

# Entry form



## Diploma in instrumental/Vocal Teaching and Music Education

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

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

The note numbers in the left margin refer you to specific sections of the Supplementary Information.

**Use this form for:**

- DipABRSM Principles of Instrumental/Vocal Teaching
- LRSM Instrumental/Vocal Teaching
- FRSM Music Education

### 1 Candidate information **all candidates**

Please use **BLOCK CAPITALS**

**note 1**

Candidate/  
Applicant  
Number  if known

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

**note 2**

Family name (surname)  Family name first  optional

Given name

Degrees/  
Diplomas

**note 3**

Address  
line 1

Address  
line 2

Address  
line 3

Address  
line 4

Postcode

Country

Home  
telephone

Work  
telephone

Mobile  
telephone

Fax

**note 4**

E-mail

**note 5**

Date of birth  ddmmyy for DipABRSM you must be 18 at the date of entry  
for LRSM you must be 20 at the date of entry

**note 6**

Male/Female  M/F

**note 7**

Identification  Passport  National Identity card  Driving licence A photocopy must be enclosed with this form

## 2 Exam information **all candidates**

notes 8 & 9

Tick one box only instrument

DipABRSM  \_\_\_\_\_

LRSM  \_\_\_\_\_

FRSM  \_\_\_\_\_

### 2a Interpreter **all candidates**

note 10

**I intend to bring an interpreter to my exam**

Yes  This person must be an independent person who is neither your teacher nor a relative

No

### 2b Access (for candidates with special needs) **optional**

note 11

You may tick more than one box

I need  Braille Quick Study

Large notation Quick Study

Modified staff notation Quick Study – preferred layout must be specified (see note 12)

Large notation Quick Study from memory

Modified staff notation Quick Study from memory – preferred layout must be specified (see note 12)

Time allowance for hearing impairment please include a letter if you also intend to use a sign language interpreter

Time allowance for dyslexia/other learning difficulties

Time allowance for autistic spectrum disorders

Other – details attached

note 12

Documents  **I enclose an authenticating document confirming my requirements**

## 3 Exam date preferences **optional**

note 13

Please look up the available months in the **Dates and Fees** leaflet for your country

Preferred month \_\_\_\_\_

## 4 Centre details **all candidates**

note 14

**I would like to take my exam at a public centre**

Public centre name \_\_\_\_\_

note 15

**I cannot take my exam at a public centre and would like to take it at the private centre below**

Private centre name \_\_\_\_\_

Address Line 1 \_\_\_\_\_

Address Line 2 \_\_\_\_\_

Address Line 3 \_\_\_\_\_

Postcode \_\_\_\_\_

Centre phone number \_\_\_\_\_

# 5 Checklist

notes 16-19

## DipABRSM

with Substitution

- Prerequisites  I have **ABRSM Grade 8 Practical** (photocopy of certificate or mark form enclosed) or  I am fulfilling the prerequisite through a **Listed Substitution** (substantiating evidence enclosed)
- I have **ABRSM Grade 6 Theory (1992 syllabus)** (photocopy of certificate or mark form enclosed) or  I am fulfilling the prerequisite through appropriate professional experience and have already gained ABRSM approval (letter of approval enclosed)
- I have **ABRSM Grade 6 Theory (1992 syllabus)** (photocopy of certificate or mark form enclosed) or  I am fulfilling the prerequisite through a **Listed Substitution** (substantiating evidence enclosed)
- I am **18 years old** or over (photocopy of identification document enclosed) or  I am fulfilling the prerequisite through appropriate professional experience and have already gained ABRSM approval (letter of approval enclosed)
- Requirement  I enclose my **Written Submission** and **candidate declaration form (6a)** front & back or  I am fulfilling the requirement through a **Listed Substitution** (substantiating evidence enclosed)

## LRSM

with Substitution

- Prerequisites  I have **DipABRSM (Principles of Instrumental/Vocal Teaching)** (photocopy of certificate enclosed) or  I am fulfilling the prerequisite through a **Listed Substitution** (substantiating evidence enclosed)
- I have **ABRSM Grade 8 Theory (1992 syllabus)** (photocopy of certificate or mark form enclosed) or  I am fulfilling the prerequisite through appropriate professional experience and have already gained ABRSM approval (letter of approval enclosed)
- I have **ABRSM Grade 8 Theory (1992 syllabus)** (photocopy of certificate or mark form enclosed) or  I am fulfilling the prerequisite through a **Listed Substitution** (substantiating evidence enclosed)
- I am **20 years old** or over (photocopy of identification document enclosed) or  I am fulfilling the prerequisite through appropriate professional experience and have already gained ABRSM approval (letter of approval enclosed)
- Requirements  I enclose my **Case Study Portfolio & Video of Teaching Practice** and **candidate declaration form (6b)** front & back No substitution is allowed. *These must pass before you may proceed with the rest of the exam*
- I understand that I must enclose my **Written Submission** with my final payment only when I have received confirmation that I may proceed with the rest of the exam or  I intend to fulfil the requirement through a **Listed Substitution** (substantiating evidence will be required)

## FRSM

with Substitution

- Prerequisite  I have **LRSM (Instrumental/Vocal Teaching)** (photocopy of certificate enclosed) or  I am fulfilling the prerequisite through a **Listed Substitution** (substantiating evidence enclosed)
- I have **LRSM (Instrumental/Vocal Teaching)** (photocopy of certificate enclosed) or  I am fulfilling the prerequisite through appropriate professional experience and have already gained ABRSM approval (letter of approval enclosed)
- Requirement  I enclose my **Written Submission, letter from ABRSM confirming topic approval** and **candidate declaration form (6a)** front & back or  I am fulfilling the requirement through a **Listed Substitution** (substantiating evidence enclosed)

continued overleaf

# 6a Candidate declaration form for Written Submissions sent with this form

note 20

Family name (surname) \_\_\_\_\_

Given name \_\_\_\_\_

Date of submission \_\_\_\_\_ ddmmyy

## Dip ABRSM and FRSM

### Written Submission

Please read and sign the declaration

Send this declaration with your submission

note 20

**Declaration** I confirm that I have read the regulations in the *Diploma Syllabus* and that:

- The enclosed **Written Submission** is genuinely my work and I am the sole author
- It has not previously been submitted to ABRSM or to any other institution or agency for another academic award
- The sources used and quoted are properly acknowledged and listed
- I have read the section on plagiarism below and understand that I will be penalised or disqualified if a charge of plagiarism is upheld

Signature \_\_\_\_\_

Date \_\_\_\_\_ ddmmyy

**Plagiarism** ABRSM defines plagiarism as an attempt to pass off as one's own the work of others. Thus copying from a printed or unprinted source without acknowledging it, or constructing a précis of someone else's writing without citing indebtedness to that writer, constitutes plagiarism.

*In preparing the Written Submission candidates are encouraged and expected to read widely to demonstrate the breadth of their reading and, where appropriate, to quote the work of others. However, such quotations and references must be properly and fully attributed in accordance with the advice provided by ABRSM. Candidates who ignore this advice run the risk of being accused of plagiarism.*

*The Chief Examiner will refer any suspected cases of plagiarism to the Diploma Board. The Diploma Board may disqualify a candidate if the charge of plagiarism is upheld. Candidates will have a right of appeal and representation if such charges are made.*

## 6b Candidate declaration form **LRSM only**

**note 21**

Family name (surname) \_\_\_\_\_  
Given name \_\_\_\_\_  
Date of submission \_\_\_\_\_ ddmmyy

### LRSM

#### **Case Study Portfolio & Video of Teaching Practice**

This section must gain a pass before you may proceed with the rest of the exam

**note 22**

#### **I have gained written permission from parents/guardians to film any children featured on the Video**

**Please read and sign the declaration**

**Send this declaration with your Portfolio & Video, to arrive no later than three months before the published last date of entry**

see *Dates and Fees* leaflet for your country

**note 21**

**Declaration** I confirm that I have read the regulations in the *Diploma Syllabus* and that:

- The enclosed **Case Study Portfolio** and **Video of Teaching Practice** are genuinely my work and I am their sole author
- They have not previously been submitted to ABRSM or to any other institution or agency for another academic award
- The sources used and quoted are properly acknowledged and listed
- I have read the section on plagiarism below and understand that I will be penalised or disqualified if a charge of plagiarism is upheld

Signature \_\_\_\_\_

Date \_\_\_\_\_ ddmmyy

**Plagiarism** *ABRSM defines plagiarism as an attempt to pass off as one's own the work of others. Thus copying from a printed or unprinted source without acknowledging it, or constructing a précis of someone else's writing without citing indebtedness to that writer, constitutes plagiarism.*

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