

Entry form

Practical or Theory exams



Thank you for choosing ABRSM for your music exams.

Please use this entry form for

All Practical subjects (Prep Test, Performance Assessment, Grades 1-8, & ARSM)
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 (DipABRSM, LRSM & FRSM)

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

- **Exam Information & Regulations**
International Edition
- The current **syllabuses**
- Current **Dates and Fees**, available at www.abrsm.org
- 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 and making payment. You may be applying on behalf of the exam candidate(s) (eg you are a teacher, a parent or guardian, or a school head), and must be aged 18 or over.
- 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 completed form with the fees to your Representative.

If there is no Representative (see www.abrsm.org/examcentres) send the form direct to ABRSM in London together with the full fees.

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. It is the applicant's responsibility to pass on relevant information to the candidate/parent/guardian/teacher.

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).

- 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. We will allocate you an applicant number and confirm it when we send you the exam details. 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.
- Email Address If you register your email address with us, you will be able to use our online services, which include viewing applications and results

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, including spaces.

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 exams.

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*, available at www.abrsm.org

4 Candidate information notes

Please list all Practical, Prep Test, Performance Assessment and ARSM candidates in your preferred exam running order. If entering more than 7 candidates please use additional forms and number them.

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

Subject codes

Keyboard

- 01 Piano
- 02 Organ
- 41 Harpsichord

Strings

- 03 Violin
- 04 Viola
- 05 Cello
- 06 Double Bass
- 07 Guitar
- 08 Harp

Woodwind

- 38 Descant Recorder (not ARSM)
- 39 Treble Recorder (not ARSM)
- 83 Recorder (ARSM only)
- 09 Flute
- 10 Oboe
- 11 Clarinet
- 12 Bassoon
- 54 Soprano Saxophone (not ARSM)
- 36 Alto Saxophone (not ARSM)
- 37 Tenor Saxophone (not ARSM)
- 55 Baritone Saxophone (not ARSM)
- 63 Saxophone (ARSM only)

Brass

- 13 Horn in F
- 14 Trumpet
- 20 B♭ Cornet (not ARSM)
- 21 E♭ Cornet (not ARSM)
- 80 Cornet (ARSM only)
- 22 Flugelhorn
- 23 E♭ Horn
- 32 Trombone
- 33 Bass Trombone
- 24 Baritone
- 35 Euphonium
- 34 Tuba

Other subjects

- 40 Singing
- 42 Practical Musicianship
- 44 Percussion
- 99 Music Theory

Family name & 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 to appear first, write **Y** in the this 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 numerals, eg 1,2,3. For Prep Test write PT and for Performance Assessment write PA in the Grade box. For ARSM write AR.

DoB

Write the date of birth of each candidate (compulsory for ARSM). This will not be passed 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; a full list of codes can be found at www.abrsm.org/specificneeds

T for a translation of the Theory paper (local language – specify language required)

U for a translation of the Theory paper (non local language – specify language required)

X for Theory candidates who are unable to sit an exam on the published date for religious reasons

For ARSM candidates, please email all Access requirements to: accesscoordinator@abrsm.ac.uk

Theory qualification

Candidates for Practical Grades 6,7 & 8 must already have passed *one* of the following before the closing date for the Practical Exam (Regulation 1):

- ABRSM Music Theory 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 mark form must be attached to this form and submitted with your entry.

ARSM Prerequisite

ARSM candidates must have already passed ABRSM Grade 8 or a listed alternative before making the entry. See www.abrsm.org. Supporting documentation is not required at the time of entry, but must be submitted if later requested by ABRSM. Failure to do so will result in the ARSM entry being cancelled, without refund.

ID card/number

Please enter each candidate's details if required for your country.

5 Fees notes

Exam fees are available at www.abrsm.org

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
<i>Practical only</i>	Performance Assessment			
<i>Practical only</i>	Preparatory Test			
	Grade 1			
	Grade 2			
	Grade 3			
	Grade 4			
	Grade 5			
	Grade 6			
	Grade 7			
	Grade 8			
	ARSM			
			Total	

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, 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.

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

Grades 6-8 Practical and ARSM: Tick the Prerequisite box to confirm the candidate holds the correct prerequisite

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

where applicable

5 Fees all applicants

Please use the chart in section 5 of the notes to calculate the fee required.

Number of re-entry vouchers attached Total value of re-entry vouchers Total fees due Total fees enclosed

6 Declaration all applicants

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

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).

Data Protection

ABRSM will process personal data about individuals (including applicants, candidates and others) in accordance with applicable data protection laws. This includes the personal data provided in this form. We will process such personal data in accordance with ABRSM's Privacy Policy, available here: www.abrsm.org/privacypolicy, and as set out in ABRSM's Exam Regulations, as each may be amended from time to time.

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.