

# Supplementary information

## Diploma in Instrumental/Vocal Teaching and Music Education



### An important note about the entry form

It is vital when processing your entry that we understand how you plan to fulfil the Diploma prerequisites and requirements and that you know what to do, and when, in order to be able to take your exam.

It will be essential to have this information sheet open for reference as you complete the entry form so that you can refer to the relevant guidance notes – whenever you see the **note number** in the margin of the entry form you should refer to the Supplementary Information where important details and guidance are given.

You will also need to refer closely to the *Diploma Syllabus* ([www.abrsm.org/exams/diplomas](http://www.abrsm.org/exams/diplomas)) and the *Dates and Fees* leaflet for your country – cross-references to syllabus page numbers have been given in these notes where appropriate.

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

## 1 Candidate information

- note 1** Candidate/ Applicant Number If this is your first entry you will not yet have a candidate/Applicant Number – leave this box blank. Your candidate number will appear on the Notice of Appointment you will receive in acknowledgement of your entry.  
If you have entered candidates for ABRSM graded music exams before, you will already have an Applicant Number – please use this number as your candidate number when entering *yourself* for a Diploma exam.
- note 2** Family name (surname) & Given name Your family name (surname) and given name will be printed on your certificate – a maximum of 30 characters in total (including spaces) is available, although 25 spaces each for family name and given name are provided on the form to give flexibility. If your names total more than 30 characters we may need to edit them. If you would like your family name to appear first on mark forms, certificates and correspondence, please write **Y** in the **Family name first** box.
- note 3** Address/ telephone/ fax If you have given your candidate/Applicant Number and name and your contact details (address, telephone and fax) have not changed since you last made an entry you do not need to complete these boxes.
- note 4** E-mail Although all standard communications will normally be sent by post, it is helpful for us to have an e-mail address on file, if you have one.
- note 5** Date of birth This information is required to check candidates meet the minimum age restrictions (see *Syllabus* pp7 and 12). It may also be used for statistical purposes but will not be passed to the examiner.
- note 6** Male/Female Please put **M** or **F** in the box. This information is recorded for statistical purposes only.
- note 7** Identification You must send a copy of an identification document which includes proof of age with your entry, and bring identification with you to your exam. You may be asked to provide a sample signature at the start of your exam as further proof of your identity. Please tick one box to indicate the type of identification provided. This can be one of the following:
- Passport
  - National Identity card
  - Driving licence

## 2 Exam information

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

**note 9** Instrument State your instrument.

### 2a Interpreter

**note 10** Interpreter Candidates who are not comfortable using English may bring an independent person (who is neither their teacher nor their relative) to act as interpreter (see *Syllabus* p40). 15 minutes extra time is scheduled for candidates using interpreters. Tick the **Yes** box to indicate you will bring an interpreter and to confirm their independence.

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

**note 11** ABRSM provides access wherever possible for candidates with sensory impairment, learning difficulties, or any particular physical needs. Standard arrangements exist for some candidates as clarified below, and the boxes on the entry form allow candidates to indicate their need for special tests/ arrangements. ABRSM publishes separate guidelines for deaf and hearing-impaired candidates, blind and partially-sighted candidates, candidates with dyslexia or other learning difficulties, candidates with autistic spectrum disorders (including Asperger syndrome) and candidates with other specific needs. Where the guidelines are not applicable, or a candidate has particular physical access needs, we will consider each case on an individual basis. For copies of guidelines or further information please contact the Chief Examiner's Department or go to [www.abrsm.org/exams](http://www.abrsm.org/exams).

Candidate	Special test (if any)	Time allowance
Visually impaired	<i>either</i> Braille Quick Study	30 minutes preparation time to memorize the Quick Study (except for singers – see the appropriate guidelines for further information, as detailed above)
	<i>or</i> Large/Modified staff notation Quick Study	5 minutes extra preparation time allowed for Quick Study
	<i>or</i> Large/Modified staff notation Quick Study from memory	30 minutes preparation time to memorize the Quick Study (except for singers – see the appropriate guidelines for further information, as detailed above)
Hearing impaired	None	15 minutes extra time allowed over entire exam, plus a further 15 minutes if using a sign language interpreter
Dyslexia/other learning difficulties	<i>either</i> None	7 minutes extra preparation time allowed for Quick Study
	<i>or</i> Large notation Quick Study	7 minutes extra preparation time allowed for Quick Study
Autistic spectrum disorders (including Asperger syndrome)	None	5 minutes extra time allowed over entire exam

**note 12** Documents All candidates requiring special tests/additional time allowances are asked to enclose a photocopy of an authenticating document (see *Syllabus* p40). Please tick the box to confirm that your documentation is enclosed.

Modified staff notation Candidates requiring modified staff notation should send a copy of their preferred layout of music score with their entry. The following requirements must be specified:

- Note head size
- Staff size
- Font type and size for text and musical directions
- The required gap between systems
- Thickness of leger-lines, bar lines, stems and beams

## 3 Exam date preferences

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

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

## 4 Centre details

### note 14

You may apply to take a Diploma exam at any of the public centres visited by ABRSM's examiners. However, your first choice centre is not guaranteed, and it may be necessary to travel some distance to take your Diploma at another public centre. Timetables will be arranged to suit the majority of candidates and to fit in with the itineraries of our Diploma examiners.

### note 15

If you would have to travel a long distance to the nearest public centre it may be possible to hold your exam in a school or private studio, provided there is a sufficient number of candidates to justify a visit from the examiner. This may include graded exams.

If you are a candidate whose instrument is Harpsichord, Organ or Percussion, there is no minimum number of candidates or time limit.

Private centres must be provided at no additional cost to ABRSM (see *Syllabus* p37 for further details).

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

## 5 Checklist

### note 16

This checklist is designed to help you make sure that you have sent us all the relevant enclosures and proof documents.

**It is essential that the correct documents are sent with your entry – we may not be able to accept incomplete entries.**

You must ensure the following:

- all **prerequisites** have been fulfilled and proof is enclosed as necessary (see **note 17** below)
- **substantiating evidence** has been enclosed if you wish to fulfil a prerequisite or exam requirement through a listed substitution (see **note 17** below)
- your **Written Submission** (DipABRSM and FRSM only) or **Case Study Portfolio** and **Video of Teaching Practice** (LRSM only) and a **candidate declaration form** have been enclosed with your entry (see **note 18** below).
- **ABRSM approval** has been sought and given in advance for appropriate professional experience as a substitution for a prerequisite (see **note 19** below)

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

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

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

### note 17

Prerequisites and substitutions – proof of fulfilment & substantiating evidence

#### Awards made by ABRSM

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

#### Listed substitutions – awards made by other bodies

You must enclose evidence substantiating your application for a listed substitution. Where your substitution is a qualification, you should submit a photocopy of your certificate. For courses and course components, a signed declaration from the course provider will normally be acceptable.

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

### note 18

Exam submissions and candidate declaration form

Candidates for all levels have to enclose a submission with their entry form (unless DipABRSM and FRSM candidates are substituting the Written Submission). All candidates are required to complete the relevant candidate declaration form (**section 6a** or **6b** of the entry form). Please refer closely to the *Syllabus* to find out how to present your submissions and how many copies to submit (see pp28–34).

### note 19

ABRSM approval

If you are applying for appropriate professional experience as a substitution for a prerequisite or are entering for FRSM (for which you need Written Submission topic approval), you must gain ABRSM's written approval before completing and submitting this entry form. You must enclose copies of these letters of approval with your entry form.

Applications for appropriate professional experience in fulfilment of a prerequisite should be made on the approval form contained in Appendix 3 of the *Syllabus* – this form is also available on our website.

## 6a Candidate declaration form DipABRSM and FRSM only

### note 20

DipABRSM and FRSM candidates are required to send their **Written Submission** together with a completed **candidate declaration form (section 6a)** with their entry.

## 6b Candidate declaration form LRSM only

### note 21

LRSM only LRSM candidates are required to submit their **Case Study Portfolio** and **Video of Teaching Practice** with their entry form, **no later than three months before the published last date of entry**. You may proceed with your entry *only* if the Portfolio and Video are awarded a pass, and we will notify you of this at least one month before the published last date of entry. You must then pay the remainder of the entry fee before the last date of entry, at the same time enclosing either your **Written Submission** or documentation supporting a substitution.

Candidates who gain a pass for their Case Study Portfolio and Video of Teaching Practice must proceed to take the rest of the exam in the *next* examining session. Candidates who gain a pass for the Portfolio and Video but choose not to enter to take the rest of the exam in the following session must re-enter for the whole exam at a later date, re-submitting their Portfolio and Video, and paying the full entry fee.

### note 22

In accordance with ABRSM's child protection policy, candidates must gain written permission from the parents/guardians of children featured on the Video of Teaching Practice before filming any child. This documentation must be available, should the need arise.

## 7 Payment

### note 23

DipABRSM & FRSM Payment for your Diploma must be made at the time of entry and your fee is dependent on your chosen level and whether or not you are making a substitution for the Written Submission. Please tick the appropriate box.

### note 24

LRSM only Payment for your Diploma must be made in two instalments: 40% of the full fee must be sent with your entry form, Case Study Portfolio and Video of Teaching Practice; on passing this section, you must then pay the remainder of the entry fee before the closing date. This final fee is dependent on whether or not you are making a substitution for the Written Submission.

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

### note 25

Candidate's signature You must sign and date the form to confirm that you have read the regulations in the current *Diploma Syllabus* and undertake to abide by them.