongoing scheme of syllabus review, with new set pieces, scale requirements, sight-reading and/or aural tests appearing at different intervals. Advance notice of any syllabus change is provided in the Syllabus Updates published on the inside cover of this booklet and each syllabus, as well as through the Board's house magazine, *Libretto*, and website.

All new syllabuses are valid from 1 January of their year of introduction. Whenever new set pieces are introduced for the Practical graded exams, the Board offers an *overlap* period of one year where the set pieces from the preceding syllabus may still be performed (→ *Reg. 2b*).

The subjects for the Practical graded exams are distributed into the following syllabus booklets (also available online):

- Piano
- Bowed Strings
- Woodwind & Brass
- Singing
- Harpsichord, Organ, Guitar, Harp, Percussion & Ensembles
- Jazz

As well as detailing the current set pieces and technical requirements, these syllabuses also list the requirements for the Theory of Music exams and Practical Musicianship exams as well as the requirements for the Aural Tests included in the Practical exams.

There are separate syllabuses for Diploma exams and Choral Singing, and individual leaflets for the Prep Test and Performance Assessment. All of these are also available via www.abrsm.org.

All of the Board's activities are conducted in the context of good practice regarding child protection, equal opportunities, accessibility for those with specific needs, and data protection. → *Regs 18, 19, 20, 21, 22*

EXAM ENTRY

The Applicant

The person who submits an exam entry (by completing the entry form and making payment) is the Applicant. It is the Applicant's responsibility to be conversant with the regulations contained in this booklet and to pass on relevant information to the candidate (and/or parent, guardian, teacher). The Applicant is the Board's principal point of contact in all matters relating to exam entry.

→ Reg. 3

The Applicant (aged 18 or over) may be:

- a teacher
- an adult candidate
- a parent or guardian
- a school or institute head, or member of school staff

On the first occasion that an entry is made, the Applicant is issued with a personal Applicant Number, which should be quoted in all future communications with the Board.

→ Reg. 3c

Making an exam entry (by post and online)

In most countries entries must be made by post (using the current entry form published by the Board) and must be submitted by the appropriate closing date, as detailed on pp. 4–6 for Practical exams and in the Dates and Fees leaflet for each country for Theory exams. Entry forms are available from the Local Representative or downloadable from **www.abrsm.org**.

→ Reg. 4a

Postal entries: Entry forms in duplicate, together with the full fees, should be sent to the Board's Local Representative. Where there is no Local Representative, the top copy only of the entry forms should be sent, together with the full fees, direct to the International Department, ABRSM, 24 Portland Place, London W1B 1LU, United Kingdom.

→ Reg. 4b

Online entry (www.abrsm.org) is currently available in Malaysia and Singapore only, for all exams except Choral Singing, Ensembles and Diplomas. Applicants in Hong Kong should contact the Local Representative for online entry options.

→ Reg. 4c

Paying for exams

For 2009 fees, see the separate Dates and Fees leaflet for each country.

Payment is made at the time of entry. Postal entries must be paid for by a single cheque or credit card. For online entries, payment is made by credit card, or bank transfer, where available.

→ Reg. 5

Prerequisites for Practical Exams, Grades 6, 7 and 8

Candidates for Practical Grades 6, 7 and 8 must already have passed one of the following qualifications:

Associated Board: Grade 5 (or above) in Theory of Music, Practical Musicianship or a solo Jazz subject

Trinity Guildhall, London College of Music, Australian Music Examination Board, University of South Africa } Grade 5 (or above) in Theory

→ Reg. 1d

WHERE AND WHEN EXAMS ARE TAKEN

Where possible, the Associated Board offers flexibility about where and when exams are taken, with options to suit the circumstances of those entering candidates, whether the entry is for a single exam or for a large group of candidates.

Where

Depending on the country and local conditions, exams are ordinarily held at:

- **ABRSM Public Centres** – exams are held at premises arranged by the Board's Representatives

This is the option chosen by the majority of candidates. Facilities and arrangements at Centres are provided and overseen by the Board.

- **Visits** – an examiner will visit premises provided by the Applicant where:
 - there is at least three hours of Practical examining
 - there is no ABRSM Public Centre (Practical or Theory) conveniently nearby
 - the premises are agreed by the Local Representative as being acceptable for ABRSM Practical exams

This option is designed for those entering a sufficiently large number of candidates or for cases where a subject cannot be taken at an ABRSM Centre.

When

Practical exam appointments may be scheduled by the Board on any date(s) within the whole of the examining period, subject to the availability of the Board's examiners. Although the Board will try to accommodate requests, no guarantee can be given to avoid particular dates.

Theory exams are held only on the dates specified on the Dates and Fees leaflet for each country.

→ Regs 6 & 7

EXAM APPOINTMENTS

Allocation and notification of appointments

Following the submission of an exam entry, the Local Representative notifies the Applicant of candidates' appointments for Practical exams (date, time, venue) as soon as possible after the timetables have been arranged. → Reg. 8

Withdrawals and non-attendance

A candidate who is withdrawn from an exam, or who cannot attend, may be eligible for a partial refund or Re-entry Voucher (e.g. on medical or compassionate grounds).

→ Reg. 9

THE EXAM

Key points highlighting what happens in the exam are summarized here. More detailed guidance is contained in *These Music Exams* (Part 3: On the day).

Accessibility of exams for candidates with specific needs

The Board endeavours to make its exams accessible to all candidates, regardless of sensory impairments, learning difficulties or particular physical needs. Special arrangements, including extra time and alternative tests, are put in place as appropriate.

→ Reg. 18

Practical exams

Exam environment and timings

A suitable environment is provided for candidates. A steward is normally present to welcome candidates and oversee the smooth running of the exams.

→ Regs 6d & 7e

Candidates are asked to arrive at least 10 minutes before their appointment time. Where possible, an additional room is made available where candidates may spend a few moments warming up, but this cannot be guaranteed. Where no such room is available, guidance about warming up and preparing silently is offered, as is the opportunity to warm up for a few moments at the start of the exam.

→ Reg. 6f

Applicants entering more than one candidate may amend the order in which the candidates are examined, but should ensure that the steward is given a list of the revised order before the first exam begins.

→ Reg. 12b

As the published exam timings (see p. 8) are averages only, candidates may be in the exam room for more or less time than specified and there may be small variations to the timetable. If the exams are running early, candidates may be given the option of beginning before the specified time, if they are ready and happy to do so.

→ Reg. 11a

In the exam room

Examiners are trained to help candidates settle at the start of an exam and to assist younger candidates with adjusting the stool or music stand to the correct height. Candidates are free to choose the order in which they undertake the different sections of the exam. Applicants should ensure that candidates are aware of ABRSM's exam performance requirements (e.g. whether to omit or observe a repeat, etc.).

→ Reg. 14

Candidates should not be surprised if there are two examiners present: ABRSM's quality-assurance and training processes mean that a second examiner may, on occasion, be in attendance.

→ *Reg. 11f*

Candidates should bring their own accompanist: no one else will normally be allowed into the exam room, with the exception of an interpreter or (where permitted) a page-turner.

→ *Reg. 13*

Marking scheme

Practical graded exams are marked out of a total of 150, with 100 marks required for a Pass, 120 for a Merit and 130 for a Distinction. Gradings rather than marks are awarded for Ensemble/Choral Singing exams and Practical Musicianship. Further information, including the assessment criteria used by examiners, is given in *These Music Exams*.

For the Prep Test and Performance Assessment, marks are not awarded; instead, constructive comments are written by the examiner onto the certificate that each candidate receives at the end of the assessment.

Theory exams

Exam environment

A suitable environment is provided for candidates, including a quiet exam room with tables that allow the reasonable spacing of candidates. The exams are supervised by an invigilator who is present throughout.

Candidates are asked to arrive at least 10 minutes before the start of the exam. The venue provides manuscript paper for rough workings, but candidates should bring their own pens and pencils. Candidates may hand in their papers at any time after 40 minutes from the start of the exam.

→ *Reg. 10*

Marking scheme

Theory exams are marked out of a total of 100, with 66 marks required for a Pass, 80 for a Merit and 90 for a Distinction. Further information, including how markers assess the papers, is given in *These Music Exams*.

AFTER THE EXAM

Results

Results are issued by post to the Applicant as soon as possible after various checks and quality-assurance processes have been completed. → *Reg. 16d*

Mark forms and certificates

All candidates taking graded exams receive a mark form recording the marks awarded for each individual component as well as the total marks obtained. Practical exam mark forms also record the examiner's comments on each section. Certificates are issued to all successful candidates as a record of their achievement. → *Regs 16e & f*

Complaints, appeals and special circumstances

The Board operates a procedure for complaints and appeals to ensure that any concerns are investigated and addressed fairly and openly, as well as a Special Consideration Policy for candidates whose exam performance may have been affected by circumstances beyond their control. It is important that the Board is notified of any such matters promptly and in accordance with the given procedures.

→ Regs 15 & 17

Customer service and feedback

The Board strives 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 the Board's exams and services is encouraged.

GETTING IN TOUCH

Local Representatives and Contacts

Local Representatives and Contacts organize ABRSM International Centres. Their role includes:

- representing the Associated Board in their territory
- promoting the work of the Board
- providing syllabuses, *Information & Regulations* booklets and entry forms for teachers
- organizing venues for Practical and Theory exams each period, and advising the International Department of local conditions likely to affect exam dates (for example, local holidays etc.)
- acting as, or appointing, invigilators to be in charge of the Theory exams in their centres
- acting as, or appointing, stewards to assist the examiner during Practical exam sessions
- answering enquiries from teachers, parents and candidates.

Local Representatives' and Contacts' details are listed by country/region on pp. 22–27. Where no Representative or Contact is listed, please contact the Associated Board's staff (see below).

Associated Board staff

The Board's International Department is open on weekdays from 8.00a.m. until 6.00p.m., and there is a dedicated team of highly trained and professional staff for each region who will be pleased to provide help, information and guidance about exams and entries.

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NB In most countries, exams take place at more than one centre.

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For information about exams in other areas of the USA, please refer to London

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EXAMINATION REGULATIONS

Throughout these Regulations, the Associated Board of the Royal Schools of Music is referred to as 'ABRSM'. NB, these Regulations apply to all ABRSM examinations except Diplomas, for which separate syllabuses containing distinct regulations are available.

1 ABRSM SUBJECTS, EXAMINATIONS AND PREREQUISITES

- a ABRSM examination subjects are listed in the syllabus chart on pp. 10–11.
- b For the graded examinations, there are eight grades, numbered progressively in order of difficulty from 1 to 8.
- c Candidates may be entered in any grade irrespective of age and without previously having taken any other grade in the same subject.
- d Prerequisites for Practical Grades 6, 7 and 8: candidates must already have passed one of the qualifications listed on p. 18. This must have been passed *before the closing date* for the Practical examination and a copy of the certificate or mark form must be supplied at the time of entry.

2 INTRODUCTION AND OVERLAP OF SYLLABUSES

- a Syllabuses for the various subjects are updated periodically. All new syllabuses are valid from 1 January of their year of introduction. Advance notice of any syllabus change is given in the Syllabus Updates (inside covers of the *Examination Information & Regulations* and syllabus booklets), in ABRSM's magazine, *Libretto*, and on ABRSM's website (www.abrsm.org). The introduction of new scale requirements, sight-reading and/or aural tests does not necessarily coincide with the introduction of new pieces (the latter being the most frequent element of syllabus review).
- b In the first year of any new Practical syllabus, candidates may choose to perform pieces as set in the lists of the preceding syllabus, but they may not combine pieces from the preceding and new syllabuses (except in the case of items that appear in both). No such overlap period applies to any new scale requirements, sight-reading and/or aural tests, which take effect from 1 January of their year of introduction.

3 APPLICANT'S ROLE AND RESPONSIBILITIES

- a The Applicant is the person (aged 18 or over) who submits the examination entry and acts on behalf of the candidate (or candidates) by being ABRSM's principal point of contact. A candidate aged 18 or over who submits an entry is the Applicant for that entry.
- b The Applicant's responsibilities are: to read and undertake to abide by these Examination Regulations, ensuring that those connected with the examination are aware of relevant matters; to submit the examination entry, ensuring the accuracy of the information supplied, including name spellings, grades and subjects of examination, and any specific needs; to make payment for the examination; to notify the candidate of the examination date, time and venue; and to receive the examination mark form/certificate and to pass them on to the candidate.
- c Each Applicant is assigned a personal Applicant Number on the first occasion that an entry is submitted. The Applicant Number should be quoted in all communications with ABRSM. In countries where online entry is available (→ *Reg. 4c*), Applicants may request a confidential password, which can be used in conjunction with the Applicant Number and a registered e-mail address to gain access to online examination services. The password should not be disclosed to anyone else and may be changed by the Applicant at any time.
- d All written communications by ABRSM relating to the acceptance of an entry, payment, the appointment allocated and the result are sent to the Applicant. Responsibility for an entry cannot be transferred to another party without the Applicant's written consent. While the Applicant remains ABRSM's principal point of contact in all matters, ABRSM reserves the right to share information regarding an examination with another party in response to a valid enquiry. ABRSM cannot become involved in any dispute or communication breakdown between an Applicant and the candidate on whose behalf the entry has been submitted (or the parent/guardian).

4 EXAMINATION ENTRY

- a Entries must be submitted by the Applicant by the published last date of entry/last day of entry period (see pp. 4–6 or the Dates and Fees leaflet for each country), using either a paper entry form (by post) or the online entry form where available (→ *Reg. 4c*).
- b **Postal entry** must be made using the current paper entry form, published by ABRSM, and downloadable from www.abrsm.org. Entry forms are also available from Local Representatives (see pp. 22–27) or, where there is no Representative, direct from ABRSM's office in London.
- c **Online entry** (currently available in Malaysia and Singapore only, for all examinations other than Choral Singing, Ensembles and Diplomas) is made via ABRSM's website (www.abrsm.org). The Applicant gains access to the online entry form using the Applicant Number and confidential password (→ *Reg. 3c*).
- d Entries can be accepted by ABRSM only in accordance with the conditions and regulations contained in this booklet, and on the understanding that in all matters the decision of ABRSM must be accepted as final.
- e ABRSM reserves the right to refuse, invalidate or cancel any entry and to return any entry received after the closing date has passed. In such cases, the entry fee(s) will be returned.
- f Candidates for Theory examinations should be entered only in the Period in which the specified day and time are suitable for them (see separate Dates and Fees leaflet for each country for examination dates and entry periods/last dates of entry). Candidates may be entered for only one Theory examination in any given Period.

5 PAYMENT

- a Examination fees must be paid in full at the time of entry (see separate Dates and Fees leaflet for each country).
- b Where the entry is made on behalf of more than one candidate, a single payment must be made by the Applicant: ABRSM cannot process a separate payment for each candidate.
- c Once an entry and payment have been submitted, the entry fee cannot be refunded other than in accordance with ABRSM's regulations for withdrawals, non-attendance and fee refunds (→ *Reg. 9*).
- d Any query regarding a payment made, or an outstanding amount, is notified to the Applicant by the Local Representative as soon as possible after the entry has been processed. Where any such query has not been resolved by the date of the examination, ABRSM reserves the right to withhold the release of examination results/certificates for all candidates entered by the Applicant. In cases where payment is made with a dishonoured cheque and ABRSM is obliged to pursue payment, an additional fee may be incurred to cover administrative costs and bank charges.

6 PLACE OF EXAMINATION: ABRSM PUBLIC CENTRES

- a ABRSM provides examination Centres for Practical and/or Theory examinations as arranged by its Local Representatives.
- b The precise examination venue cannot be confirmed until after the examining timetables have been arranged; it is notified to the Applicant with the examination appointment(s).
- c ABRSM reserves the right not to open a Centre if the number of entries is insufficient. In such cases, an appointment is offered at an alternative venue.
- d A suitable examination environment, which is quiet as well as properly lit, ventilated and heated or air-conditioned as appropriate, is offered at all Centres. For Practical examinations, Centres provide: a waiting room (or area); and an examination room, which contains a satisfactory piano (this may be upright or grand) and which is, where possible, out of hearing of the waiting room. A steward is present at all Centres. For Theory examinations, an examination room is provided, with tables that allow the reasonable spacing of candidates. An invigilator is present for the duration of the examination.
- e Space in the waiting room may be limited and candidates should therefore bring no more than one escort nor arrive more than ten minutes before the examination appointment.
- f For Practical examinations, where possible an additional room (or area) is made available where candidates may briefly warm up, but ABRSM cannot guarantee to provide such a facility.

7 PLACE OF EXAMINATION: VISITS

- a Practical and/or Theory examinations may be held at premises provided by the Applicant in accordance with the regulations and requirements stipulated immediately below.

Practical examinations

- b Depending on the country and local conditions, Practical exams may be held at:
- i) schools where there is at least 3 hours of examining (see table of examination lengths on p. 8);
 - ii) studios or residences of teachers where there is no ABRSM Public Centre conveniently near, provided there is a sufficient number of candidates to justify a visit from the examiner;
 - iii) special venues for subjects which cannot be accommodated at an ABRSM Public Centre, e.g. Harpsichord, Organ, Percussion, Choral Singing.
- c Examinations should not normally begin before 08.30 or end later than 18.00. A 15-minute break should be scheduled each morning and afternoon, and a lunch break of around 1 hour 15 minutes should be allowed. The maximum total examining time for a day should not normally exceed 6 hours 30 minutes.
- d Two or more Applicants may combine their entries in order to meet the minimum time requirement but the examinations must be held at a single venue. An Applicant wishing to participate in another Applicant's Visit must seek permission from that Applicant before submitting an entry. The Applicant hosting the Visit is responsible for the provision of suitable facilities and arrangements (→ *Reg. 7e*) and for the receipt of instructions and timetables from ABRSM.
- e Schools and teachers at whose addresses Practical examinations are held must provide a suitable examination room which is quiet as well as properly lit, ventilated and heated or air-conditioned as appropriate, with a writing-table and chair for the examiner, and a satisfactory piano (→ *Reg. 7f*), and is, where possible, out of hearing of the waiting room. There should be someone to act as steward outside the examination room for the duration of the examinations in accordance with ABRSM's instructions.
- f A piano must be provided in the examination room. It must be properly regulated and in tune ($a' = 440$). An electronic piano may be used, provided it has a clearly recognizable piano tone, a touch-sensitive keyboard with full-size weighted keys, and an action, compass and facilities that match those of an ordinary piano, including a sustaining pedal.
- g Where a Visit is solely for a Choral Singing examination, an examiner attendance fee is charged.

Theory examinations

- h In some countries Theory examinations may be held, as a Visit, at a school of general education or music centre approved by ABRSM and distant from the nearest Centre. Completion of the entry form requires the head teacher to accept responsibility for the safe custody of the papers and proper conduct of the examination.
- i Applicants hosting a Visit are responsible for ensuring suitable facilities and arrangements at their own cost: an examination room, which is quiet as well as properly lit, ventilated and heated or air-conditioned as appropriate, and with tables that allow the reasonable spacing of candidates; a responsible person appointed by the head teacher to act as invigilator within the examination room for the duration of the examination in accordance with ABRSM's instructions.

8 DATE OF EXAMINATION: ALLOCATION AND NOTIFICATION OF APPOINTMENTS

Practical examinations

- a The Periods of Practical examinations are given on pp. 4–6. Exact dates of Practical examinations at individual centres can only be arranged once all the entries have been received.
- b Appointments may be given for any date(s) within the whole of the examining Period, subject to the availability of ABRSM's examiners. The Applicant must therefore ensure that candidates are ready for an examination from the *first* day of the Period in question. In allocating the examination dates, ABRSM takes into account, wherever possible, any date preferences indicated by the Applicant at the time of entry. However, date allocations are decided on the basis of scheduling examiners' time most efficiently while providing convenient appointments to as many candidates as possible, and consequently ABRSM cannot guarantee to fulfil any preferences indicated by the Applicant, or to avoid any particular dates. ABRSM cannot accept entries that are conditional on particular dates being allocated or avoided.

- c Notification of the examination date, time and venue is sent as early as possible to the Applicant who has signed the entry form, normally no later than two weeks before the examination date. ABRSM requires all candidates to be present for examination as scheduled and it cannot undertake to alter appointments once the notices have been issued.
- d The notification also confirms the names, grades and subjects of candidates entered, and any request for special arrangements/tests (→ *Reg. 18*). The Applicant is required to check these details and notify the Local Representative (or, where there is no Representative, ABRSM's office in London) immediately of any error or correction.

Theory examinations

- e Theory examinations are held only on the set dates as published in the separate Dates and Fees leaflet for each country, and at a specified time (→ *Reg. 4f*).
- f Notification is sent to the Applicant, confirming names and grades of candidates entered, and any request for special arrangements (→ *Reg. 18*). The Applicant is required to check these details and notify the Local Representative (or, where there is no Representative, ABRSM's office in London) immediately of any error or correction. A name label is enclosed for each candidate, which must be brought by the candidate to the examination room (→ *Reg. 10f*).

9 WITHDRAWALS, NON-ATTENDANCE, RE-ENTRY VOUCHERS AND FEE REFUNDS

- a Notice of withdrawal of any candidate who cannot be present for an examination must be sent in writing with an explanation of the reason, immediately the inability to attend is known, and no later than the day of the examination. This should be sent to the office where the original entry was sent.
- b Provided this is done, and the withdrawal is made necessary by some unavoidable and unpredictable event (such as illness or injury, which should be supported by documentary evidence such as a medical certificate), half of the entry fee may be refunded. As an alternative, at ABRSM's discretion, a Re-entry Voucher may be issued entitling the candidate to enter again at a reduced fee, within one year of the original examination Period, for the same subject and grade (or in any other grade on payment of the difference in fee). Such a Voucher cannot be subsequently exchanged for cash.
- c A candidate re-entered on a Voucher and again absent is not entitled to any further concession.
- d A candidate who is withdrawn from an examination may be re-entered in the next examination Period, if the last date of entry has not passed. In such cases, a new entry and full payment (or Re-entry Voucher, if applicable) must be submitted, as entry details/payment cannot be transferred from one Period to the next.
- e A candidate in quarantine for any infection must be withdrawn. If examinations are cancelled owing to quarantine, alternative appointments/fee refunds may be offered at ABRSM's discretion.

10 THEORY EXAMINATIONS: TIMINGS AND CONDUCT

- a Timings for the Theory examinations are:
 - Grades 1–3:** 1½ hours **Grades 4–5:** 2 hours **Grades 6–8:** 3 hours
- b Candidates with sensory impairments, learning difficulties or particular physical needs (→ *Reg. 18*) may qualify for an additional time allowance.
- c Candidates are advised to attend at least 10 minutes before the start of the examination and to bring the name label previously sent to the Applicant (→ *Reg. 8f*).
- d No candidate arriving more than 35 minutes after the start of the examination will be admitted.
- e An invigilator is present for the duration of the examination.
- f The invigilator opens the sealed packet of examination papers in the examination room in the presence of the candidates, and informs them that:
 - they must complete their question paper without help and without reference to notes, musical calculators, or books of any kind, and that any candidate infringing this rule or helping another will be disqualified;
 - they must stick their name label (→ *Reg. 8f*) at the top of their paper;
 - they must write their answers clearly and legibly, otherwise marks may be lost;
 - they are not allowed to take copies of the papers nor their rough notes from the room;
 - the time allowed is printed at the top of each question paper.

- g At Public Centres, ABRSM provides plain ruled manuscript paper on which candidates may do any rough working; at schools, this may be provided by the school. Candidates should bring their own pens or pencils. They may not bring any unauthorized material or equipment (such as their own manuscript or other paper, any representation of the piano keyboard or any recording device) into the examination room, and mobile phones must be switched off. Any candidate infringing this rule may be disqualified.
- h Candidates may hand in their papers at any time after 40 minutes from the start of the examination but, having done so, must leave the room and may not return. Once candidates have left the examination room, they are no longer under the invigilator's supervision or ABRSM's temporary care (→ *Reg. 19a*).
- i As each paper is handed in, the invigilator ensures that the candidate's full name appears legibly at the top.
- j The invigilator despatches the papers to ABRSM in accordance with the instructions issued by ABRSM, having first sealed them in secure envelopes before leaving the examination room.
- k ABRSM does not accept responsibility for the loss of any papers in the post after their despatch to ABRSM by the invigilator. In such cases, the entry fees are returned.

11 PRACTICAL EXAMINATIONS: TIMINGS AND CONDUCT

- a Timings for the Practical graded and Ensemble examinations, Prep Test and Performance Assessment are specified on p. 8. These timings indicate the approximate duration of each examination and allow for the candidate's entry and exit, any tuning time, as well as time for the examiner to complete the mark form between examinations. Examiners may, at their discretion, take more or less time than the specified timings.
- b Candidates with sensory impairments, learning difficulties or particular physical needs (→ *Reg. 18*) may qualify for an additional time allowance.
- c An additional three minutes are allowed in examinations where an interpreter is used (→ *Reg. 13b*).
- d Candidates are advised to attend at least 10 minutes before the start of the examination.
- e Candidates may not bring any unauthorized material or equipment (such as recording devices) into the examination room, and mobile phones must be switched off. Any candidate infringing this rule may be disqualified.
- f Generally, one examiner only is present in the examination room. At ABRSM's discretion, a second examiner may be present, for reasons of examiner training or quality assurance.
- g For monitoring and moderation purposes, examinations may, from time to time, be recorded. Such recordings become the property of ABRSM but remain strictly anonymous.

12 CANDIDATE LIST AND ATTENDANCE ORDER

- a The steward is provided with a candidate list showing the timetable for each day, including each candidate's appointment time. Wherever possible, candidates are timetabled in the same order as they were presented by the Applicant at the time of entry.
- b Should the Applicant wish to alter the order in which candidates are examined, the following instructions must be observed: the overall time allocated to the entry must not be changed; the timing of any scheduled lunch break must not be affected; the revised candidate list (indicating precisely the new appointment time for each candidate) must be presented to the steward by the first candidate before the start of the examination.

13 ACCOMPANISTS, INTERPRETERS AND PAGE-TURNERS

- a Candidates must provide their own accompanist, who may remain in the examination room *only* while engaged in accompanying. The candidate's teacher may act as accompanist; under no circumstances will the examiner (except in the Prep Test). Candidates in solo Jazz subjects (except Piano) who opt to use ABRSM's published backing tracks in place of a live accompaniment must provide their own CD player and CD.
- b Examinations are normally conducted in English. A candidate whose first language is not English is permitted to bring an independent person (who is neither the candidate's music teacher nor a relative) into the examination room as interpreter.
- c With the exception of an accompanist and/or interpreter, the candidate is normally not permitted to enter the examination room escorted by another person. However, if permission is requested in writing from ABRSM at the time of entry, the Applicant may appoint someone who is neither the candidate's music teacher nor a relative to be present.

- d Candidates are normally required to make any page-turns in their music themselves. Under no circumstances will the examiner act as page-turner. However, candidates taking a Grade 7 or 8 examination (particularly in Double Bass, Guitar, Harp or Percussion) may apply to bring a page-turner where this is absolutely essential and other means of managing difficult page-turns are not possible. In such cases, permission must be requested in writing from ABRSM at the time of entry, giving details of the piece containing the difficult page-turn and the edition to be used. ABRSM's letter granting permission should be brought to the examination room. Organ candidates at *any* grade may bring a page-turner (who may also assist with changes of registration in a Grade 7 or Grade 8 examination); prior permission is not required. (→ *Reg. 14k* regarding the legality of photocopying music.)
- e If necessary, a candidate's accompanist is permitted to bring a page-turner (for a Grade 8 examination *only*) to assist with difficult page-turns in the piano part; prior permission is not required.

14 EXAMINATION MUSIC AND PERFORMANCE REQUIREMENTS

- a The individual sections of the examination may be attempted in any order, at the candidate's choice (although, ideally, accompanied pieces should be performed consecutively). If an accompanied examination begins with any section other than the pieces, the steward should be advised in advance so that the accompanist can be summoned at the appropriate time.
- b Teachers and candidates are advised to pay close attention to the instrument-specific (or instrumental family-specific) regulations contained in each syllabus booklet, as well as to the requirements indicated in the current lists of syllabus pieces. A 'piece' comprises all the music *set under one number-heading* in the syllabus lists (unless an option is specifically indicated). Therefore, a 'piece' *may* comprise more than one movement from a work or more than one item from an album.
- c Where appropriate, the initial tempo indication (or section title) of a piece/movement is listed in the syllabus. Where the piece/movement comprises more than one tempo indication (or section title), the *whole* piece/movement is still required to be played in the examination (unless otherwise indicated).
- d Candidates failing to observe specific syllabus requirements or regulations (i.e. performing a piece not listed in the syllabus, or not being prepared to perform the full extent of a piece as indicated in the syllabus) may be penalized, or, in certain cases, disqualified.
- e ABRSM offers a limited overlap period, during which pieces from the preceding syllabus may, under certain conditions, be performed (→ *Reg. 2b*).
- f Candidates may use any edition of the pieces listed in the syllabus, except where a specific arrangement or transcription is indicated. The editions quoted in the syllabus are given for guidance only and are not obligatory.
- g Candidates may use their discretion regarding indications or markings (particularly editorial) in the music – e.g. metronome marks, fingering, bowing, phrasing, the interpretation of ornaments, etc. – which need not be strictly observed. Where no such indications are present in the music, candidates should use their discretion to achieve a musical performance.
- h Candidates should observe *da capo* and *dal segno* indications, but other repeats of more than a few bars should *not* be played in the examination, unless stipulated in the syllabus.
- i Performing from memory is optional (except for singers, who must perform *all* items from memory, other than items from oratorios, cantatas or other large-scale sacred works). The examiner is at liberty to review a copy of the music before or after the performance of any piece; therefore, candidates performing from memory must ensure that a copy of the music is available for the examiner's use.
- j Examiners may, at their discretion, stop the performance of any piece when they have heard enough to form a judgement.
- k The making or use of photocopies (or other kinds of copies) of copyright works is not permitted. However, the UK Music Publishers' Association's Code of Fair Practice (available at www.mpaonline.org.uk) allows copies to be made in certain limited circumstances (such as a difficulty with a particular page-turn) but *only* if the copyright holder is listed in Appendix C of the Code. In all other cases, application should be made to the copyright holder before any copy is made. It is the Applicant's responsibility to ensure that candidates act within the law with respect to the making and use of

photocopies (or other copies). ABRSM reserves the right to withhold the examination result of any candidate where it has evidence of the use of an illegal copy (or copies) in connection with that examination.

15 SPECIAL CONSIDERATION

- a Special consideration may be given, at ABRSM's discretion, to a candidate whose performance in an examination is felt to have been affected by, or who does not complete an examination owing to, circumstances beyond the candidate's control (e.g. a personal trauma shortly before, or at the time of, the examination, such as bereavement or family crisis; a minor injury immediately before, or illness occurring during, the examination; instrument failure/malfunction immediately before, or during, the examination; a serious disturbance or disruption at the time of the examination, such as power failure, fire alarm or noise from nearby building work). Further details are contained in ABRSM's Special Consideration Policy, available at www.abrsm.org. (NB these arrangements do not apply to candidates suffering illness or injury in advance of an examination, for whom the recommended course of action is withdrawal (→ *Reg. 15g*.)
- b Application for special consideration should be made only by the Applicant and must be sent in writing to the International Operations Director as soon as possible, and postmarked no later than seven days after the examination. Where appropriate, the application should be supported by documentary evidence, i.e. a medical certificate or a statement from an involved party. Should the Applicant be unavailable in the seven days after the examination, an initial application may be made in writing by another concerned party (e.g. the accompanist or a parent/guardian) but must be followed by formal confirmation by the Applicant as soon as possible, in accordance with the conditions outlined immediately above.
- c Examiners are not permitted to determine whether special consideration should be given. Such decisions are made *only* by ABRSM, provided that the conditions in *Reg. 15b* are met.
- d Candidates can be assessed *only* on the performance given during an examination and consequently an application for special consideration will not normally result in an adjustment to marks. Where a section of an examination is not attempted, marks for that section cannot be awarded, but a candidate may still be successful and be awarded a certificate, provided that the marks awarded for the sections attempted total 100 or more in a Practical examination and 66 marks or more in a Theory examination.
- e Should an application for special consideration prove successful, the following possible outcomes will be considered by ABRSM in consultation with the Applicant:
 - i) minor adjustment to the marks awarded, if an identifiable event or circumstance has affected the performance in any section or sections;
 - ii) invalidation of the examination result and the opportunity for the candidate to retake the examination at the earliest opportunity and at no extra cost (for Practical examinations, within the same examination Period where possible, although this may mean attending at an alternative centre);
 - iii) invalidation of the examination result and a Re-entry Voucher to allow free entry in a later Period (→ *Reg. 9b*).
- f Application for special consideration may delay the release of the examination result while investigation is carried out.
- g For a candidate who has fallen ill or suffered injury in advance of the examination, the recommended course of action is withdrawal, followed by application for a Re-entry Voucher (→ *Reg. 9b*): it is not advisable for a candidate who is unwell to attend an examination, nor for a candidate suffering illness or injury to attempt an examination under disadvantageous circumstances that cannot be taken into account by the examiner.

16 RESULTS AND CERTIFICATES

- a ABRSM's marking schemes are outlined on p. 20 as well as in the individual syllabus booklets and *These Music Exams*.
- b Examiners report direct to ABRSM and are not permitted to give any information regarding examination results to any other person. ABRSM authorizes its Local Representatives to issue results to Applicants.

- c No marks are awarded for the Prep Test or Performance Assessment. A certificate with constructive comments is written by the examiner and presented to the candidate at the end of the assessment.
 - d Results are issued as soon as possible after the examination date. Prior to their issue, results are subject to various standard checks and quality-assurance processes, which means that, in some instances, their release takes longer, but every effort is made to keep any delay to a minimum.
 - e A mark form is issued for each candidate. For Practical examinations, the mark form gives a breakdown of the marks awarded for each section and the total number of marks as well as the examiner's comments. (When a candidate achieves a total of less than 70 marks, a mark form recording only the examiner's comments will normally be issued, i.e. showing neither a breakdown of marks nor the total.) For Theory examinations, the mark form gives a breakdown of the marks awarded for each question and the total number of marks. Theory papers are not returned after marking.
 - f All successful candidates receive a certificate, which specifies the subject and grade in which they have been examined. Certificates do not certify that the holders are qualified to teach, nor do they entitle them to append any letters to their names. While indicating a high standard at the level, a Distinction in Grade 8 does not necessarily imply suitability for admission to any of the Royal Schools of Music or any higher education institution, or for a professional career in music.
 - g Unless the Applicant requests otherwise, the results (mark forms/certificates) are posted to the Applicant named on the entry form, whose responsibility it is to pass them on to candidates. Applicants also receive a list of candidates showing the results obtained by each.
 - h Results are issued only in accordance with the procedures described in *Reg. 16g*; ABRSM is not able to give any examination results by telephone or e-mail.
 - i ABRSM does not accept responsibility for the loss or non-receipt of any results after their despatch by post. Results of Practical examinations will be sent by registered post if a request is made by remittance of the postal registration fee with the examination fees.
 - j On application, the result of a past examination may be confirmed in writing to a concerned party (e.g. an Applicant, candidate, parent/guardian):
 - i) *Examinations taken in 1993 or later*: the candidate's name, the date and place of examination and the Applicant's name (and Applicant Number) must be supplied. The total marks gained are confirmed in writing by ABRSM for no charge. On payment of a fee (see p. 8), a duplicate certificate is provided, if requested.
 - ii) *Examinations taken before 1993*: the candidate's name, the date and place of examination and the Applicant's name (and Applicant Number) must be supplied. There is a search fee (see p. 8). A duplicate certificate is included, if requested.
- Payment (where applicable) should be made direct to ABRSM's office in London by sterling draft negotiable in the UK or by credit card (Visa or MasterCard).
- k Following UK government accreditation of ABRSM graded music examinations, the Universities and Colleges Admissions Service (UCAS; www.ucas.ac.uk) includes Grades 6–8 in the tariff for UK university and college entrance. At the discretion of individual institutions, students may benefit from the following points recommendations:

	Grade 6			Grade 7			Grade 8		
	<i>Pass</i>	<i>Merit</i>	<i>Dist.</i>	<i>Pass</i>	<i>Merit</i>	<i>Dist.</i>	<i>Pass</i>	<i>Merit</i>	<i>Dist.</i>
Practical	25	40	45	40	55	60	55	70	75
Theory	5	10	15	10	15	20	20	25	30

17 COMPLAINTS AND APPEALS

a Complaints

Complaints concern issues to do with the examination venue or facilities for examinations and should be made to ABRSM's Local Representative (or, where there is no Representative, direct to ABRSM's office

in London) within five working days of the examination, to allow proper investigation prior to the release of the result.

b Appeals

The appeals procedure exists to investigate the unusual situation in which a candidate receives a significantly lower result than anticipated:

- i) *Practical examinations*: Appeals concerning the validity of results should be made on the International Appeals/Feedback Form (with a translation into English where necessary). The Form is downloadable from the Board's website or can be obtained from the Local Representative. Appeals can only be made by the Applicant and must be addressed to the Quality Assurance Manager, ABRSM, 24 Portland Place, London W1B 1LU. Such appeals must be postmarked within eight weeks of the examination. The full and thorough investigation, undertaken by the Quality Assurance Manager and/or the Chief Examiner, may include a detailed statistical review of the candidate's and Applicant's result histories. ABRSM may involve an independent person in the appeal.

The International Appeals/Feedback Form must be accompanied by the following:

- a copy of the mark form(s) concerned;
- an unedited recording of the candidate performing the examination pieces and a selection of the technical requirements (on CD, minidisk or cassette tape);
- a letter verifying that the candidate is the performer and the recording is unedited, and stating the date of the recording.

The Payment Form (section 4 of the International Appeals/Feedback Form) must be completed to enable the investigation to proceed.

If the appeal is unsubstantiated, the investigation fee (half the entry fee) will be charged to the credit card concerned. If the appeal is substantiated, no charge will be made and an entry voucher will be issued at the Board's discretion.

If an appeal remains unresolved by the deadline for entry to the next examination Period, candidates intending to retake should be entered in the normal way, meeting the published entry deadline. Any appeal substantiated after the entry deadline will result in a full refund of the examination fee paid in lieu of a voucher being issued.

Applicants not wishing to follow the formal appeals procedure for Practical examinations but who have general concerns about results are encouraged to send feedback, using the International Appeals/Feedback Form, to the Quality Assurance Manager. While ABRSM cannot guarantee a detailed response to correspondence of this nature, all feedback is taken seriously and will be drawn into ABRSM's rigorous internal monitoring procedures.

- ii) *Theory examinations*: Appeals concerning the validity of results should be made on the International Appeals/Feedback Form (with a translation into English where necessary). The Form is downloadable from the Board's website or can be obtained from the Local Representative. Appeals can only be made by the Applicant and must be addressed to the Chief Examiner, ABRSM, 24 Portland Place, London W1B 1LU. Such appeals should be postmarked within twelve weeks of the examination. The Payment Form (section 4 of the International Appeals/Feedback Form) must be completed to enable a full and thorough investigation by a moderator to proceed. An independent person may be involved at this stage. ABRSM aims to respond with the outcome within four weeks of acknowledging receipt of the appeal. If the appeal is unsubstantiated, the investigation fee (half the entry fee) will be charged to the credit card concerned. If the appeal is substantiated, an amended result will be issued. Completed Theory papers are not returned.

Candidates intending to retake should be entered in the normal way, meeting the published entry deadline. Any appeal substantiated after the entry deadline will result in a full refund of the examination fee.

c Independent Review

In the exceptional circumstance that an Applicant does not accept the Chief Examiner's decision regarding an appeal, the Applicant may seek an independent review as to the correctness of the application of ABRSM's appeals procedure in the particular case. A request for this should be made

within 14 days of the despatch of the Chief Examiner's decision and must be addressed in writing to the Chief Executive, accompanied by a fee of £60 per candidate made by credit card (Visa or MasterCard) or by sterling draft negotiable in the UK. ABRSM aims to respond with the outcome within four weeks of acknowledging receipt of the appeal. If ABRSM is unable to respond within this timeframe, the Applicant will be kept informed. An independent person, unconnected with ABRSM, will be involved in the independent review process. The findings of the independent review will be fully taken into account by the Chief Executive, who will make the final decision. If the appeal is substantiated, the review fee will be refunded to the credit card concerned.

18 ACCESS (FOR CANDIDATES WITH SPECIFIC NEEDS)

- a ABRSM endeavours to make its examinations accessible to all candidates, although it should be understood that, while the examiner is informed of candidates' needs, no special concession or allowance in marking is made, and each candidate's performance is judged according to the standard normally expected. ABRSM publishes separate guidelines covering provisions for blind and partially-sighted candidates, deaf and hearing-impaired candidates and candidates with other specific needs. Where ABRSM's guidelines are not applicable, or a candidate has particular physical access needs, each case is considered on an individual basis. Guidelines and any further information are available from the Local Representative or from www.abrsm.org.

19 CHILD PROTECTION

- a ABRSM acknowledges that it has a responsibility for the safety and welfare of children taking its examinations or otherwise under its temporary care. All staff working on behalf of ABRSM are required to accept this responsibility and are committed to practices that protect children from harm.
- b ABRSM's Child Protection Policy, produced in consultation with NSPCC, is available at www.abrsm.org. The Policy includes a Code of Practice for all who work on behalf of the organization. ABRSM is committed to reviewing its Child Protection Policy and Code of Practice at regular intervals.

20 EQUAL OPPORTUNITIES

- a ABRSM is committed to providing equality of opportunity and treatment for all, and will not unlawfully or unfairly discriminate directly or indirectly on the basis of gender, age, ethnic origin or disability in its dealings with any candidate, parent/guardian, teacher, examiner, representative or steward.

21 DATA PROTECTION

- a The processing of personal data by ABRSM is regulated by the Data Protection Act 1988, under which ABRSM is registered (registration number Z6618494).

22 ENVIRONMENTAL MANAGEMENT

- a ABRSM is committed to minimizing its environmental impact throughout its operations. In line with its Environmental Management Policy, ABRSM seeks to integrate environmental considerations into its daily activities, encouraging reuse and recycling while minimizing waste. Where practicable, ABRSM uses recycled paper for all printed publications and packaging materials; where this is not possible, pulp is sourced from sustainable forestry.

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