

Entry form 2016

Diplomas: UK/Ireland



Please use this entry form for:

- Music Performance, Music Direction and Instrumental/Vocal Teaching Diplomas at DipABRSM, LRSM and FRSM levels

This form is for Diploma candidates in the UK and Ireland, but please note that for Irish entries there are different entry arrangements (please refer to note 29).

When filling in this form you will need to refer to the **Supplementary Information** insert. The note numbers in the left margin refer you to specific sections in the Supplementary Information.

Office use only

1 Candidate information all candidates

Please use **BLOCK CAPITALS**

note 1

Candidate/
Applicant
number _____ **if known**

Title _____

note 2

Surname _____

Forename _____

note 3

Identification Passport Driving licence Credit/Debit card Birth certificate

Please bring your identification to your exam; do not send it with this entry unless you are a teaching candidate (see note 6)

note 4

Address
line 1 _____

Address
line 2 _____

Address
line 3 _____

Address
line 4 _____

Postcode _____

Home
telephone _____

Work
telephone _____

Mobile
telephone _____

Fax _____

note 5

E-mail _____

note 6

Date of birth _____ **ddmmyy** Please note that the minimum age for entry for Instrumental/Vocal Teaching is 18 at DipABRSM level and 20 at LRSM level (see Section 5b)

note 7

Male/Female **M/F**

2 Exam information all candidates

notes 8-11

	Dip ABRSM	LRSM	FRSM	Main Instrument	specialist option LRSM & FRSM only	no. of players
Performance	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Teaching	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	<i>not applicable</i>	
Direction	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<i>not applicable</i>	type of ensemble <input type="text"/>	

2a Interpreter optional

note 12

I intend to bring an interpreter to my exam

Yes **This person must be an independent person who is neither your teacher nor a relative**

2b Access (for candidates with specific needs) optional

note 13 You may tick more than one box

I need **for Performance and Teaching candidates only**

- Braille Quick Study
- Aural repetition Quick Study
- Large notation Quick Study
- Modified staff notation Quick Study – preferred layout must be specified (see note 14)
- Large notation Quick Study from memory
- Modified staff notation Quick Study from memory – preferred layout must be specified (see note 14)

for Direction candidates only

- Time allowance for visual impairment

for Performance, Teaching or Direction candidates

- Time allowance for hearing impairment *please include a letter if you also intend to use a sign language interpreter*
- Time allowance for dyslexia/other learning difficulties
- Time allowance for autistic spectrum disorders
- Other – details attached

note 14

Documents **I enclose an authenticating document confirming my requirements**

3 Exam dates all candidates

notes 15-16

Performance & Teaching candidates July 2016 (Exam dates: Scotland, Ireland & NI: 27 June – 2 July; England & Wales: 18 – 23 July)

December 2016 (Exam dates: 12 – 17 December)

Direction candidates only Preferred date

4a Centre details most Performance & Teaching candidates

note 17

Indicate **one** centre at which you would prefer to be examined.

<input type="checkbox"/> Aberdeen	<input type="checkbox"/> Cambridge	<input type="checkbox"/> Manchester	<input type="checkbox"/> Winchester
<input type="checkbox"/> Ashburton	<input type="checkbox"/> Cardiff	<input type="checkbox"/> Newcastle-upon-Tyne	<input type="checkbox"/> York
<input type="checkbox"/> Belfast	<input type="checkbox"/> Dublin	<input type="checkbox"/> Nottingham	
<input type="checkbox"/> Birmingham	<input type="checkbox"/> Glasgow	<input type="checkbox"/> Oxford	
<input type="checkbox"/> Bristol	<input type="checkbox"/> London	<input type="checkbox"/> Tonbridge	

4b Visit details Direction & some Performance & Teaching candidates

note 18

Visit Name	<input type="text"/>
Visit Address Line 1	<input type="text"/>
Visit Address Line 2	<input type="text"/>
Visit Address Line 3	<input type="text"/>
Postcode	<input type="text"/>
Visit phone number	<input type="text"/>

5a Performance checklist

notes 19-22

DipABRSM

with Substitution

Prerequisite I have **ABRSM Grade 8 Practical** in the instrument stated in Section 2.
It was taken in the year
(no need to send proof if taken in the UK or Ireland in 1994 or later)

or I am fulfilling the prerequisite through a **Listed Substitution** (substantiating evidence enclosed)
or I am fulfilling the prerequisite through appropriate professional experience and have already gained ABRSM approval (letter of approval enclosed)

LRSM

with Substitution

Prerequisite I have **DipABRSM (Music Performance)** in the instrument stated in Section 2 (no need to send proof)

or I am fulfilling the prerequisite through a **Listed Substitution** (substantiating evidence enclosed)
or I am fulfilling the prerequisite through appropriate professional experience and have already gained ABRSM approval (letter of approval enclosed)

FRSM

with Substitution

Prerequisite I have **LRSM (Music Performance)** in the instrument stated in Section 2 (no need to send proof)

or I am fulfilling the prerequisite through a **Listed Substitution** (substantiating evidence enclosed)
or I am fulfilling the prerequisite through appropriate professional experience and have already gained ABRSM approval (letter of approval enclosed)

Requirement I enclose my **Written Submission** and **candidate declaration form (8a front & back)**

NB Do not indicate your name on or within the Submission

5b Teaching checklist

notes 19-22

DipABRSM

with Substitution

- Prerequisites**
- I have **ABRSM Grade 8 Practical** in the instrument stated in Section 2.
It was taken in the year
(no need to send proof if taken in the UK or Ireland in 1994 or later)
- I have **ABRSM Grade 6 Theory (1992 or later)**.
It was taken in the year
(no need to send proof if taken in the UK or Ireland in 1994 or later)
- I am 18 years old or over
(photocopy of proof of age enclosed)
- or**
- I am fulfilling the prerequisite through a **Listed Substitution** (substantiating evidence enclosed)
- I am fulfilling the prerequisite through appropriate professional experience and have already gained ABRSM approval (letter of approval enclosed)
- I am fulfilling the prerequisite through a **Listed Substitution** (substantiating evidence enclosed)
- I am fulfilling the prerequisite through appropriate professional experience and have already gained ABRSM approval (letter of approval enclosed)
-
- Requirement**
- I enclose my **Written Submission** and **candidate declaration form (8a front & back)**
NB Do not indicate your name on or within the Submission
- or**
- I am fulfilling the requirement through a **Listed Substitution** (substantiating evidence enclosed)

LRSM

with Substitution

- Prerequisites**
- I have **DipABRSM (Instrumental/Vocal Teaching)** in the instrument stated in Section 2
(no need to send proof)
- I have **ABRSM Grade 8 Theory (1992 or later)**.
It was taken in the year
(no need to send proof if taken in the UK or Ireland in 1994 or later)
- I am 20 years old or over
(photocopy of proof of age enclosed)
- or**
- I am fulfilling the prerequisite through a **Listed Substitution** (substantiating evidence enclosed)
- I am fulfilling the prerequisite through appropriate professional experience and have already gained ABRSM approval (letter of approval enclosed)
- I am fulfilling the prerequisite through a **Listed Substitution** (substantiating evidence enclosed)
- I am fulfilling the prerequisite through appropriate professional experience and have already gained ABRSM approval (letter of approval enclosed)

note 23

- Requirements**
- I enclose my **Case Study Portfolio & Video of Teaching Practice** and **candidate declaration form (8a front & back)** and am submitting these at least 3 months before the published closing date for entries
NB Do not indicate your name on or within the Submissions
- I understand that I must enclose my **Written Submission** with my final payment only when I have received confirmation that I may proceed with the rest of the exam
NB The Portfolio & Video result will be valid for the following exam session only: if you do not proceed with your entry then, any further entry will require the submission and assessment of a new or revised Portfolio & Video
- No substitution is allowed.
These two Submissions must pass before you may proceed with the rest of the exam
- or**
- I intend to fulfil the requirement through a **Listed Substitution** (substantiating evidence will be required)

FRSM

with Substitution

- Prerequisite**
- I have **LRSM (Instrumental/Vocal Teaching)** in the instrument stated in Section 2
(no need to send proof)
- I am fulfilling the prerequisite through appropriate professional experience and have already gained ABRSM approval (letter of approval enclosed)
- or**
- I am fulfilling the prerequisite through a **Listed Substitution** (substantiating evidence enclosed)
- I am fulfilling the prerequisite through appropriate professional experience and have already gained ABRSM approval (letter of approval enclosed)
-
- Requirement**
- I enclose my **Written Submission, letter from ABRSM confirming topic approval** and **candidate declaration form (8a front & back)**
NB Do not indicate your name on or within the Submission
- or**
- I am fulfilling the requirement through a **Listed Substitution** (substantiating evidence enclosed)

5c Direction checklist

notes 19-22

DipABRSM

with Substitution

Prerequisite I have **ABRSM Grade 8 Practical**.

It was taken in the year
(no need to send proof if taken in the UK or Ireland in 1994 or later)

or I am fulfilling the prerequisite through a **Listed Substitution** (substantiating evidence enclosed)

or I am fulfilling the prerequisite through appropriate professional experience and have already gained ABRSM approval (letter of approval enclosed)

Requirement I enclose my **Arrangement and candidate declaration form (8a front & back)**

NB Do not indicate your name on or within the Arrangement

or I am fulfilling the requirement through a **Listed Substitution** (substantiating evidence enclosed)

Option

I will present **non-syllabus repertoire** and have already gained ABRSM approval (letter of approval enclosed)

LRSM

with Substitution

Prerequisite I have **DipABRSM (Music Direction)** (no need to send proof)

or I am fulfilling the prerequisite through a **Listed Substitution** (substantiating evidence enclosed)

or I am fulfilling the prerequisite through appropriate professional experience and have already gained ABRSM approval (letter of approval enclosed)

Requirement I enclose my **Arrangement and candidate declaration form (8a front & back)**

NB Do not indicate your name on or within the Arrangement

or I am fulfilling the requirement through a **Listed Substitution** (substantiating evidence enclosed)

Option

I will present **non-syllabus repertoire** and have already gained ABRSM approval (letter of approval enclosed)

FRSM

with Substitution

Prerequisite I have **LRSM (Music Direction)** (no need to send proof)

or I am fulfilling the prerequisite through a **Listed Substitution** (substantiating evidence enclosed)

or I am fulfilling the prerequisite through appropriate professional experience and have already gained ABRSM approval (letter of approval enclosed)

Requirements I enclose my **Arrangement and candidate declaration form (8a front & back)**

I enclose my **Written Submission and candidate declaration form (8a front & back)**

NB Do not indicate your name on or within the Arrangement or Submission

or I am fulfilling the requirement through a **Listed Substitution** (substantiating evidence enclosed)

Option

I will present **non-syllabus repertoire** and have already gained ABRSM approval (letter of approval enclosed)

6 Signature all candidates

note 24

I have read and undertake to abide by the regulations in the current Diploma Syllabus

Candidate's signature _____ Date _____ ddmmyy

note 25

If you are a Direction or Performance candidate and are under 16, your parent or guardian must complete this section and sign the undertaking below.

Parent/Guardian surname _____

Forename _____

Address _____

Postcode _____

On behalf of the candidate, I have read and undertake to abide by the current Diploma Syllabus.

Parent/Guardian signature _____ Date _____ ddmmyy

note 26

Data Protection see *Supplementary information*

The processing of personal data by ABRSM is regulated by the Data Protection Act 1998 (registration number Z6618494).

7 Payment all candidates

note 27

Fees 2016 Please indicate your chosen entry option by circling the appropriate fee.

		DipABRSM		LRSM		FRSM	
		UK	Ireland	UK	Ireland	UK	Ireland
Performance	complete exam with no substituted component	£235.00	€306.00	£520.00	€680.00	£760.00	€994.00
Direction	complete exam with no substituted component	£235.00	€306.00	£520.00	€680.00	£760.00	€994.00
	with Arrangement substituted	£188.00	€245.00	£416.00	€544.00	£608.00	€795.00
Teaching	complete exam with no substituted component	£235.00	€306.00	£520.00*	€680.00*	£760.00	€994.00
	with Written Submission substituted	£188.00	€245.00	£416.00*	€544.00*	£608.00	€795.00

note 28

* LRSM Teaching fees are payable in two instalments see *Syllabus p36*:

1	Fee for Case Study Portfolio & Video of Teaching Practice	£208.00	€272.00
2a	Balance for complete exam with no substituted component	£312.00	€408.00
2b	Balance for exam with Written Submission substituted	£208.00	€272.00

note 29

either I enclose a cheque for £/€* _____ payable to ABRSM
*delete as appropriate

or Please charge the full fee to the following credit/debit card (UK only):

Visa Mastercard Delta

NB We cannot accept American Express

Card Number _____ Expiry date _____ mmyy

Signature of cardholder _____

Name of cardholder _____ please print

Please send the form, together with your cheque or card details, to:

UK entries: UK Operations, ABRSM, 24 Portland Place, London W1B 1LU

Irish entries: Miss Miriam Halpin, Irish Co-ordinator, 31 Sefton, Rochestown Avenue, Dun Laoghaire, Co. Dublin telephone (01) 235 0752

8a Candidate declaration form for submissions sent with this form

Surname

Forename

Date of submission ddmmyy

Performance Written Submission **FRSM**

Direction Arrangement **all levels**

Written Submission **FRSM**

Teaching Written Submission **DipABRSM and FRSM**

Case Study Portfolio & Video of Teaching Practice **LRSM**

These must be submitted at least three months before the published closing date for entries and must gain a pass before you may proceed with the rest of the exam

I have gained written permission from parents/guardians to film any children featured on the Video **LRSM**

In accordance with ABRSM's child safeguarding and protection policy, candidates must gain written permission from parents/guardians before filming any child. This documentation must be available, should the need arise.

Please turn over, read and sign the declaration on the other side

Send this declaration with your submission(s)



8b Candidate declaration form for submissions brought to the exam

Surname

Forename

Candidate no.

Date of submission ddmmyy

Performance Programme Notes **DipABRSM**

Programme Notes **LRSM**

Direction Programme Notes **DipABRSM**

Programme Notes **LRSM**

Please turn over, read and sign the declaration on the other side

Keep this declaration and give it to the examiners at the start of your exam

8a Candidate declaration form continued

note 30

Declaration I confirm that I have read the regulations in the *Diploma Syllabus* and that:

- The enclosed **submission(s)** are genuinely my work and I am their sole author*
- They have not previously been submitted to ABRSM or to any other institution or agency for another academic award
- The sources used and quoted are properly acknowledged and listed
- I have read the section on plagiarism below and understand that I will be penalised or disqualified if a charge of plagiarism is upheld

* *For the purposes of this declaration 'submission' is used to encompass arrangements, recordings (where you are the sole director on the recording), Portfolios & Videos (where you are the featured teacher) as well as Written Submissions*

Signature _____

Date _____ **ddmmyy**

Plagiarism *ABRSM defines plagiarism as an attempt to pass off as one's own the work of others. Thus copying from a printed or unprinted source without acknowledging it, or constructing a précis of someone else's writing without citing indebtedness to that writer, constitutes plagiarism.*

In preparing Written Submissions, candidates are encouraged and expected to read widely to demonstrate the breadth of their reading and, where appropriate, to quote the work of others. However, such quotations and references must be properly and fully attributed in accordance with the advice provided by ABRSM. Candidates who ignore this advice run the risk of being accused of plagiarism.

The Chief Examiner will refer any suspected cases of plagiarism to the Diploma Board. The Diploma Board may disqualify a candidate if the charge of plagiarism is upheld. Candidates will have a right of appeal and representation if such charges are made.



8b Candidate declaration form continued

note 30

Declaration I confirm that I have read the regulations in the *Diploma Syllabus* and that:

- The attached **Programme Notes** are genuinely my work and I am their sole author
- They have not previously been submitted to ABRSM or to any other institution or agency for another academic award
- The sources used and quoted are properly acknowledged
- I have read the section on plagiarism below and understand that I will be penalised or disqualified if a charge of plagiarism is upheld.

Signature _____

Date _____ **ddmmyy**

Plagiarism *ABRSM defines plagiarism as an attempt to pass off as one's own the work of others. Thus copying from a printed or unprinted source without acknowledging it, or constructing a précis of someone else's writing without citing indebtedness to that writer, constitutes plagiarism.*

In preparing Programme Notes, candidates are encouraged and expected to read widely to demonstrate the breadth of their reading and, where appropriate, to quote the work of others. However, such quotations and references must be properly and fully attributed in accordance with the advice provided by ABRSM. Candidates who ignore this advice run the risk of being accused of plagiarism.

The Chief Examiner will refer any suspected cases of plagiarism to the Diploma Board. The Diploma Board may disqualify a candidate if the charge of plagiarism is upheld. Candidates will have a right of appeal and representation if such charges are made..