

Entry form



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.

For office use only

1 Applicant information *all Applicants*

Please use **BLOCK CAPITALS**

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).

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

2a Exam information Jazz Ensembles only

Entry option tick one box	Scheme 1 <input type="checkbox"/>	complete sections:	1 2a	4 5a 6
	Scheme 2 <input type="checkbox"/>	complete sections:	1 2a	4 5a 6
	Scheme 3 <input type="checkbox"/>	complete sections:	1 2a 3 optional	4 5a 6
	Scheme 4 <input type="checkbox"/>	complete sections :	1 2a 3 optional	4 5a 6

Centre code

Centre name (town)

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.

2b Exam information Ensembles only

Entry option tick one box	at a Centre <input type="checkbox"/>	complete sections:	1 2b 3 optional	5b 6
	Visit <input type="checkbox"/>	complete sections:	1 2b 3 optional	4 5b 6
	Special Visit outside the exam period <input type="checkbox"/>	complete sections:	1 2b	4 5b 6

Centre code

Centre name (town)

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).

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

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.

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

Visit address

Visit address

Visit address

Postcode

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.

Name of Jazz Ensemble	Level - please tick one box:				No. of candidates in ensemble
	Initial	Intermediate	Advanced		
1	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
2	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
3	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
4	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
5	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
6	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
7	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
8	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
9	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
10	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

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.

Forename	Surname	Instrument	Level
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			

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 Payment *all Applicants*

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

Fee calculator		Fee	No. of ensembles	Total
Jazz Ensembles	Initial			.
	Intermediate			.
	Advanced			.
Ensembles	Primary			.
	Intermediate			.
	Advanced			.
Total				.

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

Ensembles & Jazz Ensembles

UK & Ireland

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

Entry form 2 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

Entry form 2a 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).

Entry option	Where?	When?	Minimum entry requirement (see page 1 for exam times)	Notes
Scheme 1 Visit during Jazz dates	At a venue provided by the Applicant	During specified dates within each exam period (see www.abrsm.org for exam dates)	1 Jazz Ensemble	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
Scheme 2 Special Visit	At Special Visits with at least 1 hour of Jazz (venue provided by the Applicant)	On any date of the Applicant's choice outside the exam period (see www.abrsm.org for exam dates)	3 hours of exams (of which 1 hour is Jazz exams)	This option is subject to the availability of examiners
Scheme 3 3 hour Visit	At a venue provided by the Applicant	On a date allocated by ABRSM within the exam period (see www.abrsm.org for exam dates)	3 hours of exams (of which 1 hour is Jazz exams)	Please note that the dates allocated will depend upon the availability of Jazz examiners
Scheme 4 Visit with at least 3 hours of Jazz exams	At a venue provided by the Applicant	On a date allocated by ABRSM within the exam period (see www.abrsm.org for exam dates)	3 hours of Jazz exams	Please note that the dates allocated will depend upon the availability of Jazz examiners

Entry form 2b Exam information Ensembles only

Ensembles may be entered to take their exam under one of the three options 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).

Entry option	Where?	When?	Minimum entry requirement (see page 1 for exam times)	Refer to Regulations
ABRSM Centre	At an ABRSM Centre (see page 3 of this insert)	On a date allocated by ABRSM within the exam period (see www.abrsm.org for exam dates) – specific dates cannot be guaranteed	1 ensemble	10 & 12
Visit	A Visit at a venue provided by the Applicant	Practical: on a date allocated by ABRSM within the exam period (see www.abrsm.org for exam dates) – specific dates cannot be guaranteed.	3 hours of exams	10 & 13
Special Visit	A Special Visit at a venue provided by the Applicant	On any date(s) of the Applicant's choice outside the exam period (see www.abrsm.org for exam dates then choose a date outside these three periods)	3 hours of exams	10 & 13

Entry form 7 Declaration all Applicants

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.