Entry form

Practical or Theory exams

Thank you for choosing ABRSM for your music exams.

Please use this entry form for
All Practical subjects (Prep Test, Performance Assessment, Grades 1-8, & ARSM)
Theory exams (Grades 1-8)

Separate forms must be used for Theory and Practical entries
Please do not enter candidates for Theory and Practical exams on the same form.
This form provides space (in section 4) for up to 10 candidates. If you wish to enter more,
please use additional forms.

There are separate forms for
Ensembles, Choral Singing and Diplomas (DipABRSM, LRSM & FRSM)

When entering candidates you will also need to make reference to the following
sources of information:
- Exam Information & Regulations
  International Edition
- The current syllabuses
- Current Dates and Fees, available at www.abrsm.org
- The guidance notes provided on this form

All of the above information is available from your local Representative,
or our website: www.abrsm.org.

If this is the first time you have filled in an entry form, please read the guidance notes first. If you need further information or guidance, please contact your local Representative.

Guidance notes

Glossary particularly for first-time applicants

Applicant
The applicant is you, the person filling out the form and making payment.
You may be applying on behalf of the exam candidate(s) (eg you are a teacher, a
parent or guardian, or a school head), and must be aged 18 or over.
You may be applying for yourself (you must be an adult to do this) and you are
therefore also the candidate.

Candidate
A candidate is someone who will be taking an exam. This may be your pupil, child, a
member of your school, or yourself.

Entry
An entry is an application for the examination of any number of candidates at the
same centre, on the same date and for whom the same presenter’s name will be
shown on the mark forms and certificates. The entry may consist of more than one
form.

Multiple entries
A multiple entry consists of a number of separate entries made by one applicant who
requests that candidates should be examined either at different centres or for whom
different presenters’ names are to be shown on mark forms and certificates. In such
cases a separate entry form should be used.

Certificate
The exam certificate shows who has presented the candidate. You may not want this
to be you – for example, it could be your school or institution, or your teacher if you are
entering yourself. Make sure you tell us which name you want to be on the certificate
in section 1b of the entry form.

Completing this form

Please complete sections 1 to 5 of this form.

Please write clearly in the boxes in BLOCK CAPITALS. A box should be left blank
between names.

When you have completed the form, tear off the fold-out page of notes and keep it for
your own information. Send the completed form with the fees to your Representative.
If there is no Representative (see www.abrsm.org/examcentres) send the form direct
to ABRSM in London together with the full fees.
1a Applicant information all applicants

Applicant Number
Title
Given name
Family name (surname)
Degrees/Diplomas optional
Address line 1
Address line 2
Address line 3
Address line 4
Post code
Country
Home telephone
Work telephone
Fax
Mobile phone
E-mail

1b Certificate information optional

Name of presenter

1c Place of exam all applicants

For London office use only

2 Theory exam Visit optional

Address line 1
Address line 2
Address line 3
Post code
Name of invigilator
Job title/role
Signature

3 Exam dates optional

Preferred exam date
Practical
Theory
### Candidate information in exam running order all applicants

<table>
<thead>
<tr>
<th>Candidate</th>
<th>Subject code</th>
<th>Grade</th>
<th>DoB</th>
<th>Specific needs</th>
<th>ID card/number</th>
<th>Where applicable</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Given name</td>
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<td>Given name</td>
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<td>4</td>
<td>Given name</td>
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<td>10</td>
<td>Given name</td>
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</tbody>
</table>

### Fees all applicants

<table>
<thead>
<tr>
<th>no. of candidates</th>
<th>fee per candidate</th>
<th>total per grade</th>
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</thead>
<tbody>
<tr>
<td>PA</td>
<td></td>
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<tr>
<td>PT</td>
<td></td>
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<tr>
<td>Grade 1</td>
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<td>Grade 2</td>
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<td>Grade 3</td>
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<td>Grade 4</td>
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<td>Grade 5</td>
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<td>Grade 6</td>
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<td>Grade 7</td>
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<td>Grade 8</td>
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<tr>
<td>ARSM</td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Total fees due</th>
<th>Number of re-entry vouchers attached</th>
<th>Total value of re-entry vouchers</th>
</tr>
</thead>
</table>

I have read and undertake to abide by ABRSM’s current Exam Regulations I confirm that candidates entered for Grades 6-8 Practical or ARSM have the required prerequisite.

Signature __________________________

Date __________________________ ddmmyy

Office use only Total fees and remittance checked ________

Total fees enclosed
1a Applicant information notes

The applicant is the person (aged 18 or over) making the entry who acts on behalf of the candidates. Adult candidates may enter themselves. All communication will be with the person named as the applicant. It is the applicant’s responsibility to pass on relevant information to the candidate/parent/guardian/teacher.

Applicant Number
If you have given your Applicant Number and your contact details have not changed, please complete Title, Family name (surname) and Given name only.

If you do not know your Applicant Number or this is your first entry please give your full address and home telephone, work telephone, fax and mobile (cellphone/handphone) numbers including codes, and email address. We will allocate you an applicant number and confirm it when we send you the exam details.

Communications concerning your candidates’ exams will normally be sent by mail.

Please tick at least one of the boxes to indicate whether the applicant is a Music School, Music Teacher, Parent/Guardian or Self-entry. You may tick more than one box if appropriate.

Practical/Theory
Please write P if you are making Practical entries or T if you are making Theory entries.

Applicant details
The applicant’s details (Title, Given name, Family name (surname), Degrees/Diplomas) will be shown on the certificate for graded music exams as being the person who presented the candidate unless you give other details in section 1b. If the details given total more than 40 characters (including spaces) we may need to edit this information.

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

Email Address
If you register your email address with us, you will be able to use our online services, which include viewing applications and results.

1b Certificate information notes

If you do not want the applicant details to be shown on the certificate as the person who has presented the candidate, please complete this section. Write the full name of the presenter exactly as you would like it to appear on the certificate, leaving a blank space between each name. A maximum of 40 characters is available, including spaces.

1c Place of exam notes

Please enter the place of exam (e.g. region, town, school or studio) where you would prefer your candidates to be examined.

Please refer to Regulations 6 and 7, Place of exams.

2 Theory exam Visit notes

Who should complete this section
Invigilator details
A responsible adult, usually the Head of the institution, must sign this section to accept responsibility for the conduct of the exam. In accordance with regulation 7(h), this is the person who accepts responsibility for the exam and to whom papers will be sent. If the exam is held at a teacher’s studio or the Head of the school is also the music teacher, the duty of invigilation and receipt of papers must be delegated to a responsible deputy in no way connected with the candidates. Please attach the invigilator’s address and phone number to this form and submit them with your entry.

Job title/role
Please indicate the role of the person signing the declaration e.g. Head Teacher, Principal, Head of Department.

3 Exam dates notes

Practical
Where possible we will take into consideration any date and time preferences noted here when allocating exam appointments. However, we are not able to guarantee that your preference will be met.

Appointments may be given for any date(s) within the whole of the exam period subject to the availability of ABRSM examiners, so please ensure your candidates are ready for an exam from the first day of the exam period. See Regulation 8

Theory
Please indicate the month in which you intend your candidates to sit the theory exams.

For details of all Practical exam periods and Theory exam dates refer to the Dates and fees, available at www.abrsm.org
4 Candidate information notes

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

Please do not list Practical and Theory candidates on the same form.

Names should be shown as they are to appear on mark forms and certificates. If you wish the Family name to appear first, write Y in the this box.

Write the subject code for each candidate. A list of codes is given on the right.

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

Write the date of birth of each candidate (compulsory for ARSM). This will not be passed to the examiner.

Candidates may request Special Tests in accordance with Regulation 18. Please complete this box with the appropriate code; a full list of codes can be found at www.abrsm.org/specificneeds

T for a translation of the Theory paper (local language - specify language required)

U for a translation of the Theory paper (non local language - specify language required)

X for Theory candidates who are unable to sit an exam on the published date for religious reasons

For ARSM candidates, please email all Access requirements to: accesscoordinator@abrsm.ac.uk

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

Please enter each candidate’s details if required for your country.

ID card/number

5 Fees notes

Exam fees are available at www.abrsm.org

You should state the total fees paid on the first, or only form of each separate entry. If a candidate is using a valid re-entry voucher please attach it to the entry form. Enter the value of the voucher on the payment chart and deduct the value from the total fees due.

Please use this chart to calculate the fee required and retain for your records.

<table>
<thead>
<tr>
<th>Practical only</th>
<th>Performance Assessment</th>
<th>Grade 1</th>
<th>Grade 2</th>
<th>Grade 3</th>
<th>Grade 4</th>
<th>Grade 5</th>
<th>Grade 6</th>
<th>Grade 7</th>
<th>Grade 8</th>
<th>ARSM</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Practical only</td>
<td>Preparatory Test</td>
<td></td>
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</tbody>
</table>

Signature

This form should be signed and dated by the applicant as the person accepting responsibility for entering the candidates, for receiving all written communications and for making all payments. This also constitutes an undertaking to abide by ABRSM’s Regulations, including prerequisite requirements for Grades 6-8 Practical and ARSM.

Fee per grade

Total per grade

Keyboard codes

01 Piano
02 Organ
41 Harpsichord

Strings

03 Violin
04 Viola
05 Cello
06 Double Bass
07 Guitar
08 Harp

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 Bb Cornet (not ARSM)
21 Eb Cornet (not ARSM)
80 Cornet (ARSM only)
22 Flugelhorn
23 Eb Horn
32 Trombone
33 Bass Trombone
24 Baritone
35 Euphonium
34 Tuba

Other subjects

40 Singing
42 Practical Musicianship
44 Percussion
99 Music Theory

Subject codes

Keyboard

01 Piano
02 Organ
41 Harpsichord

Strings

03 Violin
04 Viola
05 Cello
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