

Practical or Theory exams

Entry form



**ASSOCIATED BOARD
OF THE ROYAL SCHOOLS OF MUSIC**

London Office
24 Portland Place
London W1B 1LU
United Kingdom

Website: www.abrsm.org
E-mail: international@abrsm.ac.uk

Please use this entry form for

All Practical subjects (Prep Test & Grades 1-8)
Performance Assessment (for adults & for candidates with special 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 4) for application on behalf of up to 10 candidates. If you wish to enter more, please use additional forms.

There are separate forms for

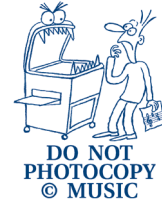
Ensembles, Choral Singing, and Diplomas.

When entering candidates you will also need to make reference to the following sources of information:

- Examination Regulations & Information booklet International Edition
- The current **syllabuses**
- Current **Date and Fee leaflet**
- The guidance notes provided on this form

All of the above are available from the Board's Representative.
The Examination Regulations & Information booklet *International edition* and Syllabuses are also available on the Board's 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 Representative.



Guidance notes

Glossary particularly for first-time applicants

- Applicant** The **applicant** is you, the person filling out the form. You may be applying on behalf of the exam candidate(s) (eg you are a teacher, a parent or guardian, a school head). You may be applying for yourself (you must possess a NRIC or be above 15 yrs of age for foreign applicants 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 person or school'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 teachers' names are to be shown on mark forms and certificates. In every such case 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.

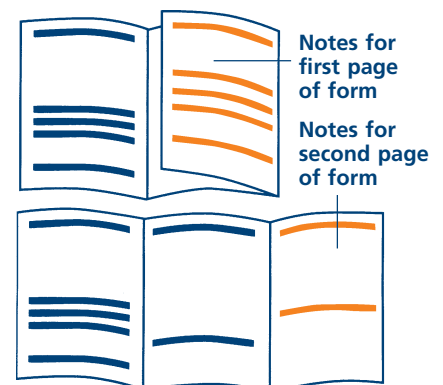


Completing this form

Please **complete** sections 1 to 5 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 completed form with the fees to your Representative.



1a Applicant information **all applicants**

Applicant number

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

Name
(ACCORDING TO YOUR NRIC / ID – PLEASE UNDERLINE FAMILY NAME)

NRIC/Foreign ID (Not applicable to Music Schools and Organisations)

Music Degrees/Diplomas

Address line 1

Address line 2

Address line 3

Postal code

Home telephone

Work telephone

HP/Pager

E-mail

Practical/Theory

Music School/Organisation

Music Teacher

Parent/Guardian

Self-Entry

You may tick more than one

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

For office use only

1b Certificate information **optional**

Name of presenter

1c Place of examination **all applicants**

For office use

2 Practical examination at private school or teacher's studio

Address line 1

Address line 2

Address line 3

Postal code

First time as a private studio

3 Practical exam date preference

FEB / MAR

Please **TICK**. There is no choice of month for this period.

JULY / AUG / SEPT

Indicate **ONE** month only. **TICK** or leave **BLANK** if you have no preference

AM Session (0900hrs – 1245hrs)

Please **TICK** your preferred session. Leave **BLANK** if you have no preference

or

PM Session (1400hrs – 1715hrs)

The Board will do its best to arrange appointments in your preferred month / session, but **cannot guarantee** to do so **nor** to avoid or allocate particular dates. Appointments may be given for any month / session within the whole examining period **subject to availability** of studios and the Board's Examiners.

4 Candidate information notes

Candidate's name The names should be shown as they are to appear on mark forms and certificates. Please underline the family name

Subject code Write the subject code for every candidate. A list of codes is given on the right.

Grade Enter the grade for every candidate in arabic type numerals, eg 1,2,3. For Prep Test write PT and for Performance Assessment write PA in Grade box.

Special needs or requests Candidates with special needs may request Special Tests in accordance with Regulation 18. Please complete this box with the following

- B** for Braille sight reading test or Theory paper (if an amanuensis is required, please attach a separate note)
- L** for large notation sight reading test or quick study (Practical subjects) or large print Theory paper
- M** for large notation as a memory test
- R** for the aural repetition test in place of the sight reading test (Practical subjects only)
- A** for amanuensis
- S** for special aural tests for hearing impaired candidates (Practical subjects only)
- I** for candidates who will be bringing an interpreter (Practical subjects only). In accordance with Regulation 16(b), a candidate whose familiar tongue is not English is allowed to bring an independent person as interpreter to the examination room.
- T** for translation of the Theory question paper (specify language required)
- X** for Theory candidates who are unable to sit for an exam on the published date for religious reasons, eg. Seven Day Adventists

For all special needs and requests, please remember to attach an official letter outlining the special provision required. Further information on special needs is available at the Board's website www.abrsm.org

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.

Theory qualification Candidates for Practical Grades 6, 7 & 8 must have passed one of the following (Regulation 1)

- Associated Board Theory Grade 5 or higher grade
- Associated Board Practical Musicianship Grade 5 or higher grade
- Associated Board solo Jazz subject Grade 5 or higher grade

or

- Trinity Guildhall, LCM, AMEB or UNISA Grade 5 (or above) in Theory

PROOF DOCUMENTS (photocopies will be accepted) SHOULD BE ATTACHED TO THIS FORM AND SUBMITTED WITH YOUR ENTRY.

Identification Number Please enter candidates' Birth certificate/Student ID or NRIC (compulsory for candidates above 15 years of age) numbers. For foreign candidates, passport numbers are to be entered.

| Subject codes | Subject codes |
|---------------------------|----------------------|
| 01 Piano | 45 Jazz Piano |
| 03 Violin | 47 Jazz Clarinet |
| 04 Viola | 48 Jazz Alto Sax |
| 05 Cello | 49 Jazz Tenor Sax |
| 06 Double Bass | 50 Jazz Trumpet |
| | 52 Jazz Trombone |
| 38 Descant Recorder | 56 Jazz Flute |
| 39 Treble Recorder | 57 Jazz Soprano Sax |
| 09 Flute | 58 Jazz Baritone Sax |
| 10 Oboe | 59 Jazz Cornet |
| 11 Clarinet | 60 Jazz Flugelhorn |
| 12 Bassoon | |
| 36 Alto Sax | |
| 37 Tenor Sax | |
| 54 Soprano Sax | |
| 55 Baritone Sax | |
| | |
| 13 Horn in F | |
| 14 Trumpet | |
| 20 Bb Cornet | |
| 21 Eb Cornet | |
| 22 Flugelhorn | |
| 23 Eb Horn | |
| 24 Baritone | |
| 32 Trombone | |
| 33 Bass Trombone | |
| 34 Tuba | |
| 35 Euphonium | |
| | |
| 02 Organ | |
| 07 Guitar | |
| 08 Harp | |
| 40 Singing | |
| 44 Percussion | |
| | |
| 42 Practical Musicianship | |
| | |
| 99 Theory | |

5 Fees notes

The scale of fees is specified on a Date and Fee leaflet. On the first, or only form of each separate entry, the total fees paid for the entry must be stated.

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 all payments due. This also constitutes an undertaking to abide by the Board's Regulations.

1a Applicant information notes

The Applicant is the person making the entry who accepts responsibility for entering candidates. Adult candidates may enter themselves. All communication will be with the person named as the applicant.

- Applicant number** If this is your first entry, a permanent applicant number will be sent to you in due course.
- Practical/Theory** Please write P for Practical entries or T for Theory entries in this box.
- Applicant details** The applicant's details (Title, Given name(s), Family name (surname), Diplomas/Degrees) will be shown on the grade certificate as being the person who presented the candidate(s) unless you indicate otherwise in Section 1b. If the details given total more than 35 characters (including spaces) the Board reserves the right to edit this information. Please tick at least one of the boxes to indicate whether the applicant is a Music School/Music Teacher/Parent/Guardian/Self-Entry. You may tick more than one box if, for example, you are both a teacher as well as a parent.
- Contact details** Please give your full address and home telephone, work telephone, handphone and pager numbers, and Email address if you have them. Communications concerning your candidates' exams will be sent by mail.

1b Certificate information notes

If you wish someone other than the Applicant to be named on the certificate as having presented the candidate (eg a school or institution, or the teacher if you are entering yourself), please complete this section, writing the full name exactly as you wish it to appear on the certificate. Please leave a blank space between each name. A maximum of 35 characters in total is allowed.

1c Place of examination notes

If you have a preferred theory venue or music studio, please indicate in the space provided. Allocation though, is based purely on availability. There can be no guarantee that your preference can be met.

2 Practical examination at private studio notes

Who should complete this section Please complete this section only if examinations will be held in a private school or teacher's studio.

All first time private studios will be subject to inspection by the Examinations Authority before being used as an approved private studio. See regulation 16i for private studio requirements.

Private studio applicants are requested to submit their intended candidates' timetable. Please refer to Regulation 16(g) of the ABRSM Examination Regulations & Information for the time allowed for each examination.

ABRSM PRACTICAL EXAMINING TIMES

0900 – 1045

1045 – 1100 morning break

1100 – 1245

1245 – 1400 lunch

1400 – 1530

1530 – 1545 afternoon break

1545 – 1715

(Starting time for the PM session may be adjusted if extra travelling time for the examiner is required)

3 Practical exam date preference notes

Requests concerning the month and time of examination will be considered if noted here. Please note that completing this section does NOT guarantee that your choice will be met.

It must be remembered that appointments may be given for any date(s) within the whole of the examining period subject to the availability of the Board's examiners.

See Regulations 4 & 9.