

Diplomas: UK/Ireland

An important note about the entry form

It is vital when processing your entry that we understand how you plan to fulfil the Diploma prerequisites and requirements and that you know what to do, and when, in order to be able to take your exam.

It will be essential to have this information sheet open for reference as you complete the entry form so that you can refer to the notes which are relevant to each section – whenever you see the **note number** in the margin of the entry form you should refer to the Supplementary Information where important details and guidance are given.

You will also need to refer closely to the Diploma Syllabus (www.abrsm.org/exams/diplomas) – cross-references to syllabus page numbers have been given in these notes where appropriate.

If at any time in planning your entry or completing this form you require further guidance please contact us on +44 (0)20 7636 5400 or email: diplomas@abrsm.ac.uk

1 Candidate information all candidates

note 1

Candidate/ Applicant number

If this is your first entry you will not yet have a candidate/applicant number – leave this box blank. Your candidate number will appear on the receipt sent to acknowledge your entry.

If you have entered candidates for ABRSM graded music exams before you will already have an applicant number – please use this number as your candidate number when entering yourself for a Diploma exam.

note 2

Surname & Forename

Your surname and forename as you record them here will appear on your certificate – a maximum of 30 characters in total (including spaces) is available, although 25 spaces each for surname and forename are given on the form in order to give flexibility. If your names total more than 30 characters we may need to edit them.

note 3

Identification

You must bring identification with you to your exam and you will be asked to provide a sample signature at the end of your exam as further proof of your identity. Tick one box to indicate the type of identification you will bring.

This can be one of the following:

- Passport
- Driving licence
- Credit/Debit card bearing your signature
- Birth certificate

note 4

Address/ telephone

If you have given your candidate/applicant number and name and your contact details (address, telephone) have not changed since you last made an entry you do not need to complete these boxes.

note 5

E-mail

Although all standard communications will be sent by post it is helpful for us to have an e-mail address on file if you have one.

note 6

Date of birth

DipABRSM & LRSM Teaching only

You need to enclose proof of your age with this entry form. This proof must be a photocopy of your passport, driving licence or birth certificate; please do not send originals. This information is required to check candidates meet the minimum age requirements – see Syllabus page 9 (DipABRSM) or page 12 (LRSM).

For all other candidates completion of this box is optional – this information is requested for statistical purposes and will not be passed to the examiner(s). Please note that if you are under 16 at the time of entry you will need to arrange for your parent or person with parental responsibility to countersign your entry form (**section 7**) to confirm their undertaking to abide by the regulations on your behalf.

note 7

Male/Female

Please put M or F in the box. This information is recorded for statistical purposes only.

2 Exam information all candidates

note 8

Tick one box to indicate your subject line (Performance, Direction or Teaching) and level (DipABRSM, LRSM or FRSM).

note 9

Performance and Teaching candidates only

State your main instrument – you may be planning to perform part of your programme on a related instrument but there is no need to indicate this on the entry form.

note 10

LRSM Performance & FRSM Performance only

If you wish to opt for a specialism, indicate your specialist option here – see Syllabus p12 (LRSM) or p15 (FRSM). This must be one of the following:

- Orchestral musician**
- Chamber ensemble member** (you should also indicate the number of players – this must be between 3 & 9 including yourself)
- Keyboard accompanist**

note 11

Direction candidates only

Indicate the type of ensemble. This must be one of the following:

- Symphony Orchestra
- Chamber Orchestra
- String Orchestra
- Wind or Military Band
- Brass Band
- Choir (indicate if mixed, upper or lower voices)

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2a Interpreter optional

note 12

Interpreter Candidates who are not comfortable using English may bring an independent person (who is neither their teacher nor their relative) to act as interpreter (see 'Practicalities' in the Syllabus). 15 minutes extra time is allowed. Tick the box to indicate that you will bring an interpreter and to confirm their independence.

2b Access (for candidates with specific needs) optional

note 13

Special needs ABRSM provides access wherever possible for candidates with sensory impairment, learning difficulties, or any particular physical needs. Standard arrangements exist for some candidates as clarified below, and the boxes on the entry form allow such candidates to indicate their need for special tests/arrangements.

We publish separate guidelines for deaf and hearing-impaired candidates, blind and partially-sighted candidates, candidates with dyslexia or other learning difficulties, candidates with autistic spectrum disorders (including Asperger syndrome) and candidates with other specific needs. Where the guidelines are not applicable, or a candidate has particular physical access needs, we will consider each case on an individual basis.

Guidelines and any further information can be found online at www.abrsm.org

Candidate	Special test (if any)	Time allowance
Visually impaired Performance & Teaching candidates	either Braille Quick Study	30 minutes preparation time to memorize the Quick Study (except for singers – see appropriate guidelines for further information)
	or Aural repetition Quick Study	15 minutes preparation time to memorize the Quick Study by ear (see appropriate guidelines for further information)
	or Large/Modified staff notation Quick Study	5 minutes extra preparation time allowed for Quick Study
	or Large/Modified staff notation Quick Study from memory	30 minutes preparation time to memorize the Quick Study (except for singers – see appropriate guidelines for further information)
Direction candidates	None	5 minutes extra time allowed over entire exam
Hearing impaired All candidates	None	15 minutes extra time allowed over entire exam, plus a further 15 minutes if using a sign language interpreter
Dyslexia/other learning difficulties Performance & Teaching candidates	either None	7 minutes extra preparation time allowed for Quick Study
	or Large notation Quick Study	7 minutes extra preparation time allowed for Quick Study
Direction candidates	None	5 minutes extra time allowed over entire exam
Autistic spectrum disorders (including Asperger syndrome) All candidates	None	5 minutes extra time allowed over entire exam

note 14

Documents All candidates requiring special tests/additional time allowances are asked to enclose a photocopy of an authenticating document (see 'Practicalities' in the Syllabus). Tick the box to confirm that your documentation has been enclosed.

Modified staff notation Candidates requiring modified staff notation should send a copy of their preferred layout of music score with their entry (see appropriate guidelines for further information).

3 Exam dates all candidates

note 15

Complete the box relevant to your subject-line to indicate when you plan to take your Diploma. Arrangements for the three subject-lines are as follows:

June/July or December Performance and Teaching candidates
There are two sessions for Diploma exams each year. Dates are given in **note 16** below together with closing dates for entries. Tick one box to indicate your chosen session.

Important note **Please note that your exam may be on any day during the session and appointments cannot be changed.** Requests concerning dates may be included with your entry, but please note that there is no guarantee that we can accommodate them. No refund can be made if you withdraw more than one week after the closing date (unless absence is due to illness – see 'Practicalities' in the Syllabus). Entries cannot be transferred to another examining session under any circumstances. We aim to give at least four weeks notice of exam appointments.

Preferred date Direction candidates
Dates for Direction exams are fixed on an individual basis. Please contact us to discuss a suitable date. Your entry form, payment and relevant documentation must be received at least six weeks before the agreed exam date. Examiners will not be booked until these have been received.

note 16

Exam dates Performance and Teaching candidates

Year	Session	UK closing date	Ireland closing date	Diploma week	
2018	July	Friday 4 May	Tuesday 30 April	2 – 7 July: 16 – 21 July:	Scotland, Ireland & NI England & Wales
2018	December	Friday 21 September	Monday 17 September	10 – 15 December	

4a Centre details most Performance & Teaching candidates

note 17

This section of the entry form is not applicable to Direction candidates or for Harpsichord, Organ or Percussion Performance or Teaching candidates - see 4b Visit details below.

Diplomas are held at the seventeen regional centres indicated on the entry form. Please indicate your first choice of centre by ticking the relevant box and we will make every effort to arrange this. However, your first choice centre is **not guaranteed** and it may be necessary to travel some distance to take your Diploma at another regional centre. If it is necessary to move your exam to another centre we will contact you to discuss your options. Timetables will be arranged to suit the majority of candidates.

4b Visit details Direction & some Performance & Teaching candidates

note 18

This section of the entry form is not applicable to Performance & Teaching candidates unless the main instrument is Harpsichord, Organ or Percussion.

If you are a Direction candidate or a Performance or Teaching candidate whose instrument is Harpsichord, Organ or Percussion you must provide your own venue for the exam at no cost to ABRSM (see 'Practicalities' in the Syllabus).

Please give the name if appropriate (eg a school or institution), full address and the contact number of the venue.

5 Checklist

note 19

These checklists are designed to help you make sure that you have sent us all the relevant enclosures and proof documents. It is essential that the correct documents are sent with your entry form - we may not be able to accept incomplete entries.

You must ensure the following:

- all **prerequisites** have been fulfilled and proof is enclosed as necessary (see **note 20** below)
- **substantiating evidence** has been enclosed if you wish to fulfil a prerequisite or exam requirement through a listed substitution (see **note 20** below)
- all necessary **exam submissions** and a **candidate declaration form** have been enclosed with your entry (see **notes 21 & 29** below)
- **ABRSM approval** has been sought and given in advance for non-syllabus repertoire (Direction only), topic approval (FRSM Teaching) or for appropriate professional experience as a substitution for a prerequisite (see **note 22** below).

You need only refer to the checklist relevant to your chosen subject line and level.

To help you distinguish between what you must do and what is optional the checklist has different tick-boxes.

- The thick black boxes indicate the standard ABRSM prerequisites.
- The thin black boxes indicate substitutions which you may make for the standard ABRSM prerequisites.

note 20

Prerequisites and substitutions - proof of fulfilment & substantiating evidence

Awards made by ABRSM

Many candidates will meet the standard prerequisites, all of which are awarded by ABRSM. You will need to send proof (photocopy of your certificate or mark form) of your prerequisite award if it was taken before 1994 or outside the UK/Ireland.

You do not need to send proof if the prerequisites were taken in the UK/Ireland from 1994 onwards. We will verify the award internally but may contact you for proof if our search fails (eg if your name has changed or if more than one person of your name appears in our records).

Listed substitutions - awards made by other bodies

You must enclose evidence substantiating your application for a listed substitution. Where your substitution is a qualification you should submit a photocopy of your certificate. For courses and course components a letter from the course provider will normally be acceptable.

Full and up-to-date details of qualifications and courses which can be used as substitutions appear at www.abrsm.org/exams/diplomas

Change of name

If the name on your proof of prerequisites or substitutions is different from your current name you must send proof (eg photocopy of your marriage certificate).

note 21

Exam submissions and candidate declaration form

Candidates for some subject-lines/levels have to make submissions at the point of entry and the checklist will confirm if this applies to you. All candidates making a submission are required to complete the candidate declaration form included as **section 8** of the entry form. You are urged to refer closely to the Syllabus ('Submissions' section) and to the detailed requirements for your line and level to find out how to present your submissions and how many copies to submit.

NB **Do not** indicate your name on or within any submission

5 Checklist continued

note 22

ABRSM approval If you wish to use non-syllabus repertoire (Direction), or are entering for FRSM Teaching (for which you need topic approval), or are applying for appropriate professional experience as a substitution for a prerequisite, you must gain ABRSM's written approval *before* completing and submitting this entry form.

For Direction (non-syllabus repertoire) this must be done no later than six weeks before you submit your entry, and for FRSM Teaching (Written Submission topic), no later than three months before. You must enclose a copy of the letter of approval with your entry form.

Applications for appropriate professional experience in fulfilment of a prerequisite should be made on the approval form contained in Appendix 3 of the Syllabus. The approval form must reach us at least six weeks before the published closing date for the session in which you wish to be examined.

Approval forms are available at www.abrsm.org/exams/diplomas

note 23

LRSMTeaching only - submission of Portfolio & Video

LRSMT candidates are required to submit their Portfolio and Video with their entry form no later than three months before the published closing date for entries. You may proceed with your entry only if the Portfolio and Video are awarded a pass and we will notify you of this at least one month before the published closing date for entries. You must then pay the balance of the entry fee by the closing date, at the same time enclosing either your Written Submission or documentation supporting a substitution.

6 Signature all candidates

note 24

Candidate's signature

You must sign and date the form to confirm that you have read the regulations in the current *Diploma Syllabus* and undertake to abide by them. If you are under 18 years of age please refer to **note 25** below.

note 25

All candidates who are under 18 years of age at the time of entry must arrange for their entry form to be countersigned by their parent or person with parental responsibility who should also give their name and full postal address.

note 26

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.

7 Payment all candidates

note 27

Payment for your diploma must be made at the time of entry and your fee is dependent on your chosen level and whether or not you are making a substitution for any part of the exam. Please circle the appropriate fee.

note 28

LRSMTeaching only

Payment for your diploma must be made in two instalments: 40% of the full fee must be sent with your entry form, Portfolio & Video; on passing this section you must then pay the balance of the entry fee before the closing date.

note 29

You may pay by cheque or by credit/debit card (UK only) and a receipt will be issued. Please complete the boxes relevant to your chosen method of payment.

8 Candidate declaration form

note 30

All candidates are required to make one or more submissions as part of their exam and must complete a candidate declaration form. Two declaration forms are included as sections **8a** and **8b** of the entry form. **8a** should be used when sending a submission with the entry form. **8b** must be retained by Performance and Direction DipABRSM and LRSMT candidates and given to the examiners on the day of the exam with the Programme Notes.