

Exam entry form

Ireland 2019

Thank you for choosing ABRSM for your music exams.

Please refer to the enclosed **Exam help & guidance** notes when completing this form. Contact us if you need further assistance – we offer support throughout the exam process and are pleased to help with any enquiry.

This form is for all grades and subjects except:

- Ensembles & Jazz Ensembles
- Choral Singing
- Diplomas

Please send your entry form and *cheque* payment to your local representative. See section 6 for address details.

Office use only

Amount

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Local fee sheet

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Office fee sheet

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1 Applicant information all applicants <small>PLEASE USE BLOCK CAPITALS</small>																	
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If you have an email address registered with us you will be able to use our online services, which include viewing appointments and results.																	
Please tick	<input type="checkbox"/> I will view my exam appointments online and do not need details sent by post																
We will notify you by email. Thank you for helping us reduce paper use.																	

1a Certificate information optional																
Please indicate if you would like a name other than yours to appear on the certificates as having presented the candidates (such as the school/institution or teacher)																
Presented by																
<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td> </tr> </table>																

2 Exam information all applicants

Entry option tick to select where exams will take place

<input type="checkbox"/>	ABRSM Centre	complete sections 2a & 2b
<input type="checkbox"/>	Visit	complete sections 2a, 2b & 2d
<input type="checkbox"/>	Visit for Music Theory	complete sections 2a & 2d

Exam period all options except Special Visits

<input type="checkbox"/>	(A Spring, B Summer, or C Autumn)
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Outside the exam period:

<input type="checkbox"/>	Special Visit	complete sections 2a, 2c & 2d
--------------------------	----------------------	-------------------------------

2a Centre information all applicants

Please indicate the centre you wish to use, or the centre which is nearest to your visit address.

Centre name	
Centre code	

For a full list of ABRSM centres, please see the enclosed *Exam help & guidance* insert.

2b Practical exam date preferences ABRSM Centres and Visits

We will do all we can to take into account any preferences you give. As preferences are not guaranteed please advise candidates to expect an exam **on any day** of the exam period (see Regulation 10).

Preferred week	<input type="checkbox"/>
Latest available date	ddmm
Saturdays	<input type="checkbox"/> tick this box if Saturdays are inconvenient

2c Start date Visits Only

Start date	ddmm
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2d Visit information all Visits

Visit address	
Visit address	
Visit address	
Visit address	
Postcode	

Please tick <input type="checkbox"/>	This visit entry includes Jazz candidates
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Visit for Music Theory exam entries must complete

Name of Principal	
Signature of Principal	

The name and signature of the Principal accepting responsibility for the exam arrangements and papers must be given. See Regulation 13i.

3 Candidate information all applicants download or photocopy this page if more than 8 candidates

Subject codes

Keyboard

- 01 Piano
- 41 Harpsichord
- 02 Organ

Strings

- 03 Violin
- 04 Viola
- 05 Cello
- 06 Double Bass
- 07 Guitar
- 08 Harp (ARSM only)
- 62 Harp (Pedal) (not ARSM)
- 65 Harp (Non-pedal) (not ARSM)

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 \flat Cornet (not ARSM)
- 21 E \flat Cornet (not ARSM)
- 80 Cornet (ARSM only)
- 22 Flugelhorn
- 23 E \flat Horn
- 32 Trombone
- 33 Bass Trombone
- 24 Baritone
- 35 Euphonium
- 34 Tuba

Jazz

- 45 Jazz Piano
- 56 Jazz Flute
- 47 Jazz Clarinet
- 57 Jazz Soprano Sax
- 48 Jazz Alto Sax
- 49 Jazz Tenor Sax
- 58 Jazz Baritone Sax
- 50 Jazz Trumpet
- 59 Jazz Cornet
- 60 Jazz Flugelhorn
- 52 Jazz Trombone

Other subjects

- 44 Percussion
- 40 Singing
- 61 Singing for Musical Theatre
- 42 Practical Musicianship

1	Forename						
	Surname						
	Subject code		Grade		Prerequisite		
	Optional:		Specific needs		Date of birth		M/F
2	Forename						
	Surname						
	Subject code		Grade		Prerequisite		
	Optional:		Specific needs		Date of birth		M/F
3	Forename						
	Surname						
	Subject code		Grade		Prerequisite		
	Optional:		Specific needs		Date of birth		M/F
4	Forename						
	Surname						
	Subject code		Grade		Prerequisite		
	Optional:		Specific needs		Date of birth		M/F
5	Forename						
	Surname						
	Subject code		Grade		Prerequisite		
	Optional:		Specific needs		Date of birth		M/F
6	Forename						
	Surname						
	Subject code		Grade		Prerequisite		
	Optional:		Specific needs		Date of birth		M/F
7	Forename						
	Surname						
	Subject code		Grade		Prerequisite		
	Optional:		Specific needs		Date of birth		M/F
8	Forename						
	Surname						
	Subject code		Grade		Prerequisite		
	Optional:		Specific needs		Date of birth		M/F

4 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).

How we use your information

ABRSM and ABRSM Publishing will use the personal information that you provide to administer your exam booking process and in accordance with applicable data protection laws and our Privacy Policy - Please visit www.abrsm.org/privacypolicy.

5 Payment all applicants

5a 2019 fee calculator optional

Practical exams	Number of candidates	Total	Theory exams	Number of candidates	Total
Performance Assessment	€ 59.00	€ .	Grade 1	€ 35.00	€ .
Prep Test	€ 47.00	€ .	Grade 2	€ 36.00	€ .
Grade 1	€ 52.00	€ .	Grade 3	€ 41.00	€ .
Grade 2	€ 62.00	€ .	Grade 4	€ 44.00	€ .
Grade 3	€ 70.00	€ .	Grade 5	€ 46.00	€ .
Grade 4	€ 77.00	€ .	Grade 6	€ 55.00	€ .
Grade 5	€ 83.00	€ .	Grade 7	€ 59.00	€ .
Grade 6	€ 97.00	€ .	Grade 8	€ 63.00	€ .
Grade 7	€ 103.00	€ .		Subtotal	€ .
Grade 8	€ 125.00	€ .			
ARSM	€ 212.00	€ .			
	Subtotal	€ .		Total	€ .

5b Payment details all applicants

I enclose one cheque payable to ABRSM for € .

6 Where to send your entry

Dublin (DO95)

Miriam Halpin
31 Sefton
Rochestown Avenue
Dun Laoghaire,
Co Dublin

Cork (C196)

Rose Burke
42 Fern Way
Classes Lake,
Ovens, Cork

Galway (G116)

Joanne Cater
10 Hilltop Apartments
Dalys Fort Road
Salthill, Galway

Limerick (L191)

John Davis
204 Caisleán Na
hAbhann
Brookfield
Castletroy, Limerick

Waterford (WO21)

Gavin Barr
Unit 630
IDA Industrial Park
Northern Extension
Waterford

Exam help & guidance

Ireland 2019

This insert provides you with additional notes to help you complete the **Exam entry form**. The numbered sections correspond to numbered sections on the form.

You can view our regulations online at www.abrsm.org.

Contact us if you need further help and guidance (see page 4 of this insert).

1 Applicant information all applicants

The applicant is the person who submits an exam entry (by completing the entry form and making payment). It is the applicant's responsibility to pass on relevant information to the candidate/parent/teacher. The applicant is the principal point of contact and must be aged 18 or over.

Applicant number

If this is your first entry with ABRSM, leave the applicant number blank. We will allocate you a number and confirm it when we send you the exam details.

If you have forgotten your applicant number, simply fill in your name and contact details.

Title, name, degrees/diplomas

These details will appear on the certificate exactly as you give them here to show who the candidate was 'presented by'. If you wish this information to appear differently on the certificate, complete section 1a Certificate information.

There is space in the 'presented by' section of the certificate for a maximum of 40 characters, including spaces.

2 Exam information all applicants

To complete this part of the form you need to choose when the exam will take place (see page 3).

Where

Entry options fall into two categories:

■ ABRSM centres

Exams are held at premises provided and overseen by ABRSM. See Regulation 12.

■ Visits

Exams are held at premises (a school, teaching studio, home, hired premises, etc.) provided by the applicant and visited by the examiner.

This option is designed for those entering a sufficiently large number of candidates or for cases where a subject cannot be taken at an ABRSM centre.

Applicants hosting a visit accept responsibility for providing facilities according to ABRSM's instructions and for the appropriate conduct of the exam (see Regulation 13b) and are able to rearrange their timetables following ABRSM parameters (see Regulation 13d). Please see Regulation 13 for more information about visits.

When

■ Practical exams

Your exam date depends on your entry option.

For further information expressing exam date preferences, please see section 2b and 2c.

Exam dates are given on page 3.

■ Theory exams

These are always held on specified dates/times, which are given on page 3.

2a Centre information all applicants

■ ABRSM centre Fill in the centre name and code	Cork	C196	Limerick	L191
■ Visits Choose the centre nearest to the Visit venue	Dublin	D095	Waterford	W021
	Galway	G116		

2b Practical exam date preferences ABRSM centres and Visits

This section is optional. We will do all we can to take your preferences into account.

Scheduling exams at ABRSM centres and Visits also depends on:

- Making efficient use of each examiner's time.
- The dates when your chosen ABRSM centre is open.

We therefore ask you to ensure candidates are aware that their exam may be on any date during the exam period. See Regulation 10 for information about changes of appointment.

- Select your **preferred week** from the period dates and week numbers given on page 3.
- Include a **latest available date** if your candidates cannot sit an exam after a particular date.
- Tick the **Saturdays are inconvenient** box if you prefer weekday appointments.

2c Start date Visits only

As these entry options allow you to choose your exam dates, please let us know the date when you would like your exams to start.

2d Visit information all Visits

If you are applying for your candidates to be included as part of a Visit arranged by another teacher/school, please make sure the person hosting the Visit has given you permission.

3 Candidate information all applicants

Forename and surname

Give the candidate's name as they wish it to appear on the certificate. There is room for a maximum of 30 characters including spaces (we give 20 spaces each for Forename and Surname on the form to allow flexibility over how you use the 30 characters).

Grade

Enter the grade for each candidate, eg. 1, 2, 3 etc, in the Grade box. For Prep Test write PT, for Performance Assessment write PA and for ARSM write AR.

Candidates for Practical Grades 6, 7 and 8 must already have passed one of the following before the closing date for the practical exam:

- ABRSM: Grade 5 (or above) in Music Theory, Practical Musicianship or a solo Jazz subject. ABRSM qualifications taken in the UK and Ireland can usually be verified from our records.
- Trinity College London, LCM, AMEB, UNISA: Grade 5 (or above) in Theory of Music.
- DIT Conservatory of Music & Drama: Grade 5 (or above) in Musicianship.
- RIAM Grade 6 (or above) in Theory & Harmony
- Leaving Certificate: Music (Higher Level) Grade B (or above). Please send a photocopy of the mark form or certificate.

Specific needs code

If a candidate has access needs, it is important you notify us when you submit your entry by recording the relevant code on your form. See page 4 for further guidance.

ARSM prerequisite

ARSM candidates must have already passed ABRSM Grade 8 or a listed alternative before making the entry. See www.abrsm.org/prerequisite-arm. 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.

Date of birth (compulsory for ARSM)

Candidates who may be considering third level study at a university or college in the UK can benefit from points recommendations for successful results in ABRSM exams Grades 6–8. We therefore ask for the candidate's date of birth so that we can pass on exam information in confidence to UCAS (the Universities and Colleges Admissions Service). If you wish, record A for adult candidates.

M/F (male/female)

This information is recorded for statistical purposes and is also required for UCAS points recommendations (Grades 6–8).

4 Declaration all applicants

How we use your information

ABRSM and ABRSM Publishing will use the personal information that you provide in accordance with applicable data protection laws and our Privacy Policy - available at www.abrsm.org/privacypolicy.

We will process your personal information to carry out our obligations under and contract between you and us, and where otherwise reasonably necessary for our purposes.

ABRSM is registered as a data controller with the UK Information Commissioner's Office under registration number Z6618494. ABRSM Publishing is registered as a data controller with the UK Information Commissioner's Office under number Z6329415.

Choosing your entry option

	When?	Can I choose the date or is it allocated by ABRSM?	Minimum candidates/ time required	What if my entry includes Jazz candidates?
ABRSM Centre	During periods A, B & C	Practical: we allocate a date, taking your preferences into account wherever possible Theory: held on set dates	1 candidate	There are set weeks for Jazz – see Exam dates 2019
Visit Practical only	During periods A, B & C	You choose the dates	3 hours of exams, or 1 candidate if Harp, Harpsichord, Organ or Percussion	Minimum 3 hours of Jazz (or 1 hour if you have 10 hours of exams)
Visit for Music Theory Available only to schools/ colleges	Held on set dates – see Exam dates 2019	The dates are set by ABRSM	1 candidate	n/a
Special Visit Practical only	Must be on dates <i>outside</i> periods A, B & C	You choose the dates	3 hours of exams	Minimum 1 hour of Jazz

Exam dates 2019

Period	Closing dates for entries	Exam dates		Week
		Theory	Practical	
A	Monday 14 January	Wednesday 6 March 5pm	4 March – 6 April (excluding Wednesday 6 March) Jazz exams: 4 – 16 March (excluding Wednesday 6 March)	Week 1 4 – 9 March Week 2 11 – 16 March Week 3 18 – 23 March Week 4 25 – 30 March Week 5 1 – 6 April
B	Monday 29 April	Saturday 15 June 10am	3 – 29 June (excluding Saturday 15 June) Jazz exams: 3 – 14 June	Week 1 3 – 8 June Week 2 10 – 14 June Week 3 17 – 22 June Week 4 24 – 29 June
C	Monday 16 September	Wednesday 6 November 5pm	4 November – 7 December (excluding Wednesday 6 November) Jazz exams: 4 – 16 November (excluding Wednesday 6 November)	Week 1 4 – 9 November Week 2 11 – 16 November Week 3 18 – 23 November Week 4 25 – 30 November Week 5 2 – 7 December
Special Visits	At least one month before chosen exam date, which must be <i>outside</i> periods A, B & C	n/a	Any day(s) <i>outside</i> the dates for periods A, B & C listed above (excluding Sundays and Bank Holidays)	n/a

Specific needs codes

We endeavour to make exams accessible to all candidates by putting in place arrangements to cater for any specific needs (see Regulation 9).

Brief details of the provisions we make are given below to help you choose the correct code. Visit www.abrsm.org for further information and requirements and to download detailed guidelines.

If a candidate's specific needs are not covered by these codes, or they involve more than one code, please contact us at accesscoordinator@abrsm.ac.uk or +44 (0)20 7467 8298.

W Disabled access for wheelchair users or those with limited mobility. **Practical** and **Theory**

B Braille memory test in place of sight-reading/quick study for blind candidates. **Practical**

Braille Theory paper if an amanuensis is also required please contact the Access Coordinator. **Theory**

R Aural repetition test in place of sight-reading for blind and visually-impaired candidates. **Practical**

L Large notation sight-reading/quick study Practical
Large text and notation Theory paper Theory

M Large notation memory test in place of sight-reading. **Practical**

P Modified staff notation sight-reading/quick study Practical

Modified text and staff notation Theory

NB for both Practical and Theory, please send a sample by email or post to the Access Coordinator which outlines the modifications your candidate requires.

T Modified staff notation memory test in place of sight-reading/quick study. Please send a sample by email or post to the Access Coordinator which outlines the modifications your candidate requires. **Practical**

S Alternative aural tests for deaf and hearing-impaired candidates. **Practical**

V Extra time for deaf and hearing-impaired candidates using a sign language interpreter. **Practical**

Z Extra time and alternative aural tests for deaf and hearing-impaired candidates using a sign language interpreter. **Practical**

D Extra time for candidates with dyslexia or other learning difficulties. Dyslexic theory candidates requesting an amanuensis should contact the Access Coordinator. **Practical** and **Theory**

N Extra time and large notation sight-reading/quick study for candidates with dyslexia or other learning difficulties. **Practical**

Extra time and large text and notation Theory

C Extra time allowance for candidates with autistic spectrum disorders. Please contact the Access Coordinator if there are any additional needs. **Practical** and **Theory**

A Amanuensis (someone who acts as either a reader, a scribe or both) for candidates who are unable to access printed information. This may include blind candidates, candidates with learning difficulties or candidates with physical disability. **Theory**

Where to send your entry

Please send your entry form and payment to your Local Representative, who will be happy to answer any queries about exams at your centres. Contact our Irish Coordinator for general enquiries about ABRSM's exams.

Irish Coordinator

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31 Sefton
Rochestown Avenue
Dun Laoghaire, Co Dublin

T (01) 235 0752
F (01) 235 0775
E musexam@iol.ie

Dublin

Miriam Halpin
see Irish Coordinator above

Cork

Rose Burke
42 Fern Way
Classes Lake,
Ovens, Cork

T (086) 323 2494

Galway

Joanne Cater
10 Hilltop Apartments
Dalys Fort Road
Salthill, Galway

T (086) 365 9660

Limerick

John Davis
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Brookfield
Castletroy, Limerick

T (085) 284 0501

Waterford

Gavin Barr
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IDA Industrial Park
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Waterford

T (085) 117 4140

Contact us

We offer support throughout the exam process and are pleased to help with any enquiry. Our offices are open on weekdays from 8:30am to 5:30pm.

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