

# Entry form

## Ensembles: International



www.abrsm.org

Please use this entry form for:

- Ensembles (Primary, Intermediate & Advanced)
- Jazz Ensembles (Initial, Intermediate & Advanced)

When filling in this form please also refer to the following:

- Ensembles syllabus
- Exam Information and Regulations (International edition)

If you need further information or guidance on completing this form please contact your local Representative.

This column gives brief guidance on completing each section of the form.

For office use only

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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.

If you do not know your **Applicant Number** or this is your first entry please give your full contact details and an Applicant Number will be sent to you in due course.

**Family name first** If you would like your Family name (surname) to appear first please write **Y** in this box.

The Applicant's details (Title, Given name, Family name (surname), Diplomas/Degrees) will be shown on the certificate as being the person who presented the candidates 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.

**Communications** regarding exams will normally be sent by mail. Please provide the other requested contact details you have as it is useful for us to have these on file.

### 1a Applicant information all Applicants

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

Applicant Number  if known

Title   Family name first

Given name

Family name (surname)

Degrees/ Diplomas  optional

Address  line 1

Address  line 2

Address  line 3

Address  line 4

Postcode

Country

Home telephone

Work telephone

E-mail

### 1b Certificate information optional

Presented by

If you do not want the Applicant 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.

### 2 Place of examination all Applicants

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

### 3 Exam date preferences optional

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)

### 4 Ensemble information all Applicants

Please give the names of all the members of the Ensemble, their instrument and level (P for Primary / Initial, I for Intermediate, A for Advanced). The names given here will be shown on the certificates - a maximum of 25 characters in total (including spaces) is available for each candidate, although 18 spaces each for forename and surname are shown in order to give flexibility. If you wish to enter more than one Ensemble please use additional forms or photocopies of this page.

#### Jazz Ensemble

Please tick if this entry is for a Jazz Ensemble

Given name	Family name	Family name first	Instrument	Level
1		<input type="checkbox"/>		
2		<input type="checkbox"/>		
3		<input type="checkbox"/>		
4		<input type="checkbox"/>		
5		<input type="checkbox"/>		
6		<input type="checkbox"/>		
7		<input type="checkbox"/>		
8		<input type="checkbox"/>		
9		<input type="checkbox"/>		
10		<input type="checkbox"/>		

### 5 Fees all Applicants

	Fee	No. of ensembles	Total
Primary / Initial			
Intermediate			
Advanced			
Total fees due			
Number of re-entry vouchers attached <input type="checkbox"/>	Total value of re-entry vouchers		
<b>Total fees enclosed</b>			

## 6 Declaration

**Please tick here and sign below to confirm your entry of the candidate(s) for the exam(s) upon the terms and conditions set out in ABRSM's Exam Regulations.**

Signature

Date

ddmmyy

**Please send your completed form**, along with the total fees due, to your Representative. If there is no Representative please send the form and fees direct to ABRSM, marking the envelope 'International Exams'.

**This form must be signed and dated** by the applicant (who must be 18 or over) as the person who enters into a contract with ABRSM upon the terms and conditions set out in ABRSM's Exam Regulations. It should not be signed by the candidate except if the candidate is 18 or over and wishes to enter the exam him or herself.

You can view your entry details online as soon as they have been processed (go to online entry & services at [www.abrsm.org](http://www.abrsm.org)).

### Data Protection

ABRSM will process personal data about individuals (including applicants, candidates and others) in accordance with the Data Protection Act 1998 (as amended or superseded, including from 25 May 2018 the General Data Protection Regulation) and other related legislation, including e-privacy rules about electronic direct marketing. We will process all such personal data in accordance with ABRSM's Privacy Policy, available here: [www.abrsm.org/privacypolicy](http://www.abrsm.org/privacypolicy), and as set out in ABRSM's Exam Regulations, as each may be amended from time to time; in order to perform our obligations under any contract between you and us; and where otherwise reasonably necessary for ABRSM's purposes. We may also process personal data in order to comply with any court order, request from or referral to an appropriate authority, or legal, regulatory or good practice requirement.

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

We would like to keep you up-to-date with news and information about our exams and other services. Please tick here if you do not wish to receive such information:

If you are already an applicant, you can change your communications preferences at any time, online or by contacting us.