

Exam entry Guidance and Declaration forms

UK/Ireland Diplomas

This document provides you with additional notes to help you complete the Diploma exam entry. The numbered sections correspond to sections on the form.

The **Diploma Syllabus** is also an important source of information for anyone making a Diploma exam entry. You can download a copy of the Syllabus at www.abrsm.org/diplomas. Please note that there is a separate Syllabus for Performance, Teaching and Direction Diplomas.

If at any time in planning your entry or completing this form you require further assistance, please email us at diplomas@abrsm.ac.uk

1 Exam information all candidates

Performance and Teaching candidates only

Please state your main instrument. You may be planning to perform part of your programme on a related instrument but there is no need to indicate this on the entry form.

LRSM Performance & FRSM Performance only

If you wish to opt for a specialism, indicate your specialist option here – see Syllabus p12 (LRSM) or p15 (FRSM).

This must be one of the following:

- **Orchestral musician**
- **Chamber ensemble member** (you should also indicate the number of players – this must be between 3 & 9 including yourself)
- **Keyboard accompanist**

Direction candidates only

Indicate the type of ensemble. This must be one of the following:

- Symphony Orchestra
- Chamber Orchestra
- String Orchestra
- Military Band
- Brass Band
- Choir (indicate if mixed, upper or lower voices)
- Wind Band

2 Candidate information all candidates

Contact ID

If this is your first entry with ABRSM, and you do not have a Contact ID, leave this section blank. Your contact ID will be on your profile on the ABRSM online booking service.

If the candidate has previously taken graded music exams, they will already have a contact ID.

Surname & Forename

Your surname and forename as you record them here will appear on your certificate – a maximum of 30 characters in total (including spaces) is available. If your names total more than 30 characters we may need to edit them.

Date of birth

DipABRSM & LRSM Teaching only

You need to supply proof of your age. This proof must be a photocopy of your passport, driving licence or birth certificate; please do not send originals. This information is required to check candidates meet the minimum age requirements – see Syllabus page 9 (DipABRSM) or page12 (LRSM).

Please note that if you are under 16 at the time of entry you will need to arrange for your parent or person with parental responsibility to countersign your entry form (**section 7**) to confirm their undertaking to abide by the regulations on your behalf.

2b Identification all candidates

You must bring identification with you to your exam and you will be asked to provide a sample signature at the end of your exam as further proof of your identity.

3 Access arrangements and reasonable adjustments essential for candidates with specific needs

If a candidate has access needs, it is important you notify us when you submit your entry by filling in this section on the form. Visit www.abrsm.org for further information and requirements and to download detailed guidelines.

Supporting evidence

All candidates requiring reasonable adjustments to their exam are asked to enclose supporting evidence. For more information, see the Access Arrangements and Reasonable Adjustments Policy at www.abrsm.org.

4a Exam period Performance & Teaching candidates excl. Organ, Percussion & Harpsichord

This section should only be completed by Performance and Teaching Diploma candidates, with the exception of those entering for an exam in Organ, Percussion or Harpsichord. Candidates entering for an exam in these instruments, as well as *all* Direction candidates, should provide details of their private visit instead.

There are two sessions for Diploma exams each year, details of which are available at www.abrsm.org. We aim to give at least four weeks' notice of exam appointments. Please note that entries cannot be transferred to another examining session under any circumstances.

4b Public Venue Performance & Teaching candidates excl. Organ, Percussion & Harpsichord

Diploma exams are held at the seventeen regional centres indicated on the entry form. Please indicate your first choice

of centre by ticking the relevant box and we will make every effort to arrange this.

5 Private Visit details All Direction Candidates Performance & Teaching candidates in Organ, Percussion & Harpsichord

This section of the entry form is not applicable to Performance & Teaching candidates unless the main instrument is Harpsichord, Organ or Percussion.

If you are a Direction candidate or a Performance or Teaching candidate whose instrument is Harpsichord, Organ or Percussion you must provide your own venue for the exam at no cost to ABRSM (see *Practicalities* in the Syllabus).

Please provide us with the full address of the private visit, as well as contact details for the visit organiser. This information will be shared with the examiner in order to help arrange your exam. Please tick the box to confirm that the visit organiser gives permission for their contact details to be passed to the examiner.

Data Protection

ABRSM and ABRSM Publishing will use the personal information that you provide to administer your exam booking process and in accordance with applicable data protection laws and our Privacy Policy - Please visit www.abrsm.org/privacypolicy.

Visit Organiser

The Visit Organiser is responsible for providing suitable exam facilities, selecting the start date for exams and organising the schedule. Please note that a Diploma candidate can also be the Visit Organiser for their own exam.

Preferred Date

Dates of Private Visits are fixed on an individual basis. Please fill in your preferred exam date. Your entry form, payment and relevant documentation must be received at least six weeks before the agreed exam date. Please note that, although exam date preferences will be taken into account, no guarantee can be given to allocate particular dates or times. We aim to give at least four weeks' notice of exam appointments.

Exam Facilities

Size is the most important factor when choosing an exam room. We recommend a minimum 32 square metres for Diploma exams. This is not a strict rule, but it is essential to have enough space for a suitable piano, a chair and table for the Examiner(s) and space for other instruments being played.

The exam room must have adequate lighting, be well ventilated and free from outside noise. It should also be heated or air-conditioned as appropriate. For better acoustics, where possible, avoid rooms which are heavily carpeted, have low ceilings or large bare walls. The acoustics of the room are important during Diploma exams as these are recorded.

The examiner will need an electricity supply close to the desk for the recording equipment and they may need an adapter. Please be aware of any trailing cables that might get in the way or which someone could trip over.

For Diploma exams a grand piano should be used where possible (unless it is of inferior standard to an available upright piano). It must have a good/responsive action with even touch and be capable of producing a big dynamic range with a regulated tone. Well-adjusted and responsive sustaining and una corda pedals are essential. If the piano has a sostenuto pedal this must also be in good working order. It must be well looked after and tuned regularly. An adjustable piano stool should be provided.

A warm-up room is required for Diploma candidates. It must be out of earshot of the exam room and must have a piano (an upright is acceptable). Lastly, someone should be provided to act as steward outside the exam room.

6 Checklists

These checklists are 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 form – We will not be able to accept incomplete entries.

Prerequisites

Many candidates will meet the standard prerequisites. For more information see *Prerequisites and Substitutions* in the Diploma Syllabus. You may need to send proof (photocopy of your certificate or mark form) of your prerequisite award.

Listed substitutions

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 letter from the course provider will normally be acceptable. Full and up-to-date details of qualifications and courses which can be used as substitutions appear at www.abrsm.org/diplomas

If the name on your proof of prerequisites or substitutions is different from your current name you must send proof (eg photocopy of your marriage certificate).

ABRSM approval

If you wish to use non-syllabus repertoire (Direction), or are entering for FRSM Teaching (for which you need topic approval), or are applying for appropriate professional experience as a substitution for a prerequisite, you must gain ABRSM's written approval *before* completing and submitting this entry form. Approval forms are available at www.abrsm.org/diplomas

For Direction (non-syllabus repertoire) this must be done no later than six weeks before you submit your entry, and for FRSM Teaching (Written Submission topic), no later than three months before. You must enclose a copy of the letter 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. The approval form must reach us at least six weeks before the published closing date for the session in which you wish to be examined.

LRSM Teaching only

LRSM Teaching candidates are required to submit their Portfolio and Video with their entry form no later than three months before the published closing date for entries. 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 closing date for entries. You must then pay the balance of the entry fee by the closing date, at the same time enclosing either your Written Submission or documentation supporting a substitution.

7 Signature all candidates

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.

All candidates who are under 18 years of age at the time of entry must arrange for their entry form to be signed by their parent or person with parental responsibility who should also give their name.

How we use your information

ABRSM and ABRSM Publishing will use the personal information that you provide to administer your exam booking process and in accordance with applicable data protection laws and our Privacy Policy - Please visit www.abrsm.org/privacypolicy.

8 Payment all candidates

For candidates in the UK and NI, payment for your diploma exam can only be made by BACS at this time. Upon receiving your entry we will send you our bank details and a reference number which **must** be included on your payment. The reference number is mandatory and without this on your entry will not be accepted. The payment must be made at the time of entry and the fee is dependent on your chosen level and whether or not you are making a substitution for any part of the exam.

For candidates in ROI, payment for your diploma exam should be made to your Local Representative.

LRSM Teaching only

Payment for your diploma must be made in two instalments: 40% of the full fee must be sent with your entry form, Portfolio & Video; on passing this section you must then pay the balance of the entry fee before the closing date.

9a & 9b Candidate declaration and programme forms

All candidates are required to make one or more submissions as part of their exam and must complete a candidate declaration form for each. One declaration form is included as section 9a of the entry form. This should be completed and attached to any Written Submissions, Arrangements or Case Studies and Videos of Teaching Practice. A Written Submission is only required for Teaching, Direction and FRSM Performance exams.

A second declaration form is included as section 9b of the entry form. This should be completed and attached to any Programme Notes. Programme Notes are only required for Performance and Direction DipABRSM and LRSM exams (see *Submissions* in the Syllabus).

9a Candidate declaration form Teaching, Direction & FRSM Performance only

Please include this form to the front of Submitted Work sent via the FTP

Please tell us which Submitted work(s) you are sending by ticking the relevant the box(es)

Performance	Written Submission FRSM
Direction	Arrangement all levels
	Written Submission FRSM
Teaching	Written Submission DipABRSM and FRSM
	Case Study Portfolio & Video of Teaching Practice LRSM

These must be submitted at least three months before the published closing date for entries and must gain a pass before you may proceed with the rest of your exam.

Surname	
Forename	
Date of birth	ddmmyy

I have gained written permission from parents/legal guardians to film any children featured on the Video submission for **LRSM Teaching**

In accordance with ABRSM's child safeguarding and protection policy, candidates must gain written permission from parents/legal guardians before filming any child.

This documentation must be available, should the need arise.

Plagiarism

ABRSM defines plagiarism as an attempt to pass off another person's work as one's own. 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 their written elements of work, candidates are encouraged and expected to read widely and 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 Quality Assurance Team. The Quality Assurance Team may disqualify a candidate if the charge of plagiarism is upheld. Candidates will have the right to appeal and representation if such charges are made.

Declaration

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

The attached **Submitted Work** is genuinely my work and I am its 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

I have read the section on plagiarism and understand that I will be penalised or disqualified if a charge of plagiarism is upheld

Candidate's signature

Date	ddmmyy
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9b Candidate declaration form DipABRSM & LRSM Performance & Direction only

Please bring this form with you to the exam

Please tell us which exam you are submitting Programme Notes for by ticking the relevant box

Performance	Programme Notes DipABRSM
	Programme Notes LRSM
Direction	Programme Notes DipABRSM
	Programme Notes LRSM

Plagiarism

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In preparing their Programme Notes, candidates are encouraged and expected to read widely and 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.

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Surname	
Forename	
Candidate number	
Date of submission	ddmmyy

Declaration	I confirm I have read the regulations in the <i>Diploma Syllabus</i> and that:
	<ul style="list-style-type: none"> <input type="checkbox"/> The attached Programme Notes are genuinely my work and I am their sole author <input type="checkbox"/> They have not previously been submitted to ABRSM or to any other institution or agency for another academic award <input type="checkbox"/> The sources used and quoted are properly acknowledged <input type="checkbox"/> I have read the section on plagiarism below and understand that I will be penalised or disqualified if a charge of plagiarism is upheld

Candidate's signature	
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Date	ddmmyy
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