

2018 Entry form



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

24 Portland Place
London W1B 1LU
Telephone: 020 7636 5400
Textphone: 020 7637 2582
Email: ukadmin@abrsm.ac.uk

Online entry: www.abrsm.org/enteronline

_____ For office use only

When filling in this form please refer to the Supplementary information sheet.

Is this the first time you have filled in an entry form? If so, please read the front page of the Supplementary information sheet before you begin.

Online entry – an easier way to enter your candidates
If you would like to enter your candidates via the internet and benefit from a later closing date visit the Associated Board's website at www.abrsm.org/enteronline

- Please use this entry form for:**
- All practical subjects (Prep Test & Grades 1–8)
 - Performance Assessment (for adults & for candidates with specific needs)
 - Theory exams (Grades 1–8)
- There are separate forms for:**
- Ensembles & Jazz Ensembles
 - Choral Singing
 - Diplomas
 - Entries from the Republic of Ireland

This column gives brief guidance on completing the form section by section.

If you need further guidance please contact us at the above address.

1a Applicant information **all Applicants**

Please use **BLOCK CAPITALS**

The Applicant is the person (aged 18 or over) applying for the exam(s) on behalf of the candidate(s) – see Regulation 3 for details of the Applicant's responsibilities. Candidates aged 18 or over may apply for themselves. All communications concerning the entry will be sent to the Applicant.

If this is your first entry you will not yet have an Applicant Number. Complete all other boxes in section 1a – an Applicant Number will be sent to you in due course.

If you do not know your Applicant Number please complete all other boxes in section 1a (your Applicant Number will be shown on the letter confirming the exam appointment(s) and should be noted for future use).

The Applicant will be shown on the certificate as being the person who presented the candidate(s) unless you indicate otherwise in section 1b. The Title, Surname, Forename & other initials and Degrees/Diplomas will be shown as they appear above and there is space for a total of 40 characters (including spaces) – if the details given total more than 40 characters the Board reserves the right to edit this information.

All standard communications concerning your candidates' exams will be sent by post.

If you wish someone other than the Applicant to be named on the certificate(s) as having presented the candidate(s) (eg a school or institution, or your teacher if you are entering yourself) complete the following box (maximum 40 characters in total including spaces).

Applicant Number _____

Title _____

Surname _____

Forename & other initials _____

Degrees/Diplomas _____

- Tick one box either
- I have never made an entry with the Associated Board before – I give my address/contact details below.
- or Please change my address/contact details as indicated below.
- or My address/contact details are unchanged since my last entry. *If you have given your Applicant Number leave the rest of this section blank.*

Address line 1 _____

Address line 2 _____

Address line 3 _____

Address line 4 _____

Postcode _____

Home telephone _____

Work telephone _____

Email _____

Please give your Email address

1b Certificate information **optional**

Presented by _____

5 Candidate information all Applicants

Please list all Practical, Prep Test, Performance Assessment, Theory and Jazz candidates.

NB Jazz entries – see Supplementary information p4 before completing this section. If you are entering more than 8 candidates, this page can be photocopied or downloaded from www.abrsm.org/downloads.

Forename	Surname	Subject code	Grade	Age	M/F
1					
If applicable: NCN		Specific needs code			
2					
If applicable: NCN		Specific needs code			
3					
If applicable: NCN		Specific needs code			
4					
If applicable: NCN		Specific needs code			
5					
If applicable: NCN		Specific needs code			
6					
If applicable: NCN		Specific needs code			
7					
If applicable: NCN		Specific needs code			
8					
If applicable: NCN		Specific needs code			

Subject code

Piano & Strings

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

Woodwind

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

Brass

- 13 Horn in F
- 14 Trumpet
- 20 B♭ Cornet
- 21 E♭ Cornet
- 22 Flugelhorn
- 23 E♭ Horn
- 32 Trombone
- 33 Bass Trombone
- 24 Baritone
- 35 Euphonium
- 34 Tuba

Jazz

- 45 Jazz Piano
- 56 Jazz Flute
- 47 Jazz Clarinet
- 57 Jazz Soprano Sax
- 48 Jazz Alto Sax
- 49 Jazz Tenor Sax
- 58 Jazz Baritone Sax
- 50 Jazz Trumpet
- 59 Jazz Cornet
- 60 Jazz Flugelhorn
- 52 Jazz Trombone

Other subjects

- 41 Harpsichord
- 02 Organ
- 07 Guitar
- 08 Harp
- 44 Percussion
- 40 Singing
- 99 Theory
- 42 Practical Musicianship

Forename & Surname

The name as given here will appear on the certificate.
NB: Maximum 30 characters in total, including spaces (20 spaces each for Forename and Surname are included here for flexibility).

Grade

Please give the grade (or PT for Prep Test, or PA for Performance Assessment).

NB: Candidates for Practical Grades 6, 7 & 8 must have passed Grade 5 (or above) in Theory of Music, Practical Musicianship or a solo Jazz subject before the closing date for entry.
 You may need to send proof – see Supplementary information p3

Age

This information will not be passed on to the examiner. For candidates over 21 who do not wish to cite their age, put 'A'.

Male/Female (M/F)

This information is recorded for statistical purposes only.

NCN (National Centre Number)

Where an institution (e.g. a school or college) attended by the candidate has made a significant contribution to their work towards the exam (for example, if the lessons take place at school/college), please record the institution's National Centre Number. The Examinations Officer at the school or college in question will be able to confirm the relevant NCN, which is issued by the Joint Council for Qualifications (JCQ). Recording the NCN allows the capture of examination data for School and College Achievement and Attainment Tables (this data is passed on by the Board to the DCSF in strict confidence – see Regulation 17m).

Codes for candidates with specific needs

See Supplementary information p3. Include the relevant code, and attach a supporting document where appropriate, if a candidate requires special tests/exam arrangements or disabled access – see Regulation 19.

6 Payment all Applicants

Please use this chart to calculate the fees required. Payment of the total amount owing should be made with a single cheque or money order or by credit/debit card – please do not send cash.

Fees for 2008		Fee	No. of cand.	Total
Practical exams <i>including Practical Musicianship</i>	Performance Assessment	£41.30		.
	Prep Test	£25.00		.
	Grade 1	£28.20		.
	Grade 2	£33.60		.
	Grade 3	£37.50		.
	Grade 4	£41.80		.
	Grade 5	£44.50		.
	Grade 6	£52.10		.
	Grade 7	£57.10		.
	Grade 8	£67.40		.
Theory exams	Grade 1	£18.50		.
	Grade 2	£19.50		.
	Grade 3	£21.70		.
	Grade 4	£23.90		.
	Grade 5	£26.10		.
	Grade 6	£29.90		.
	Grade 7	£32.10		.
	Grade 8	£34.80		.
			Total	.

Checklist Please tick each box to confirm that all relevant parts of the entry form have been completed and that your entry is ready to forward to us:

- Section 1 all Applicants
- Section 2 all Applicants
- Section 3 optional – Centres and Standard/Large Entry Visits only
- Section 4 Standard Visits, Large Entry Visits and Special Visits only
- Section 5 all Applicants
- Section 6 all Applicants

For Applicants entering candidates for Practical Grade 6 and above

- Where Theory Grade 5 was gained before Autumn 1993 or was taken outside the UK/Ireland I am enclosing the necessary exemption proof documents

Payment

either

- I enclose one cheque for all payments due: £ _____

or

- Please charge the full fees to my credit/debit card as recorded under Credit/debit card details in the section below

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

Signature _____

Date

_____ ddmmyy

Send your form and payment in an envelope marked ENTRY to:
UK Operations, Associated Board of the Royal Schools of Music,
24 Portland Place, London W1B 1LU.
We regret that we cannot accept entries sent by fax or email.

Special note: Data Protection

The processing of personal data by the Associated Board is regulated by the Data Protection Act 1998, under which the Board is registered (registration number Z6618494). The Board's primary reason for contacting you is regarding your exam entries but we would also like to keep you up to date with news and information. If you are a new Applicant, you will be sent an applicant card and personal details form, allowing you to indicate mailing preferences. Your preferences can be amended at any time by telephoning, emailing or writing to us, quoting your Applicant Number.

Please send a single cheque/money order payable to The Associated Board of the Royal Schools of Music. A receipt will be issued in due course.

This form should be signed and dated by the Applicant (who must be aged 18 or over) as the person accepting responsibility for entering the candidates, for receiving communications and for all payments due. This also constitutes an undertaking to abide by the Board's Regulations.

Credit/debit card details

Visa
 Mastercard
 Maestro
 Delta

NB We cannot accept Electron or American Express

Card Number

(Maestro only)

Expiry date

_____ mmyy

Maestro Issue No. _____

Signature of cardholder _____

Name of cardholder _____

please print