

Entry form

Practical or Theory exams



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)

Separate forms must be used for Theory and Practical entries

Please do not enter candidates for Theory and Practical exams on the same form.

This form provides space (in section 4) for up to 10 candidates. If you wish to enter more, please use additional forms.

There are separate forms for

Ensembles, Choral Singing and Diplomas

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

- **Examination Information & Regulations booklet**
International Edition
- The current **syllabuses**
- Current **Dates and Fees leaflet**
- The guidance notes provided on this form

All of the above information is available from your local Representative, or our website: www.abrsm.org.

If this is the first time you have filled in an entry form, please read the guidance notes first. If you need further information or guidance, please contact your local Representative.

Guidance notes

Glossary particularly for first-time Applicants

Applicant The **Applicant** is you, the person filling out the form (aged 18 or over). You may be applying on behalf of the exam candidate(s) (eg you are a teacher, a parent or guardian, or a school head).

You may be applying for yourself (you must be an adult 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 school, or yourself.

Entry An **entry** is an application for the examination of any number of candidates at the same centre, on the same date and for whom the same presenter's name will be shown on the mark forms and certificates. The entry may consist of more than one form.

Multiple entries A **multiple entry** consists of a number of separate entries made by one Applicant who requests that candidates should be examined *either* at different centres *or* for whom different presenters' names are to be shown on mark forms and certificates. In such cases a *separate* entry form should be used.

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. Make sure you tell us which name you want to be on the certificate in section **1b** of the entry form.

Completing this form

Please complete sections 1 to 5 of this form.

Please write clearly in the boxes in BLOCK CAPITALS. A box should be left blank between names.

When you have completed the form, tear off the fold-out page of notes and keep it for your own information. Send the top and carbon copies of the completed form with the fees to your Representative.

If there is no Representative (see Regulations) send the top copy only direct to ABRSM in London together with the full fees. Please mark the envelope 'International exams'.

1a Applicant information all Applicants

Applicant Number

Title for example Dr, Mr, Mrs, Mdme, Miss, Ms

Given name

Family name (surname)

Degrees/Diplomas *optional*

Address *line 1*

Address *line 2*

Address *line 3*

Address *line 4*

Post code

Country

Home telephone

Work telephone

Fax

Mobile phone

E-mail

Practical / Theory insert **P** or **T**

Family name first *Optional*

you may tick more than one Music School/organisation

Music Teacher

Parent/Guardian

Self-entry

tick if applicable My address/contact details have changed since my last entry

For London office use only

1b Certificate information optional

Name of presenter

1c Place of exam all Applicants

2 Theory exam Visit optional

Address *line 1*

Address *line 2*

Address *line 3*

Post code

Name of invigilator

Job title/role

Signature

3 Exam dates optional

Preferred exam date Practical

Theory

4 Candidate information in exam running order all Applicants

Candidate

Office use only box: Theory qualification

1	Given name	Subject code	Grade	DoB	Specific needs	Family name (surname)	ID card/number	Office use only	Family name first
2	Given name	Subject code	Grade	DoB	Specific needs	Family name (surname)	ID card/number	Office use only	Family name first
3	Given name	Subject code	Grade	DoB	Specific needs	Family name (surname)	ID card/number	Office use only	Family name first
4	Given name	Subject code	Grade	DoB	Specific needs	Family name (surname)	ID card/number	Office use only	Family name first
5	Given name	Subject code	Grade	DoB	Specific needs	Family name (surname)	ID card/number	Office use only	Family name first
6	Given name	Subject code	Grade	DoB	Specific needs	Family name (surname)	ID card/number	Office use only	Family name first
7	Given name	Subject code	Grade	DoB	Specific needs	Family name (surname)	ID card/number	Office use only	Family name first
8	Given name	Subject code	Grade	DoB	Specific needs	Family name (surname)	ID card/number	Office use only	Family name first
9	Given name	Subject code	Grade	DoB	Specific needs	Family name (surname)	ID card/number	Office use only	Family name first
10	Given name	Subject code	Grade	DoB	Specific needs	Family name (surname)	ID card/number	Office use only	Family name first

5 Fees all Applicants

no. of cand.	fee per candidate	total per grade
_____	PA	_____
_____	PT	_____
_____	Grade 1	_____
_____	Grade 2	_____
_____	Grade 3	_____
_____	Grade 4	_____
_____	Grade 5	_____
_____	Grade 6	_____
_____	Grade 7	_____
_____	Grade 8	_____

Total fees due _____

Number of re-entry vouchers attached Total value of re-entry vouchers _____

Total fees enclosed _____

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

Signature _____

Date _____ ddmmy

Office use only
Total fees and remittance checked _____

1a Applicant information notes

The Applicant is the person (aged 18 or over) making the entry who acts on behalf of the candidates. Adult candidates may enter themselves. All communication will be with the person named as the Applicant.

- Applicant Number If you have given your Applicant Number and your contact details have not changed, please complete Title, Family name(surname) and Given name only.
- If you do not know your Applicant Number or this is your first entry please give your full address and home telephone, work telephone, fax and mobile (cellphone/handphone) numbers including codes, and email address. Communications concerning your candidates' exams will normally be sent by mail.
- Please tick at least one of the boxes to indicate whether the Applicant is a Music School, Music Teacher, Parent/Guardian or Self-entry. You may tick more than one box if appropriate.
- Practical/Theory Please write **P** if you are making Practical entries or **T** if you are making Theory entries.
- Applicant details The Applicant's details (Title, Given name, Family name (surname), Degrees/Diplomas) will be shown on the certificate for graded music exams as being the person who presented the candidate unless you give other details in section **1b**. If the details given total more than 40 characters (including spaces) we may need to edit this information.
- Family name first If you would like your family name (surname) to appear first on mark forms, certificates and correspondence please write **Y** in this box.

Note: Data Protection
The processing of personal data by ABRSM is regulated by the UK Data Protection Act 1998, under which the Board is registered (registration number Z6618494).

1b Certificate information notes

If you do not want the Applicant details to be shown on the certificate as the person who has presented the candidate, please complete this section. Write the full name of the presenter exactly as you would like it to appear on the certificate, leaving a blank space between each name. A maximum of 40 characters is available.

1c Place of exam notes

Please enter the place of exam (e.g. region, town, school or studio) where you would prefer your candidates to be examined.
Please refer to Regulations 6 and 7, Place of examination.

2 Theory exam Visit notes

- Who should complete this section **Please complete this section only if you are entering candidates who cannot attend a public exam Centre and are hosting a Visit, in accordance with Regulation 7(h)**
- Invigilator details A responsible adult, usually the Head of the institution, must sign this section to accept responsibility for the conduct of the exam. In accordance with regulation 7(h), this is the person who accepts responsibility for the exam and to whom papers will be sent. If the exam is held at a teacher's studio or the Head of the school is also the music teacher, the duty of invigilation and receipt of papers must be delegated to a responsible deputy in no way connected with the candidates. Please attach the invigilator's address and phone number to this form and submit them with your entry.
- Job title/role Please indicate the role of the person signing the declaration e.g. Head Teacher, Principal, Head of Department.

3 Exam dates notes

- Practical Where possible we will take into consideration any date and time preferences noted here when allocating exam appointments. However, we are not able to guarantee that your preference will be met.
- Appointments may be given for any date(s) within the whole of the exam period subject to the availability of ABRSM examiners, so please ensure your candidates are ready for an exam from the first day of the exam period. See Regulation 8
- Theory Please indicate the month in which you intend your candidates to sit the theory exams.
- For details of all Practical exam periods and Theory exam dates refer to the Dates and fees leaflet for your country

4 Candidate information notes

Please list all Practical, Prep Test and Performance Assessment candidates in your preferred exam running order. If entering more than 10 candidates please use additional forms and number them.

Please do not list Practical and Theory candidates on the same form.

- Family Name (surname) & Given Name** Names should be shown as they are to appear on mark forms and certificates.
- Family name first** If you wish the Family name (surname) to appear first, please write **Y** in the Family name first box.
- Subject code** Write the subject code for each candidate. A list of codes is given on the right.
- Grade** Enter the grade for each candidate in arabic type numerals, eg 1,2,3. For Prep Test write PT and for Performance Assessment write PA in the Grade box.
- DoB** Please write the date of birth of each candidate. This information will not be passed on to the examiner.
- Specific needs or requests** Candidates may request Special Tests in accordance with Regulation 18. Please complete this box with the appropriate code from the following
- B** for Braille memory test in place of sight reading or Braille Theory paper (if an amanuensis is also required, please attach a separate note)
 - L** for large notation Practical sight reading test or large print Theory paper
 - M** for large notation memory test (Practical)
 - R** for the aural repetition test in place of the sight reading test (Practical)
 - A** for an amanuensis
 - S** for special aural tests for hearing impaired candidates (Practical)
 - I** for candidates who will be bringing an interpreter (Practical).
A candidate who is not comfortable using English is allowed to bring an independent person as interpreter – Regulation 13(b).
 - T** for a translation of the Theory question paper (please specify the language required)
 - X** for Theory candidates who are unable to sit an exam on the published date for religious reasons.
- For candidates with other special needs please see Regulation 18.
- Theory qualification** Candidates for Practical Grades 6, 7 & 8 must have passed *one* of the following (Regulation 1)
- ABRSM Theory of Music Grade 5 or higher grade
 - ABRSM Practical Musicianship Grade 5 or higher grade
 - ABRSM solo Jazz subject Grade 5
- or Trinity Guildhall, LCM, UNISA or AMEB Grade 5 (or above) in Theory
- A copy of the certificate or markform must be attached to this form and submitted with your entry.
- ID card/number** Please enter each candidate's identity card/number if this is required for your country.

Subject codes

- 01 Piano
- 03 Violin
- 04 Viola
- 05 Cello
- 06 Double Bass
- 38 Descant Recorder
- 39 Treble Recorder
- 09 Flute
- 10 Oboe
- 11 Clarinet
- 12 Bassoon
- 36 Alto Saxophone
- 37 Tenor Saxophone
- 54 Soprano Saxophone
- 55 Baritone Saxophone
- 13 Horn in F
- 14 Trumpet
- 20 Bb Cornet
- 21 Eb Cornet
- 22 Flugelhorn
- 23 Eb Horn
- 32 Trombone
- 33 Bass Trombone
- 24 Baritone
- 35 Euphonium
- 34 Tuba
- 41 Harpsichord
- 02 Organ
- 07 Guitar
- 08 Harp
- 44 Percussion
- 40 Singing
- 99 Theory of Music
- 42 Practical Musicianship

5 Fees notes

Exam fees are given in the Dates and Fees leaflet for your country.

You should state the total fees paid on the first, or only form of each separate entry. If a candidate is using a valid re-entry voucher please attach it to the entry form. Enter the value of the voucher on the payment chart and deduct the value from the total fees due.

Please use this chart to calculate the fee required and retain for your records.

	Number of candidates	Fee per candidate	Total per grade
Practical only Performance Assessment			
Practical only Preparatory Test			
Grade 1			
Grade 2			
Grade 3			
Grade 4			
Grade 5			
Grade 6			
Grade 7			
Grade 8			

Signature This form should be signed and dated by the Applicant as the person accepting responsibility for entering the candidates, for receiving all written communications and for making all payments. This also constitutes an undertaking to abide by ABRSM's Regulations.

Total