

Private Visit venue approval form

Your details

Visit organiser details

If you are applying to run a Music Theory exam, you must be a member of staff at the educational institution, music service or education department at the prison/hospital where the exams will be held.

Contact name:			
Contact ID:			
If you are submitting this form on behalf of an organisation, please fill out the following section.			
Organisation name:			
Organisation address:			
	Postcode:		
	Country:		
Company/charity number:		National centre number (UK only):	
Company director/Head teacher/Head of Service name:			

Type of Visit Organiser

<input type="checkbox"/> Primary school	<input type="checkbox"/> Private music teacher
<input type="checkbox"/> Secondary school	<input type="checkbox"/> Music school
<input type="checkbox"/> Further education institution	<input type="checkbox"/> Music hub/Music service (UK and Ireland only)
<input type="checkbox"/> Other (please specify)	

Exam venue details (if different from above)

Venue name:			
Venue address:			
	Postcode:		
	Country:		

Which qualifications and assessments are you intending to host at your venue?

- Music Theory exams
- Instrumental and singing exams (including ARSM)

As the Visit Organiser, you take responsibility for agreeing to the terms and conditions of ABRSM's approval (found on the Private Visits page of the ABRSM website) and will be the official point of contact with ABRSM. Visit Organisers applying to run a visit on behalf of an organisation must have sufficient authority within that organisation to accept these conditions on its behalf.

Please fill in the following sections as they relate to the qualifications and assessments you wish to host at your venue. Please ensure you provide full information. Any missing information may delay your application, or it may be denied.

Instrumental and singing exams (including Performance ARSM)

Main point of contact

Contact name:	
Phone number:	
Email address:	

Please confirm that your facilities meet the requirements for delivering exams as set out in the Venue Requirements Checklist for instrumental and singing exams by providing the following evidence:

- Completed venue requirements checklist
- Photographs of each room set up as they will be when used for the exams (total size of photo evidence should not exceed 25MB)
- Floor plans for each room, clearly labelled and including dimensions

Music Theory exams

Only registered educational institutions, music services and education departments at prisons/hospitals are allowed to host Music Theory Grade exams. If you are applying to host these exams, please be aware that your head teacher will be held responsible for the quality of their delivery. It is expected that all exam administration will be managed by your organisation's exams officer. Please provide the following details as they relate to your venue.

Head teacher / Head of Service

Head teacher's name:	
Phone number:	
Email address:	

Exams Officer

Exams Officer's name:	
Phone number:	
Email address:	

Description of the venue

Number of exam rooms:	
Capacity for each room:	
Type of secure storage (please see checklist):	

Please confirm that your facilities meet the requirements for delivering graded exams in Music Theory as set out in the venue requirements checklist by providing the following evidence:

- Completed venue requirements checklist
- Photographs of each room set up as they will be when used for the exams (total size of photo evidence should not exceed 25MB)
- Photograph of secure storage
- Floor plans for each room, clearly labelled and including dimensions
- A signed letter from the head teacher on headed paper confirming that they acknowledge their responsibility for the secure receipt, storage and handling of all exam papers, and the correct delivery of the exams

Declarations

In signing this declaration, I confirm that the information provided in this application form and appendices is true and accurate to the best of my knowledge.

By applying for approval, I confirm that I accept and comply with the terms and conditions as stated by ABRSM in their Exam Regulations and Visit Organiser Terms and Conditions document as published on the Private Visits pages of the ABRSM website.

By submitting this application form, I consent to the processing of this personal data for the purposes stated in the privacy statement below.

Name:	
Job title:	
Signature:	
Date:	

Privacy statement

ABRSM will use the personal information provided on this form to manage your Private Visits in accordance with applicable data protection laws and our Privacy Policy.

We will process your personal information to carry out our obligations under any contract between you and us, and where otherwise reasonably necessary for our purposes.

ABRSM is registered as a data controller with the UK Information Commissioner's Office under registration number Z6618494.

Where does the form need to be sent?

Once completed, send the form privatevisits@abrsms.ac.uk with any supporting documents with a subject line reading 'Visit venue approval application form'.

Venue requirements checklist

Please tick the relevant boxes below to indicate the requirements that your venue meets. You must meet certain requirements to receive approval. Those marked with an asterisk (*) are optional requirements for all Private Visits.

Music Theory exams

Staffing	
You have an invigilator, who is ideally not the candidates' music teacher, who is familiar with the General Requirements as above and has read the Invigilation Instructions.	<input type="checkbox"/>
Security of exam papers	
You have a designated Business address with an office and reception which will be permanently staffed between 8.30am to 3.30pm during term time.	<input type="checkbox"/>
You have secure storage as defined below: A strong, non-portable safe A non-portable security cabinet with multi point locking system A metal cabinet with a full length external locking bar, bolted to the wall or floor A metal security screen, e.g. roll down shutter, directly in front of the open shelving	<input type="checkbox"/>
Exam Room	
The exam room is available at the correct date and time.	<input type="checkbox"/>
The exam room is safe and secure with minimal hazards.	<input type="checkbox"/>
The exam room is situated in a quiet area with minimal noise disturbance.	<input type="checkbox"/>
The exam room has adequate lighting.	<input type="checkbox"/>
The exam room has heating or air conditioning as necessary and good ventilation.	<input type="checkbox"/>
The exam room allows invigilators to walk in between desks.	<input type="checkbox"/>
The exam room is clear of any materials that may aid the candidates in their exam.	<input type="checkbox"/>
Facilities	
Candidates are sat at separate tables/desks, or if they have to share a table then there is adequate space.	<input type="checkbox"/>
All tables/desks are stable and suitable for writing on.	<input type="checkbox"/>
There is a reliable clock, or clocks depending on room size, visible to all candidates in the room.	<input type="checkbox"/>
There are toilet facilities nearby for candidates.	<input type="checkbox"/>
Additional Requirements	
The venue is signposted and easy to find.	<input type="checkbox"/>
The venue has wheelchair access.	<input type="checkbox"/>

Instrumental and singing exams (including Performance ARSM)

Exam Room	
Exam room which is soundproofed/a good distance from the waiting area, warm-up room and outside noise. The room should be well lit, ventilated and heated with a recommended minimum size of 14 square metres.	<input type="checkbox"/>
Large desk and chair for the examiner.	<input type="checkbox"/>
Adjustable music stand and chair for candidates.	<input type="checkbox"/>
Adjustable piano stool	<input type="checkbox"/>
Instruments (please indicate the instruments available in your venue)	
Acoustic piano (upright or grand) which is properly regulated and in tune (a'=440)	<input type="checkbox"/>
Or	<input type="checkbox"/>
A digital piano with a clearly recognisable piano tone, a touch-sensitive keyboard with full-size weighted keys, and an action, compass and facilities that match those of a conventional acoustic piano, including a sustaining pedal	<input type="checkbox"/>
Facilities	
Separate warm-up room* Please note warm-up rooms should be sound-proofed or a good distance from the exam room so that sound does not carry.	<input type="checkbox"/>
Piano available in the warm-up room*	<input type="checkbox"/>
Waiting area which is a good distance from the exam room so that sound does not carry with suitable facilities for candidates and their guardians	<input type="checkbox"/>
Additional Requirements	
An individual to act as a steward (or a responsible adult for single instrument visits for candidates under 18) outside the exam room for the duration of the exams in accordance with ABRSM's instructions.	<input type="checkbox"/>
The venue is signposted and/or easy to find.	<input type="checkbox"/>
The venue has wheelchair access*	<input type="checkbox"/>