

# Entry form



Royal Academy of Music  
 Royal College of Music  
 Royal Northern College of Music  
 Royal Scottish Academy of Music and Drama

## ASSOCIATED BOARD OF THE ROYAL SCHOOLS OF MUSIC

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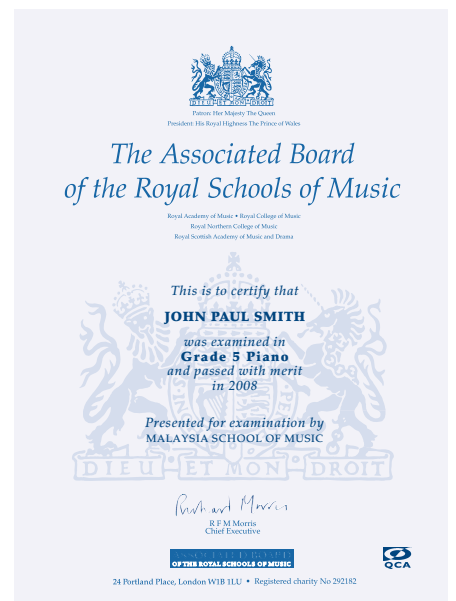
DO NOT PHOTOCOPY © MUSIC

ABRSM may withhold the exam result of any candidate who uses an illegal photocopy in a Practical exam (see Regulation 14k).

## 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, 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 person or school'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 teachers' names are to be shown on mark forms and certificates. In every such case 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.



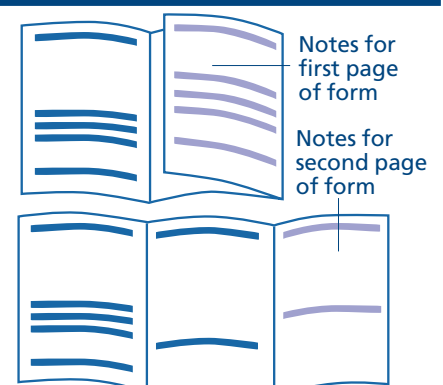
### Completing this form

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 the Board in London together with the full fees.



# 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

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 examination all applicants

# 2 Theory examination at a school optional

School address  *line 1*

School address  *line 2*

School address  *line 3*

Post code

Name of Head of School

Designation

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	Family name (surname)	<input type="checkbox"/> Family name first
	Subject code	Candidate identity card/number <i>where applicable</i>	Office use only <input type="checkbox"/>
2	Given name	Family name (surname)	<input type="checkbox"/> Family name first
	Subject code	Candidate identity card/number <i>where applicable</i>	Office use only <input type="checkbox"/>
3	Given name	Family name (surname)	<input type="checkbox"/> Family name first
	Subject code	Candidate identity card/number <i>where applicable</i>	Office use only <input type="checkbox"/>
4	Given name	Family name (surname)	<input type="checkbox"/> Family name first
	Subject code	Candidate identity card/number <i>where applicable</i>	Office use only <input type="checkbox"/>
5	Given name	Family name (surname)	<input type="checkbox"/> Family name first
	Subject code	Candidate identity card/number <i>where applicable</i>	Office use only <input type="checkbox"/>
6	Given name	Family name (surname)	<input type="checkbox"/> Family name first
	Subject code	Candidate identity card/number <i>where applicable</i>	Office use only <input type="checkbox"/>
7	Given name	Family name (surname)	<input type="checkbox"/> Family name first
	Subject code	Candidate identity card/number <i>where applicable</i>	Office use only <input type="checkbox"/>
8	Given name	Family name (surname)	<input type="checkbox"/> Family name first
	Subject code	Candidate identity card/number <i>where applicable</i>	Office use only <input type="checkbox"/>
9	Given name	Family name (surname)	<input type="checkbox"/> Family name first
	Subject code	Candidate identity card/number <i>where applicable</i>	Office use only <input type="checkbox"/>
10	Given name	Family name (surname)	<input type="checkbox"/> Family name first
	Subject code	Candidate identity card/number <i>where applicable</i>	Office use only <input type="checkbox"/>

# 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

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

Total remittance enclosed

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

Signature

Date  ddmmyy

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 accepts responsibility for entering candidates. Adult candidates may enter themselves. All communication will be with the person named as the applicant.**
- Applicant number** If you do not know your applicant number or this is your first entry, complete all other boxes in this section; a permanent applicant number will be sent to you in due course.
- If you have given your applicant number and your address and telephone number have not changed, complete Title, Family name (surname) and Given name(s) only.
- 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** for Practical entries or **T** for Theory entries in this box.
- Applicant details** The applicant's details (Title, Given name(s), Family name (surname), Diplomas/Degrees) will be shown on the grade certificate as being the person who presented the candidate(s) unless you indicate otherwise in Section 1b. If the details given total more than 40 characters (including spaces) the Board reserves the right to edit this information.
- Family name first** If you wish your family name(s) (surname) to appear first on mark forms, certificates and correspondence please write **Y** in this box.
- Contact details** Please give your full address and home telephone, work telephone, fax and mobile (cellphone/handphone) numbers including codes, and Email address if you have them. Communications concerning your candidates' exams will be sent by mail.

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

## 1b Certificate information notes

If you wish someone other than the Applicant to be named on the certificate(s) as having presented the candidate(s) (eg a school or institution, or the teacher if you are entering yourself), please complete this section, writing the full name exactly as you wish it to appear on the certificate. Please leave a blank space between each name. A maximum of 40 characters (including spaces) in total is allowed.

## 1c Place of examination notes

For all entries, you **must** enter the place of examination (eg 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 examination at a school notes

- Who should complete this section** Please complete this section only if examinations will not be held in a public centre, in accordance with Regulation 7(h).
- Head of School details** The Head of the school must sign the declaration in this section as accepting responsibility for the conduct of the examination. In accordance with Regulation 7(h), this is the person who accepts responsibility for the examination 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 must be delegated to a responsible deputy in no way connected with the candidates.
- Designation** Please indicate the role of the person signing the declaration eg Head Teacher, Principal, Head of Department.

## 3 Exam dates notes

- Practical** Requests concerning the days and times of examination will be considered if noted here. Please note that completing this section does NOT guarantee that your choice will be met.
- It must be remembered that appointments may be given for any date(s) within the whole of the examining period subject to the availability of the Board's examiners.  
See Regulation 8.
- Theory** Please indicate in which month you intend to sit the Theory exam. Refer to the Dates and Fees leaflet for details of Theory exam dates.

## 4 Candidate information notes

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

<b>Family Name (surname) &amp; Given Name</b>	The names should be shown as they are to appear on mark forms and certificates.
<b>Family name first</b>	If you wish the Family name(s) (surname) to appear first, please write Y in the Family name first box.
<b>Subject code</b>	Write the subject code for every candidate. A list of codes is given on the right.
<b>Grade</b>	Enter the grade for every candidate in arabic type numerals, eg 1,2,3. For Prep Test write PT and for Performance Assessment write PA in Grade box.
<b>Age</b>	Please write the age of each candidate. This information is recorded for statistical purposes only and will not be passed on to the examiner.
<b>Specific needs or requests</b>	<p>Candidates may request Special Tests in accordance with Regulation 18. Please complete this box with the following</p> <p><b>B</b> for Braille memory test in place of sight reading or Theory paper (if an amanuensis is also required, please attach a separate note)</p> <p><b>L</b> for large notation Practical sight reading test or large print Theory paper</p> <p><b>M</b> for large notation memory test (Practical)</p> <p><b>R</b> for the aural repetition test in place of the sight reading test (Practical)</p> <p><b>A</b> for an amanuensis</p> <p><b>S</b> for special aural tests for hearing impaired candidates (Practical)</p> <p><b>I</b> for candidates who will be bringing an interpreter (Practical). A candidate whose familiar tongue is not English is allowed to bring an independent person as interpreter – Regulation 13(b).</p> <p><b>T</b> for a translation of the Theory question paper (specify language required)</p> <p><b>X</b> for Theory candidates who are unable to sit an exam on the published date for religious reasons.</p> <p>For candidates with other special needs please see Regulation 18.</p>
<b>Theory qualification</b>	<p>Candidates for Practical Grades 6, 7 &amp; 8 must have passed <i>one</i> of the following (Regulation 1)</p> <ul style="list-style-type: none"> <li>■ Associated Board Theory Grade 5 or higher grade</li> <li>■ Associated Board Practical Musicianship Grade 5 or higher grade</li> <li>■ Associated Board solo Jazz subject Grade 5</li> </ul> <p>or Trinity Guildhall, LCM, UNISA or AMEB Grade 5 (or above) in Theory</p> <p>Proof documents (photocopies will be accepted) should be attached to this form and submitted with your entry.</p>
<b>Candidate Identity Card/Number</b>	Please enter your 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	Harp
02	Organ
07	Guitar
08	Harp
44	Percussion
40	Singing
99	Theory
42	Practical Musicianship

## 5 Fees notes

The scale of fees is specified on the Dates and Fees leaflet for your country. On the first, or only form of each separate entry, the total fees paid for the entry must be stated. If completed re-entry vouchers are returned, they must be attached to the entry form and the value of the vouchers entered on the payment chart and deducted from the total fees paid.

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 all payments due. This also constitutes an undertaking to abide by the Board's Regulations.

**Total**