

# Exam entry form

## Diplomas

Thank you for choosing ABRSM for your music exams.

Please refer to the enclosed **Exam help & guidance** notes when completing this form, and **www.abrsm.org** for details of the relevant fees and entry periods.

Contact us if you need further assistance – we offer support throughout the exam process and are pleased to help with any enquiry.

**Please note that a separate entry form is required for UK & Ireland entries.**

**This form is for:**

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

### 1 Exam information all candidates

Please tick one of the following boxes and fill in the relevant information to indicate which exam you are entering

	Dip ABRSM	LRSM	FRSM
<b>Performance</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Main Instrument <input type="text"/>	Main Instrument <input type="text"/>	Main Instrument <input type="text"/>
	<input type="checkbox"/>	Specialist option <input type="text"/>	Specialist option <input type="text"/>
<b>Teaching</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Main Instrument <input type="text"/>	Main Instrument <input type="text"/>	Main Instrument <input type="text"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Direction</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Ensemble type <input type="text"/>	Ensemble type <input type="text"/>	Ensemble type <input type="text"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

### 2 Candidate information all candidates PLEASE USE BLOCK CAPITALS

Candidate number	<input type="text"/>
Title	<input type="text"/>
Family name (Surname)	<input type="text"/>
Given Name	<input type="text"/>
Date of birth	<input type="text"/>
Gender	<input type="text"/>
Address	<input type="text"/>
Address	<input type="text"/>
Address	<input type="text"/>
Address	<input type="text"/>
Postcode	<input type="text"/>
Country	<input type="text"/>
Home telephone	<input type="text"/>
Work telephone	<input type="text"/>
Mobile telephone	<input type="text"/>
Email	<input type="text"/>

## 2b Identification all candidates

Please tick one box to indicate which form of identification you will bring to the exam

Passport  Driving licence

Please bring your identification to your exam; do not send it with this entry unless you are a Teaching Diploma candidate

## 3 Access arrangements and reasonable adjustments essential for candidates with specific needs

For our full policy regarding access arrangements and reasonable adjustments please see [www.abrsm.org](http://www.abrsm.org)

You may tick more than one box

- I require:
- I will bring an English language interpreter to the exam
  - Additional time for the Quick Study due to specific learning difficulties (including dyslexia)
  - Additional time due to a hearing impairment
  - I will bring a BSL interpreter to the exam and require additional time
  - An enlarged Quick Study test with additional time due to a visual impairment
  - A braille Quick Study test with additional time due to a visual impairment\*

\*For singing candidates, ABRSM will contact you to confirm arrangements for this ahead of your exam

Other access requirements:

Please tell us about any other access requirements you have for this exam, even if you have previously entered exams with ABRSM. The more information you can provide, the better we will be able to accommodate your needs  
Please continue on a separate sheet if necessary

Documents  I enclose a supporting document confirming my requirements

## 4a Exam dates Performance & Teaching candidates excl. Organ, Percussion & Harpsichord

All Direction candidates, as well as Performance & Teaching candidates in Organ, Percussion and Harpsichord, should omit Section 4 and complete Section 5 instead

Preferred month

Any preference given will be taken into account, although no guarantee can be given to allocate particular dates or times  
Please look up the available months on the *Dates and Fees* page at [www.abrsm.org](http://www.abrsm.org)

## 4b Public Venue details Performance & Teaching candidates excl. Organ, Percussion & Harpsichord

Public Venue name

## 5 Private Visit details All Direction Candidates Performance & Teaching candidates in Organ, Percussion & Harpsichord

Section 5 should only be completed by Direction candidates, as well as Performance and Teaching candidates who are entering for an exam in Organ, Percussion and Harpsichord

Private Visit address		
Private Visit address		
Private Visit address		
Private Visit address		
Postcode		
Country		
Preferred Visit date		

Any preference given will be taken into account, although no guarantee can be given to allocate particular dates or times

### 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](http://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.

## 6a Performance application checklist

	Dip ABRSM	LRSM	FRSM
<b>Prerequisite</b>	<input type="checkbox"/> I have <b>ABRSM Grade 8 Practical</b> in the instrument stated in Section 2. It was taken in the year <input type="text"/> (no need to send proof if taken in the UK or Ireland in 1994 or later)	<input type="checkbox"/> I have <b>DipABRSM (Music Performance)</b> in the instrument stated in Section 2. (no need to send proof)	<input type="checkbox"/> I have <b>LRSM (Music Performance)</b> in the instrument stated in Section 2. (no need to send proof)
<b>Prerequisite Substitutions</b>	<input type="checkbox"/> I am fulfilling the prerequisite through a <b>Listed Substitution</b> (substantiating evidence enclosed)	<input type="checkbox"/> I am fulfilling the prerequisite through a <b>Listed Substitution</b> (substantiating evidence enclosed)	<input type="checkbox"/> I am fulfilling the prerequisite through a <b>Listed Substitution</b> (substantiating evidence enclosed)
<i>or</i>	<input type="checkbox"/> I am fulfilling the prerequisite through appropriate professional experience and have already gained ABRSM approval (letter of approval enclosed)	<input type="checkbox"/> I am fulfilling the prerequisite through appropriate professional experience and have already gained ABRSM approval (letter of approval enclosed)	<input type="checkbox"/> I am fulfilling the prerequisite through appropriate professional experience and have already gained ABRSM approval (letter of approval enclosed)
<b>Submitted Work</b>	I enclose my <b>Programme Notes</b> and <b>candidate declaration form (9b)</b> Do not indicate your name on <input type="checkbox"/> Submitted Work.	I enclose my <b>Programme Notes</b> and <b>candidate declaration form (9b)</b> Do not indicate your name on <input type="checkbox"/> Submitted Work.	I enclose my <b>Written Submission</b> and <b>candidate declaration form (9a)</b> Do not indicate your name on <input type="checkbox"/> Submitted Work.
	<b>NB</b>	<b>NB</b>	<b>NB</b>

## 6b Direction application checklist

	Dip ABRSM	LRSM	FRSM
<b>Prerequisite</b>	<input type="checkbox"/> I have <b>ABRSM Grade 8 Practical</b> in the instrument stated in Section 2. It was taken in the year <input type="text"/> (no need to send proof if taken in the UK or Ireland in 1994 or later)	<input type="checkbox"/> I have <b>DipABRSM (Music Direction)</b> in the instrument stated in Section 2 (no need to send proof)	<input type="checkbox"/> I have <b>LRSM (Music Direction)</b> in the instrument stated in Section 2 (no need to send proof)
<b>Prerequisite Substitutions</b>	<input type="checkbox"/> I am fulfilling the prerequisite through a <b>Listed Substitution</b> (substantiating evidence enclosed)	<input type="checkbox"/> I am fulfilling the prerequisite through a <b>Listed Substitution</b> (substantiating evidence enclosed)	<input type="checkbox"/> I am fulfilling the prerequisite through a <b>Listed Substitution</b> (substantiating evidence enclosed)
<i>or</i>	<input type="checkbox"/> I am fulfilling the prerequisite through appropriate professional experience and have already gained ABRSM approval (letter of approval enclosed)	<input type="checkbox"/> I am fulfilling the prerequisite through appropriate professional experience and have already gained ABRSM approval (letter of approval enclosed)	<input type="checkbox"/> I am fulfilling the prerequisite through appropriate professional experience and have already gained ABRSM approval (letter of approval enclosed)
<b>Submitted Work</b>	I enclose my <b>Arrangement</b> and <b>candidate declaration form (9a)</b> Do not indicate your name on <input type="checkbox"/> Submitted Work.	I enclose my <b>Arrangement</b> and <b>candidate declaration form (9a)</b> Do not indicate your name on <input type="checkbox"/> Submitted Work.	I enclose my <b>Arrangement</b> and <b>candidate declaration form (9a)</b> Do not indicate your name on <input type="checkbox"/> Submitted Work.
	<b>NB</b>	<b>NB</b>	<b>NB</b>
<i>and</i>	<input type="checkbox"/> I enclose my <b>Programme Notes</b> and <b>candidate declaration form (9b)</b> Do not indicate your name on this Submitted Work.	<input type="checkbox"/> I enclose my <b>Programme Notes</b> and <b>candidate declaration form (9b)</b> Do not indicate your name on this Submitted Work.	<input type="checkbox"/> I enclose my <b>Written Submission</b> and <b>candidate declaration form (9a)</b> Do not indicate your name on or within the Written Submission.
	<b>NB</b>	<b>NB</b>	<b>NB</b>
<b>Option</b>	<input type="checkbox"/> I will present <b>non-syllabus repertoire</b> and have already gained ABRSM approval (letter of approval enclosed)	<input type="checkbox"/> I will present <b>non-syllabus repertoire</b> and have already gained ABRSM approval (letter of approval enclosed)	<input type="checkbox"/> I will present <b>non-syllabus repertoire</b> and have already gained ABRSM approval (letter of approval enclosed)

## 6c Teaching application checklist

	Dip ABRSM	LRSM	FRSM
<b>Prerequisite</b>	<p>I have <b>ABRSM Grade 8 Practical</b> in the instrument stated in Section 2 It was taken in the year <input type="text"/></p> <p>(no need to send proof if taken in the UK or Ireland in 1994 or later)</p>	<p>I have <b>DipABRSM (Instrumental/Vocal Teaching)</b> in the instrument stated in Section 2 (no need to send proof)</p>	<p>I have <b>LRSM (Instrumental/Vocal Teaching)</b> in the instrument stated in Section 2 (no need to send proof)</p>
<i>and</i>	<p>I have <b>ABRSM Grade 6 Theory (1992 or later)</b> It was taken in the year <input type="text"/></p> <p>(no need to send proof if taken in the UK or Ireland in 1994 or later)</p>	<p>I have <b>ABRSM Grade 8 Theory (1992 or later)</b> It was taken in the year <input type="text"/></p> <p>(no need to send proof if taken in the UK or Ireland in 1994 or later)</p>	N/A
<i>and</i>	<p>I am 18 years old or over (photocopy of proof of age enclosed)</p>	<p>I am 20 years old or over (photocopy of proof of age enclosed)</p>	
<b>Prerequisite Substitutions</b>	<p>I am fulfilling the prerequisite through a <b>Listed Substitution</b> (substantiating evidence enclosed)</p>	<p>I am fulfilling the prerequisite through a <b>Listed Substitution</b> (substantiating evidence enclosed)</p>	<p>I am fulfilling the prerequisite through a <b>Listed Substitution</b> (substantiating evidence enclosed)</p>
<i>or</i>	<p>I am fulfilling the prerequisite through appropriate professional experience and have already gained ABRSM approval (letter of approval enclosed)</p>	<p>I am fulfilling the prerequisite through appropriate professional experience and have already gained ABRSM approval (letter of approval enclosed)</p>	<p>I am fulfilling the prerequisite through appropriate professional experience and have already gained ABRSM approval (letter of approval enclosed)</p>
<b>Submitted Work</b>	<p>I enclose my <b>Written Submission</b> and <b>candidate declaration form (9a)</b> Do not indicate your name on this Submitted Work.</p>	<p>I enclose my <b>Case Study Portfolio &amp; Video of Teaching Practice</b> and <b>candidate declaration form (9a)</b> and am submitting these at least 3 months before the published closing date for entries</p> <p><b>NB</b> Do not indicate your name on this Submitted Work.</p> <p><b>No substitution is allowed</b> <i>These two pieces of Submitted Work must pass before you may proceed with the rest of the exam</i></p>	<p>I enclose my <b>Written Submission, letter from ABRSM confirming topic approval</b> and <b>candidate declaration form (9a)</b></p> <p><b>NB</b> Do not indicate your name on this Submitted Work.</p>
<i>and</i>	<p>I enclose my <b>Teaching Programme form (9c)</b>.</p>	<p>I enclose my <b>Teaching Programme form (9c)</b>.</p>	<p>I enclose my <b>Teaching Programme form (9c)</b>.</p>
<i>and</i>	N/A	<p>I understand that I must enclose my <b>Written Submission</b> with my final payment only when I have received confirmation that I may proceed with the rest of the exam</p> <p><b>NB</b> The Portfolio and Video result will be for the following exam session <i>only</i>: if you do not proceed with your entry then, any further entry will require the submission and assessment of a new or revised Portfolio &amp; Video submission</p>	N/A
<b>Substitution for Submitted Work</b>	<p>I am fulfilling the requirement for Submitted Work through a <b>Listed Substitution</b> (substantiating evidence enclosed)</p>	<p>I intend to fulfil the requirement for Submitted Work through a <b>Listed Substitution</b> (substantiating evidence will be required)</p>	<p>I am fulfilling the requirement for Submitted Work through a <b>Listed Substitution</b> (substantiating evidence enclosed)</p>

## 7 Signature all candidates

Please tick here and sign below to confirm your entry for the exam(s)  
upon the terms and conditions set out in ABRSM's Diploma Syllabus

### Candidate's Signature

(Either use the digital  
signature feature or type your  
name in the next box)

### Date

This form must be signed and dated by you, or if you are a Direction or Performance candidate and are under 18, a parent or legal guardian must complete this section and sign the undertaking below as the person who enters into a contract with ABRSM upon the terms and conditions set out in ABRSM's Diploma Syllabus. 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 via *online entry & services* at [www.abrsm.org](http://www.abrsm.org)

Parent/Guardian  
family name

Given name

Address

Address

Address

Postcode

Country

Parent/Guardian's  
signature

Date

### 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](http://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.

## 8a Payment all candidates

Please indicate your chosen entry option by ticking the appropriate box

		Dip ABRSM	LRSM	FRSM
<b>Performance</b>	complete exam with no substituted component	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Teaching</b>	complete exam with no substituted component	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	with Written Submission substituted	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Direction</b>	complete exam with no substituted component	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	with Arrangement substituted	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Please refer to the Dates and Fees page on our website, and submit payment to your Local Representative.

## 8b Payment LRSM Teaching candidates only

LRSM teaching fees are payable in two instalments, the first being 40% of the full LRSM exam fee

Please refer to the Dates and Fees page on our website, and submit payment to your Local Representative.

**Please send the completed form, with your payment and photocopy of identification document, to your local Representative**  
(see the *local exam contacts* page on our website)

Where there is no Representative, please email [diplomas@abrsm.ac.uk](mailto:diplomas@abrsm.ac.uk) and request instructions for submitting your entry and payment.

## 9a Candidate declaration form Teaching, Direction & FRSM Performance only

Attach this form to the front of Submitted Work sent with your application

Please tell us which Submitted work(s) you are sending by ticking the relevant the box(es)

<b>Performance</b>	Written Submission <b>FRSM</b>
<b>Direction</b>	Arrangement <b>all levels</b>
	Written Submission <b>FRSM</b>
<b>Teaching</b>	Written Submission <b>DipABRSM and FRSM</b>
	Case Study Portfolio & Video of Teaching Practice <b>LRSM</b>

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 your exam.

Family name

Given name

Date of birth

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

In accordance with ABRSM's child safeguarding and protection policy, candidates must gain written permission from parents/legal guardians before filming any child.

This documentation must be available, should the need arise.

### Plagiarism

ABRSM defines plagiarism as an attempt to pass off another person's work as one's own. 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 their written elements of work, candidates are encouraged and expected to read widely and 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 Quality Assurance Team. The Quality Assurance Team may disqualify a candidate if the charge of plagiarism is upheld. Candidates will have the right to appeal and representation if such charges are made.

### Declaration

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

- The attached **Submitted Work** is genuinely my work and I am its 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 and understand that I will be penalised or disqualified if a charge of plagiarism is upheld

### Candidate's Signature

(Either use the digital signature feature or type your name in the next box)

Date



## 9b Candidate declaration form DipABRSM & LRSM Performance & Direction only

### Attach this form to your exam entry

Please tell us which exam you are submitting Programme Notes for by ticking the relevant box

<b>Performance</b>	Programme Notes <b>DipABRSM</b>
	Programme Notes <b>LRSM</b>
<b>Direction</b>	Programme Notes <b>DipABRSM</b>
	Programme Notes <b>LRSM</b>

### Plagiarism

ABRSM defines plagiarism as an attempt to pass off another person's work as one's own. 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 their Programme Notes, candidates are encouraged and expected to read widely and 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 Quality Assurance Team. The Quality Assurance Team may disqualify a candidate if the charge of plagiarism is upheld. Candidates will have the right to appeal and representation if such charges are made.

Surname

Forename

Candidate number

Date of submission

### Declaration

I confirm 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

### Candidate's Signature

(Either use the digital signature feature or type your name in the next box)

Date

# Diploma Exam- Instrumental or Vocal Teaching

## Programme Form **all levels**



Please use this form to tell us which pieces from the Grade 6/Grade 8/DipABRSM repertoire you will be using to demonstrate teaching techniques. Please submit this form along with your entry.

Candidate name

Candidate ID

Exam Country

e.g. UK

*I will be using the following pieces during my exam:*

*Please indicate the Composer, Piece/Work/Arranger and Publication (Publisher)*

Piece 1

Piece 2

Piece 3

Piece 4 (if applicable)

# Exam help & guidance

## Diplomas

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

The **Diploma Syllabus** is also an important source of information for anyone making a Diploma exam entry. You can download a copy of the Syllabus at [www.abrsm.org/diplomas](http://www.abrsm.org/diplomas). Please note that there is a separate Syllabus for Performance, Teaching and Direction Diplomas.

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

### 1 Exam information all candidates

#### Performance and Teaching candidates only

Please 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.

#### 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**

#### Direction candidates only

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

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

### 2 Candidate information all candidates

#### Candidate number

If this is your first entry with ABRSM, leave the candidate number 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.

#### Family name & Given name

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. If you would like your family name to appear first on mark forms, certificates and correspondence, please write **Y** in the **Family name first** box.

#### 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 page12 (LRSM).

For all other candidates completion of this box is optional. 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.

### 2b Identification all candidates

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.

### 3 Access arrangements and reasonable adjustments essential for candidates with specific needs

If a candidate has access needs, it is important you notify us when you submit your entry by filling in this section on the form. Visit [www.abrsm.org](http://www.abrsm.org) for further information and requirements and to download detailed guidelines.

#### Supporting evidence

All candidates requiring reasonable adjustments to their exam are asked to enclose supporting evidence. For more information, see the Access Arrangements and Reasonable Adjustments Policy at [www.abrsm.org](http://www.abrsm.org). Please tick the box to confirm that your supporting evidence has been enclosed.

### 4a Exam dates Performance & Teaching candidates excl. Organ, Percussion & Harpsichord

Section 4 should only be completed by Performance and Teaching Diploma candidates, with the exception of those entering for an exam in Organ, Percussion or Harpsichord. Candidates entering for an exam in these instruments, as well as *all* Direction candidates, should complete Section 5 instead.

Refer to the *Dates and Fees* page of our website for details of exam periods and closing dates for entries in your country.

You may indicate a date preference here, but we cannot guarantee that your choice will be met. Appointments may be given for any date within the whole of the examining period, subject to the availability of ABRSM's examiners, so please ensure you are ready for your exam from the first day of the exam period.

### 4b Public Venue details Performance & Teaching candidates excl. Organ, Percussion & Harpsichord

You may apply to take a Diploma exam at any of the public venues visited by ABRSM's examiners. However, your first choice centre is not guaranteed, and it may be necessary to travel some distance to take your Diploma at another public

centre. Timetables will be arranged to suit the majority of candidates and to fit in with the itineraries of our Diploma examiners.

### 5 Private Visit details All Direction Candidates Performance & Teaching candidates in Organ, Percussion & Harpsichord

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

If you would have to travel a long distance to the nearest public venue it may be possible to hold your exam in a school or private studio, provided there is a sufficient number of candidates to justify a visit from the examiner. This may include graded exams.

If you are a Performance or Teaching candidate whose instrument is Harpsichord, Organ or Percussion, there is no minimum number of candidates or time limit.

The exam venue must be organised by you, at no cost to ABRSM. You must provide a steward for the venue, and, if necessary, you must arrange transport for the examiners to enable exams to be completed within a suitable timetable (see Syllabus p33 for further details)

Please provide the venue name (for example a school or institution), and full address.

#### Preferred Date

Dates of Private Visits are fixed on an individual basis. Please note that, although exam date preferences will be taken into account, no guarantee can be given to allocate particular dates or times.

#### Exam Facilities

Size is the most important factor when choosing an exam room. We recommend a minimum 32 square metres for Diploma exams. This is not a strict rule, but it is essential to have enough space for a suitable piano, a chair and table for the Examiner(s) and space for other instruments being played

The exam room must have adequate lighting, be well ventilated and free from outside noise. It should also be heated or air-conditioned as appropriate. For better acoustics, where possible, avoid rooms which are heavily carpeted, have low ceilings or large bare walls. The acoustics of the room are important during Diploma exams as these are recorded.

The examiner will need an electricity supply close to the desk for the recording equipment and they may need an adapter. Please be aware of any trailing cables that might get in the way or which someone could trip over.

For Diploma exams a grand piano should be used where possible (unless it is of inferior standard to an available upright piano). It must have a good/responsive action with even touch and be capable of producing a big dynamic range with a regulated tone. Well-adjusted and responsive sustaining and una corda pedals are essential. If the piano has a sostenuto pedal this must also be in good working order. It must be well looked after and tuned regularly. An adjustable piano stool should be provided.

A warm-up room is required for Diploma candidates. It must be out of earshot of the exam room and must have a piano (an upright is acceptable).

## 6 Checklists

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 will not be able to accept incomplete entries.

### Prerequisites

Many candidates will meet the standard prerequisites. For more information see *Prerequisites and Substitutions* in the Diploma Syllabus. 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. Please contact us if your name has changed since taking your prerequisite exam.

### Listed substitutions

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/diplomas](http://www.abrsm.org/diplomas)

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).

### 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. Approval forms are available at [www.abrsm.org/diplomas](http://www.abrsm.org/diplomas)

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.

### LRSM Teaching only

LRSM Teaching 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.

## 7 Signature all candidates

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.

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.

### 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](http://www.abrsm.org/privacypolicy).

## 8 Payment all candidates

Payment for your diploma exam 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.

Refer to the country specific *Dates and Fees* page on our website for details of entry fees or contact the local representative

### LRSM Teaching 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.

## 9a, 9b & 9c Candidate declaration forms

All candidates are required to make one or more submissions as part of their exam and must complete a candidate declaration form for each. One declaration form is included as section 9a of the entry form. This should be completed and attached to any Written Submissions, Arrangements or Case Studies and Videos of Teaching Practice. A Written Submission is only required for Teaching, Direction and FRSM Performance exams (see *Submissions* in the Syllabus).

A second declaration form is included as section 9b of the entry form. This should be completed and attached to any Programme Notes. Programme Notes are only required for Performance and Direction DipABRSM and LRSM exams (see *Submissions* in the Syllabus).

A programme form is included as section 9c of the entry form. This should be completed by all Teaching candidates and submitted with the entry form.