

2008 Supplementary information



Royal Academy of Music
Royal College of Music
Royal Northern College of Music
Royal Scottish Academy of Music and Drama

ASSOCIATED BOARD OF THE ROYAL SCHOOLS OF MUSIC

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This section contains important information relating to exam entries and will help you to fill in the entry form.

Information about:	page
Entry options	1
Exam dates & closing dates 2008	2
Exam times	3
Entering Jazz candidates	4
Contacting us	4

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

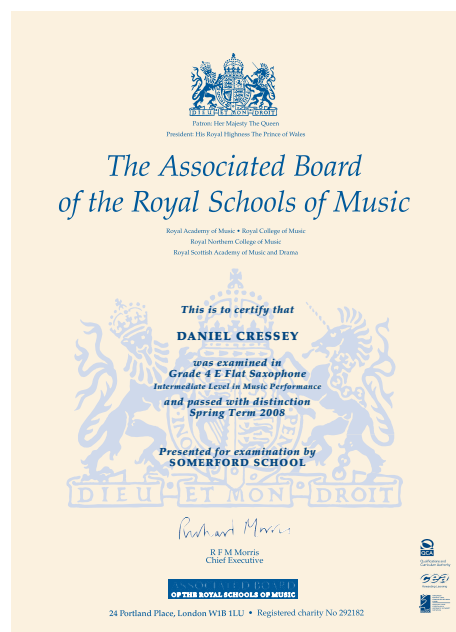
- Examination Information & Regulations booklet for 2008
NB Special Notices for 2008 inside front cover
- The current syllabuses for the subjects in question

Reference to the Board's free publication, *These Music Exams*, is also recommended. All of the above, plus additional entry forms, can be obtained from Honorary Local Representatives, music shops or directly from the Associated Board at the address on the right, and are also available from the Download Centre at the Board's website (www.abrsm.org/downloads).

If you need further information or guidance on completing this form please contact the Associated Board direct (address top right).

Glossary particularly for first-time Applicants

Applicant	Please read this section first as the information we require to process your entry can be complicated. See also the Guide to Exams & Entries, pp12–19 in the Information & Regulations booklet. 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, an institute head). You may be applying for yourself (you must be 18 or over 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 institute, or you yourself.
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. If this is so, make sure you tell us what you want shown on the certificate (section 1b of the entry form).
Centre	A Centre is a venue provided by the Board where exams are held to serve candidates in a local area. Some Centres are open for the whole exam period, others only for a few days. Each Centre has a code, which is also used when scheduling Visits – if you are applying for a Visit at premises which you are providing, you will need to work out which Centre is closest to you.
Entry	An entry is the group of candidates (or single candidate) on whose behalf you are applying on the entry form(s). In submitting an entry you are accepting responsibility for abiding by the Board's Regulations and for all payments due. If making an entry under more than one of the entry options (Entry form section 2) you will need to use one form for each entry.
Exam period	An exam period is a group of dates on which exams can take place at Centres, or within which Standard Visits and Large Entry Visits can be organised. There are three periods in the year, A, B, and C (see p2) – Special Visits are always held on dates outside these periods.



Entry form 2 Exam information entry options

Candidates for all subjects **except Jazz** may be entered to take their exam under one of the four options below, as detailed on pp14–15 of the Information & Regulations booklet.
For Jazz options see p4 of this section.

If you need to calculate your total entry time see p3 of this section where exam times are given.

Entry option	Where?	When?	Date guaranteed?	Minimum entry requirement (see p3)	Refer to Regulations
Centre	At one of the Board's Centres (see Exam centres booklet)	Practical not including Harpsichord, Organ & Percussion: on a date allocated by the Board within the exam period (see p2 of this section for dates) – specific dates/preferred week cannot be guaranteed	No	1 candidate	6 & 8
		Theory: on the date for the period specified on p2 of this section	Yes	1 candidate	6 & 8
Standard Visit	A Standard Visit at premises provided by the Applicant	Practical: on a date allocated by the Board within the exam period (see p2 of this section for dates) – specific dates/preferred week cannot be guaranteed	No	3 hours of exams or 1 candidate if Harpsichord, Organ or Percussion	7 & 8
		Theory: on the date for the period specified on p2 of this section (only available at schools)	Yes	1 candidate	7 & 8
Large Entry Visit	A Large Entry Visit at premises provided by the Applicant	Practical only: on any dates of the Applicant's choice within the exam period (see p2 of this section)	Yes	15 hours of exams	7 & 8
Special Visit	A Special Visit at premises provided by the Applicant	Practical only: on any date(s) of the Applicant's choice outside the exam period (except Bank Holidays and 22 July) – see p2 of this section for period dates, then choose a date outside these three periods	Yes	3 hours of exams	7 & 8

Entry form 3 Exam date preferences dates in 2008

Special Visits on dates outside Periods A, B & C
Closing dates: entries must be submitted at least one month before the chosen exam date.

Exam dates in 2008 Closing dates for postal entries and exam period dates for 2008 are as follows (repeated in calendar below for easy reference):

	A period	B period	C period
Closing date for postal entries	Friday 11 January	Friday 25 April	Friday 19 September
Theory exams	Wednesday 27 February (5pm)	Saturday 14 June (10am)	Thursday 6 November (5pm)
Practical exams	25 February–29 March (excluding Wednesday 27 February & 21–24 March)	<i>Scotland/Ireland</i> 2–28 June (excluding Saturday 14 June) <i>England/Wales</i> 9 June–12 July (excluding Saturday 14 June)	3 November–6 December (excluding Thursday 6 November)
Jazz exams	25 February–8 March (excluding Wednesday 27 February)	<i>Scotland/Ireland</i> 2–13 June <i>England/Wales</i> 9–21 June (excluding Saturday 14 June)	3–15 November (excluding Thursday 6 November)

CD Closing date for entry to exams during exam period

Calendar for 2008

week number

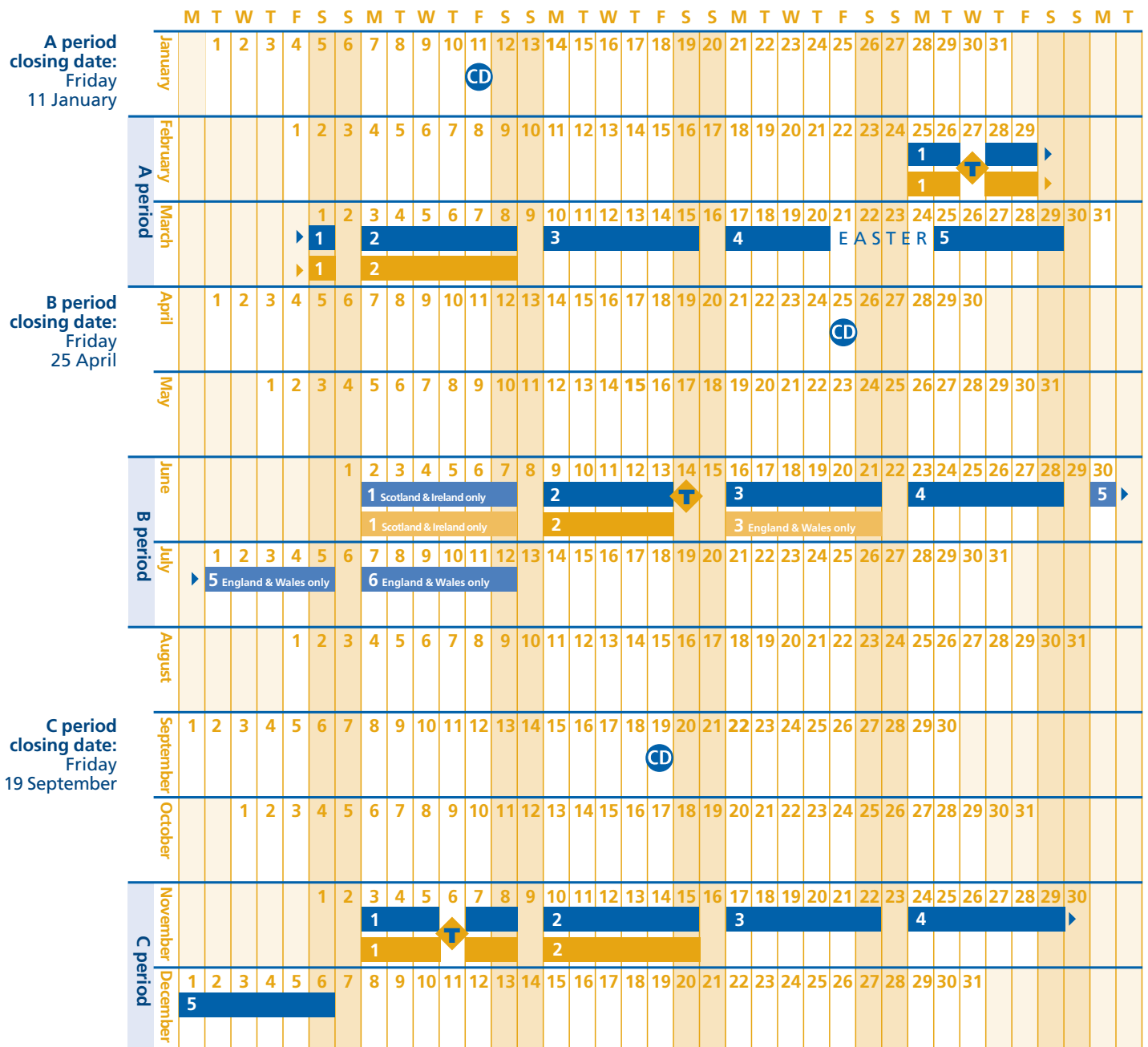
Practical exams including Jazz, Schemes 3 & 4

week number

Jazz exams Scheme 1



Theory exams please note: closing dates are the same as for the Practical exams



Entry form 5 Candidate information grade 5 theory

Candidates for Practical Grades 6, 7 and 8 must already have passed one of the following *before the closing date for the Practical examination*:

ABRSM: Grade 5 (or above) in Theory, Practical Musicianship or solo Jazz subject

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

You must send proof of this (the mark form or certificate) with your entry, except for some ABRSM qualifications – see right.

For ABRSM qualifications gained in or after Period C (Autumn) 1993 and taken in the UK or Ireland, there is no need to send proof with entry. Supporting documentation may be requested after entry if we are unable to verify the qualification from our records.

Entry form 5 Candidate information specific needs codes

Access: codes for candidates with specific needs

The relevant code from the list below must be entered into the box if a candidate with access needs requires special tests or exam arrangements, or disabled access – see Regulation 19.

For access needs not covered by these arrangements, or if more than one of the following apply, attach a covering letter to the entry form giving full details.

You must make sure you have a copy of the relevant guidelines for full details. These are published by the Board and are available from UK Operations (telephone 020 7467 8296) or online at www.abrsm.org.

- B Braille memory test** in place of sight reading/quick study (Practical) or **Braille Theory paper** (if an amanuensis is also required, please attach a separate note)
- R Aural repetition test** in place of sight reading for blind or visually-impaired candidates (Practical)
- L Large notation** sight reading/quick study (Practical) or **large text and notation** Theory paper
- M Large notation memory test** in place of sight reading (Practical)
- P Modified staff notation** sight reading/quick study (Practical) or **modified text and staff notation** Theory paper – you must submit a sample stating the relevant specifications
- T Modified staff notation memory test** in place of sight reading/quick study (Practical) – you must submit a sample as for P above
- S Alternative aural tests** for deaf and hearing-impaired candidates (Practical)
- V Extra time** for deaf or hearing-impaired candidates using a sign language interpreter (Practical)
- Z Extra time and alternative aural tests** for deaf or hearing-impaired candidates using a sign language interpreter (Practical)
- D Extra time** for candidates with dyslexia or other learning difficulties – you must submit an official supporting document from a special needs teacher, headteacher or educational psychologist. Theory candidates requesting an amanuensis should refer to the Board for guidance.
- N Extra time and large notation** sight reading/quick study test for candidates with dyslexia or other learning difficulties (Practical), or **extra time and large text and notation** Theory paper – you must submit a supporting document as for code D above
- C Extra time** for candidates with autistic spectrum disorders – you must submit a supporting document and include details of the candidate's needs
- A Amanuensis** (someone who acts as either a reader, a scribe, or both) for candidates who are unable to access printed information. This may include blind candidates, candidates with learning difficulties or candidates with a physical disability (Theory)
- W Disabled access** for wheelchair users or those with limited mobility

Exam times

If you are applying for a Standard, Special or Large Entry Visit you will need to calculate your total entry time in order to confirm that you meet the entry requirement.

Exam times for each subject and grade are given below:

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

Jazz information & entry options

If you wish to enter candidates for **Jazz Ensembles** entries should be made on the separate Jazz Ensembles entry form.

Entry schemes The entry options for Jazz candidates differ from those for other subjects (see also Information & Regulations booklet pp14–15). The options available depend upon the number of candidates, whether you would like them to be heard at a Centre or as part of a Visit, and your chosen accompaniment (small-band accompaniment is an option at Visits only, not at Centres). **The four entry schemes** are given below, together with the sections of the entry form which should be completed in each case.

Scheme	Where?	When?	Minimum entry to qualify	Notes for completing entry form
1 Centre	At one of the Board's Centres (not for candidates with small-band accompaniment)	During specified dates within each exam period (please see p2 of this section for dates)	1 candidate	Complete sections 1, 2, 5 & 6 Please note that availability of specific Centres depends upon the number and distribution of Jazz entries – if the preferred Centre is not available an appointment will be given at the nearest available Centre
2 Special Visit	At Special Visits with at least 1 hour of Jazz	On any date outside the exam period (see p2 of this section for dates then choose a date outside these three periods)	3 hours of exams (of which 1 hour is Jazz exams)	Complete sections 1, 2, 4, 5 & 6 This option is subject to the availability of examiners – you may be asked to change your preferred date if a Jazz examiner is not available
3 10 hour Standard Visit	At Standard Visits of 10 hours of exams or more with at least 1 hour of Jazz	On a date allocated by the Board within the exam period (see p2 of this section for dates)	10 hours of exams (of which 1 hour is Jazz exams)	Complete sections 1, 2, 3 (optional), 4, 5 & 6 The date allocated will depend upon the availability of Jazz examiners
4 Standard Visit	At Standard Visits with at least 3 hours of Jazz	On a date allocated by the Board within the exam period (see p2 of this section for dates)	3 hours of Jazz exams	Complete sections 1, 2, 3 (optional), 4, 5 & 6 The date allocated will depend upon the availability of Jazz examiners

Special note Applicants entering **both Scheme 1 Jazz candidates and other subjects** Jazz entries and entries for all other subjects are handled separately for the purposes of booking examiners and allocating appointments. Please note that:

- you will receive separate notices confirming the appointments allocated, one for Jazz candidates and one for other subjects
- your Jazz candidates will be given appointments during the dates specified by the Board for Jazz exams (see p2 of this section for dates)
- other candidates entered at one of our Centres may be given appointments on any date during the exam period (wherever possible preferences expressed in section 3 of the entry form will be taken into account)
- if you wish to enter your Jazz candidates at a Centre and your other candidates at a Visit please complete two entry forms

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.

Contacting us

Busy teachers often need quick answers to questions about exam entries. How can you find these answers easily?

Online at www.abrsm.org Visit the website for syllabuses, a teachers' forum and more, and to register for online exam services, including online entry (benefiting from a later closing date) and online results.

NB Our registration process takes two days – if you are new to online services we advise you to register at least a week before the closing date.

24 Portland Place, London There is a regional team with dedicated staff for each area – direct lines and email addresses are given on the right.

Honorary Local Representatives Our 300 HLRs around the country can answer many of your questions. Names and telephone numbers are in the Information & Regulations booklet (pp 20–30) and on the website, listed by centre. As well as answering general enquiries, HLRs can provide syllabuses and extra entry forms.

Northern Region, Scotland & Wales Exams: 020 7467 8261
londonandnorth@abrsm.ac.uk

London Region Exams: 020 7467 8261
londonandnorth@abrsm.ac.uk

Southern Region Exams: 020 7467 8211
midsandsouth@abrsm.ac.uk

Midlands Region Exams: 020 7467 8211
midsandsouth@abrsm.ac.uk

Ireland Exams: 020 7467 8296
ireland@abrsm.ac.uk

Special Visits: 020 7467 8221
specialvisits@abrsm.ac.uk

Diplomas: 020 7467 8829
diplomas@abrsm.ac.uk

Theory Exams: 020 7467 8270
theory@abrsm.ac.uk

Music Medals: 020 7467 8853
musicmedals@abrsm.ac.uk