Ensembles & Jazz Ensembles

UK & Ireland

Thank you for choosing ABRSM for your music exams.

Please use this entry form for:
- Ensembles
- Jazz Ensembles

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.

1 Applicant information all Applicants

Please use BLOCK CAPITALS

Applicant number

Title

Surname

Forename & other initials

Degrees/ Diplomas

Contact details

Leave blank if you have given an Applicant number above and your details have not changed.

Address

Address

Address

Address

Postcode

Home telephone

Work telephone

Mobile telephone

Email

1a Certificate information optional

Presented by

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/guardian/teacher. The Applicant is the principal point of contact and must be aged 18 or over.

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.

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.

All standard communications concerning your candidates’ exams will be sent by post.

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).
### 2a Exam information Jazz Ensembles only

<table>
<thead>
<tr>
<th>Entry option tick one box</th>
<th>Scheme 1</th>
<th>complete sections:</th>
<th>1</th>
<th>2a</th>
<th>4</th>
<th>5a</th>
<th>6</th>
</tr>
</thead>
<tbody>
<tr>
<td>Scheme 2</td>
<td></td>
<td>complete sections:</td>
<td>1</td>
<td>2a</td>
<td>4</td>
<td>5a</td>
<td>6</td>
</tr>
<tr>
<td>Scheme 3</td>
<td></td>
<td>complete sections:</td>
<td>1</td>
<td>2a</td>
<td>3 optional</td>
<td>4</td>
<td>5a</td>
</tr>
<tr>
<td>Scheme 4</td>
<td></td>
<td>complete sections:</td>
<td>1</td>
<td>2a</td>
<td>3 optional</td>
<td>4</td>
<td>5a</td>
</tr>
</tbody>
</table>

**Centre code**

**Centre name (town)**

### 2b Exam information Ensembles only

<table>
<thead>
<tr>
<th>Entry option tick one box</th>
<th>at a Centre</th>
<th>complete sections:</th>
<th>1</th>
<th>2b</th>
<th>3 optional</th>
<th>5b</th>
<th>6</th>
</tr>
</thead>
<tbody>
<tr>
<td>Visit</td>
<td>complete sections:</td>
<td>1</td>
<td>2b</td>
<td>3 optional</td>
<td>4</td>
<td>5b</td>
<td>6</td>
</tr>
<tr>
<td>Special Visit outside the exam period</td>
<td>complete sections:</td>
<td>1</td>
<td>2b</td>
<td>4</td>
<td>5b</td>
<td>6</td>
<td></td>
</tr>
</tbody>
</table>

**Centre code**

**Centre name (town)**

### 3 Practical exam date preferences optional

Not applicable for Scheme 1 or 2 Jazz Ensembles. Ensembles entered as part of a Special Visit. Optional for all other entries.

For exam periods and week numbers refer to www.abrsm.org.

**Period**

- A (spring), B (summer), C (autumn)

**Preferred week**

- Not guaranteed for Centres or Visits. See Important note right
- Please advise candidates to expect any date

**Latest available date**

- ddmm

**Saturdays are inconvenient**

### 4 Visit information all visits

Complete only if requesting a visit – not for Ensembles entered at Centres.

**Start date**

- ddmm (available for Special Visits only)

**Visit address**

- (optional)

**Visit address**

- (optional)

**Visit address**

- (optional)

**Visit address**

- (optional)

**Postcode**

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Before completing Entry option refer to the help & guidance for an explanation of the four available entry options for Jazz Ensembles.

Please indicate the centre which is nearest to your visit address. Refer to www.abrsm.org to find your nearest centre and centre code.

Before completing Entry option refer to the help & guidance for an explanation of the three available entry options.

Centre code/Centre name – fill in either the code and name of your chosen centre or, if applying for a Visit or Special Visit, the code and name of the centre closest to your school or studio (the address for the visit should be given in section 4 below).

Important note: Jazz Ensembles entered under Scheme 3 or 4 and Ensembles entered at a centre or for a Visit may be allocated appointments on any date during the exam period (see Regulation 8). We will do all we can to take into account any preferences you give. As preferences are not guaranteed please advise the candidates to expect an exam on any day of the exam period.

Select your preferred week from the period dates and week numbers.

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.

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.

Visit address – give the full address of the place where the exams will be held (including the school’s name where appropriate) – if submitting more than one entry form for this visit please ensure that this information is included on each form.
### 5a Jazz Ensemble information

Please give the names of the Jazz Ensembles you are entering. The name as given here will be shown on the certificate – a maximum of 30 characters is available for each Jazz Ensemble. The examiner will ask you to confirm the name of each member of the Jazz Ensemble on the day of the exam.

<table>
<thead>
<tr>
<th>Name of Jazz Ensemble</th>
<th>No. of candidates in ensemble</th>
<th>Level - please tick one box:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>Initial</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Intermediate</td>
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<tr>
<td></td>
<td></td>
<td>Advanced</td>
</tr>
</tbody>
</table>

### 5b Ensemble information

Please give the names of all the members of the Ensemble, their instrument and level (P for Primary, I for Intermediate, A for Advanced). The names as given here will be shown on the certificates.

NB: Maximum 30 characters in total, including spaces (20 spaces each for Forename and Surname are included here for flexibility).

If you wish to enter more than one Ensemble, this page can be photocopied or downloaded from www.abrsm.org.

<table>
<thead>
<tr>
<th>Forename</th>
<th>Surname</th>
<th>Instrument</th>
<th>Level</th>
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<tbody>
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</tbody>
</table>

**Disabled access**

Please tick this box if any of the members of the ensemble require disabled access (wheelchair users and those with limited mobility).
6 Paym ent all Applicants

Please refer to our website, www.abrsm.org, for current fees.

<table>
<thead>
<tr>
<th>Fee calculator</th>
<th>Fee</th>
<th>No. of ensembles</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Jazz Ensembles</td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>Initial</td>
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<tr>
<td>Intermediate</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Advanced</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Ensembles</td>
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<td></td>
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<tr>
<td>Primary</td>
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<td></td>
<td></td>
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<tr>
<td>Intermediate</td>
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<td>Advanced</td>
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<tr>
<td>Total</td>
<td></td>
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</tr>
</tbody>
</table>

I enclose one cheque payable to ABRSM for £/€.

The information on this form and in the help and guidance leaflet was correct at the time of publication but may be subject to change. Visit www.abrsm.org for online exam services and up-to-date information.

7 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.

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).

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

UK: form and payment to
EXAM ENTRY
ABRSM
4 London Wall Place
London EC2Y 5AU

Ireland: form and payment to
Miriam Halpin
31 Sefton
Rochestown Avenue
Dun Laoghaire, Co Dublin
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 below).

**Glossary particularly for first-time Applicants**

- **Applicant**: The Applicant is the person who submits an exam entry (by completing the entry form and making payment). You may be applying for yourself and the other members of the ensemble (you must be 18 or over to do this) and you are therefore also a candidate.

- **Candidate**: A candidate is the person who will be taking the exam.

- **Certificate**: The exam certificate shows who has presented the ensemble. It could be your school or institution, or your teacher if you are entering yourself. Please indicate your wishes in section 1a.

- **Centre**: A centre is a venue provided by ABRSM. Some centres are open for the whole exam period, others only for a few days. Each centre has a code, which is also used when scheduling visits – if you are applying for a visit at a venue which you are providing, you will need to work out which centre is closest to you.

- **Exam period**: An exam period is a group of dates on which exams can take place at centres, or within which Visits can be organised. There are three periods in the year: A, B, and C (see www.abrsm.org for exam dates) – Special Visits are always held on dates outside these periods.

**Exam times**

If you are applying for a Visit or Special Visit you will need to calculate your total entry time in order to confirm that you meet the minimum entry requirement.

Exam times (+ set-up times) allowed for Ensembles/Jazz Ensembles are:

- **Initial/Primary**: 12 minutes (+ 5 minutes)
- **Intermediate**: 18 minutes (+ 5 minutes)
- **Advanced**: 25 minutes (+ 5 minutes)

**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.

T +44 (0)20 7636 5400
E abrsm@abrsm.ac.uk

**Where to send your entry**

**UK: form and payment to**

EXAM ENTRY
ABRSM
4 London Wall Place
EC2Y 5AU

**Ireland: form and payment to**

Miriam Halpin
31 Sefton
Rochestown Avenue
Dun Laoghaire, Co Dublin
Exam information: exam centres and codes

Please refer to our website, www.abrsm.org, for up-to-date information on:
- ABRSM Exam dates and entry deadlines
- ABRSM Exam centres

Exam information: Jazz Ensembles only

The four entry schemes for Jazz Ensembles are given below.
If you are applying for a visit and need to calculate your total entry time see page 1 of this insert where exam times are given (exam timings for other subjects and grades are given within our Exam Regulations, at www.abrsm.org).

<table>
<thead>
<tr>
<th>Entry option</th>
<th>Where?</th>
<th>When?</th>
<th>Minimum entry requirement (see page 1 for exam times)</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Scheme 1 Visit during Jazz dates At a venue provided by the Applicant</td>
<td>During specified dates within each exam period (see <a href="http://www.abrsm.org">www.abrsm.org</a> for exam dates)</td>
<td>1 Jazz Ensemble</td>
<td>The chosen location should be easily accessible from the local exam centre. If required, transport for the examiner must be provided. Please note that the date and time allocated will be arranged to fit in with the examiner’s other commitments</td>
<td></td>
</tr>
<tr>
<td>Scheme 2 Special Visit with at least 1 hour of Jazz (venue provided by the Applicant)</td>
<td>On any date of the Applicant’s choice outside the exam period (see <a href="http://www.abrsm.org">www.abrsm.org</a> for exam dates)</td>
<td>3 hours of exams (of which 1 hour is Jazz exams)</td>
<td>This option is subject to the availability of examiners</td>
<td></td>
</tr>
<tr>
<td>Scheme 3 3 hour Visit At a venue provided by the Applicant</td>
<td>On a date allocated by ABRSM within the exam period (see <a href="http://www.abrsm.org">www.abrsm.org</a> for exam dates)</td>
<td>3 hours of exams (of which 1 hour is Jazz exams)</td>
<td>Please note that the dates allocated will depend upon the availability of Jazz examiners</td>
<td></td>
</tr>
<tr>
<td>Scheme 4 Visit with at least 3 hours of Jazz exams At a venue provided by the Applicant</td>
<td>On a date allocated by ABRSM within the exam period (see <a href="http://www.abrsm.org">www.abrsm.org</a> for exam dates)</td>
<td>3 hours of Jazz exams</td>
<td>Please note that the dates allocated will depend upon the availability of Jazz examiners</td>
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</tr>
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Exam information: Ensembles only

Ensembles may be entered to take their exam under one of the three options below.
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</tr>
</thead>
<tbody>
<tr>
<td>ABRSM Centre Visit</td>
<td>At an ABRSM Centre (see page 3 of this insert)</td>
<td>On a date allocated by ABRSM within the exam period (see <a href="http://www.abrsm.org">www.abrsm.org</a> for exam dates) – specific dates cannot be guaranteed</td>
<td>1 ensemble</td>
<td>10 &amp; 12</td>
</tr>
<tr>
<td>A Special Visit</td>
<td>Practical: at a venue provided by the Applicant</td>
<td>On a date allocated by ABRSM within the exam period (see <a href="http://www.abrsm.org">www.abrsm.org</a> for exam dates) – specific dates cannot be guaranteed</td>
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<td>On any date(s) of the Applicant’s choice outside the exam period (see <a href="http://www.abrsm.org">www.abrsm.org</a> for exam dates then choose a date outside these three periods)</td>
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<td></td>
</tr>
<tr>
<td>Scheme 4 Visit with at least 3 hours of Jazz exams At a venue provided by the Applicant</td>
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<td>3 hours of Jazz exams</td>
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| Entry form 2b Exam information Ensembles only

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Declaration all Applicants

How we use your information

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