

Exam entry form

UK/Ireland Diplomas

Thank you for choosing ABRSM for your music exams.

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.

This form is for:

- Music Performance, Music Direction and Instrumental/Vocal Teaching Diplomas
- DipABRSM, LRSM and FRSM levels
- Candidates in the UK and Ireland. Please refer to www.abrsm.org for details of the relevant fees and entry periods.

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
Performance	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Main Instrument <input type="text"/>	Main Instrument <input type="text"/>	Main Instrument <input type="text"/>
	Specialist option <input type="text"/>	Specialist option <input type="text"/>	Specialist option <input type="text"/>
Teaching	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Main Instrument <input type="text"/>	Main Instrument <input type="text"/>	Main Instrument <input type="text"/>
Direction	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Ensemble type <input type="text"/>	Ensemble type <input type="text"/>	Ensemble type <input type="text"/>

2 Candidate information all candidates PLEASE USE BLOCK CAPITALS

Contact ID	<input type="text"/>	see <i>Exam help & guidance</i> if this is your first entry with ABRSM
Title	<input type="text"/>	
Surname	<input type="text"/>	
Forename & initials	<input type="text"/>	
Date of birth	<input type="text"/>	ddmmyy
Gender	<input type="text"/>	
Address	<input type="text"/>	
Address	<input type="text"/>	
Address	<input type="text"/>	
Address	<input type="text"/>	
Postcode	<input type="text"/>	
Home telephone	+ <input type="text"/>	<input type="text"/>
Work telephone	+ <input type="text"/>	<input type="text"/>
Mobile telephone	+ <input type="text"/>	<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

You may tick more than one box

I require:

<input type="checkbox"/>	Additional time for the Quick Study due to specific learning difficulties (including dyslexia)
<input type="checkbox"/>	Additional time due to a hearing impairment
<input type="checkbox"/>	I will bring a BSL interpreter to the exam and require additional time
<input type="checkbox"/>	An enlarged Quick Study test with additional time due to a visual impairment
<input type="checkbox"/>	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 will send the supporting documents via the FTP

4a Exam period 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. For details of all Diploma exam periods refer to *Dates and Fees* at www.abrsm.org

Performance and Teaching	June/July	November (2020 only)
	December	Preferred Date (optional)

Please note that your exam may be on any day during the period and appointments cannot be changed.

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

Tick **one** box to indicate your preferred Public Venue if a venue can't be offered, an appointment will be allocated at an alternative venue.

<input type="checkbox"/>	Aberdeen	<input type="checkbox"/>	Cambridge	<input type="checkbox"/>	Manchester	<input type="checkbox"/>	Winchester
<input type="checkbox"/>	Ashburton	<input type="checkbox"/>	Cardiff	<input type="checkbox"/>	Newcastle-upon-Tyne	<input type="checkbox"/>	York
<input type="checkbox"/>	Belfast	<input type="checkbox"/>	Dublin	<input type="checkbox"/>	Nottingham	Please write other preferences below	
<input type="checkbox"/>	Birmingham	<input type="checkbox"/>	Glasgow	<input type="checkbox"/>	Oxford		
<input type="checkbox"/>	Bristol	<input type="checkbox"/>	London	<input type="checkbox"/>	Tonbridge		

Public Venue locations are approximate. Exact address details will be confirmed approximately four weeks before the exam date.

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

Please tick here to confirm the visit organiser gives permission for their contact details to be passed to the Examiner(s)		<input type="checkbox"/>
Private Visit address		
Private Visit address		
Private Visit address		
Private Visit address		
Postcode		
Visit organiser name		
Visit organiser phone no.		
Visit organiser email		
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.

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
Prerequisite	<input type="checkbox"/> I have ABRSM Grade 8 Practical 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 DipBRSM (Music Performance) in the instrument stated in Section 2. (no need to send proof)	<input type="checkbox"/> I have LRSM (Music Performance) in the instrument stated in Section 2. (no need to send proof)
Prerequisite Substitutions	<input type="checkbox"/> I am fulfilling the prerequisite through a Listed Substitution (substantiating evidence enclosed)	<input type="checkbox"/> I am fulfilling the prerequisite through a Listed Substitution (substantiating evidence enclosed)	<input type="checkbox"/> I am fulfilling the prerequisite through a Listed Substitution (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)
Submitted Work	<input type="checkbox"/> I enclose my Programme Notes and candidate declaration form (9b) Do not indicate your name on <input type="checkbox"/> Submitted Work.	<input type="checkbox"/> I enclose my Programme Notes and candidate declaration form (9b) Do not indicate your name on <input type="checkbox"/> Submitted Work.	<input type="checkbox"/> I enclose my Written Submission and candidate declaration form (9a) . Do not indicate your name on or this Submitted Work.

6b Direction application checklist

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

6c Teaching application checklist

	Dip ABRSM	LRSM	FRSM
Prerequisite	<input type="checkbox"/> I have ABRSM Grade 8 Practical 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 DipABRSM (Instrumental/Vocal Teaching) in the instrument stated in Section 2 (no need to send proof)	<input type="checkbox"/> I have LRSM (Instrumental/Vocal Teaching) in the instrument stated in Section 2 (no need to send proof)
<i>and</i>	<input type="checkbox"/> I have ABRSM Grade 6 Theory (1992 or later) 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 ABRSM Grade 8 Theory (1992 or later) 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)	N/A
<i>and</i>	<input type="checkbox"/> I am 18 years old or over (photocopy of proof of age enclosed)	<input type="checkbox"/> I am 20 years old or over (photocopy of proof of age enclosed)	
Prerequisite Substitutions	<input type="checkbox"/> I am fulfilling the prerequisite through a Listed Substitution (substantiating evidence enclosed)	<input type="checkbox"/> I am fulfilling the prerequisite through a Listed Substitution (substantiating evidence enclosed)	<input type="checkbox"/> I am fulfilling the prerequisite through a Listed Substitution (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)
Submitted Work	<input type="checkbox"/> I will upload my Written Submission via the FTP and enclose my candidate declaration form (9a) NB Do not indicate your name on this Submitted Work.	<input type="checkbox"/> I will upload my Case Study Portfolio & Video of Teaching Practice via the FTP and enclose my candidate declaration form (9a) and am submitting these at least 3 months before the published closing date for entries. Do not indicate your name on this Submitted Work. NB <div style="border: 1px solid black; padding: 5px; margin-top: 5px;"> No substitution is allowed <i>These two pieces of Submitted Work must pass before you may proceed with the rest of the exam</i> </div>	<input type="checkbox"/> I will upload a scan of my Written Submission, letter from ABRSM confirming topic approval Via the FTP and enclose my candidate declaration form (9a) NB Do not indicate your name on this Submitted Work.
<i>and</i>	<input type="checkbox"/> I enclose my Teaching Programme form (9c) .	<input type="checkbox"/> I enclose my Teaching Programme form (9c) .	<input type="checkbox"/> I enclose my Teaching Programme form (9c) .
<i>and</i>	N/A	<input type="checkbox"/> I understand that I must upload my Written Submission with my final payment only when I have received confirmation that I may proceed with the rest of the exam NB 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 & Video submission	N/A
Substitution for Submitted Work	<input type="checkbox"/> I am fulfilling the requirement for Submitted Work through a Listed Substitution (substantiating evidence enclosed)	<input type="checkbox"/> I intend to fulfil the requirement for Submitted Work through a Listed Substitution (substantiating evidence will be required)	<input type="checkbox"/> I am fulfilling the requirement for Submitted Work through a Listed Substitution (substantiating evidence enclosed)

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

ddmmyy

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.

Parent/Guardian surname

Forename

Address

Address

Postcode

Parent/Guardian's signature

Date

ddmmyy

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.

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8 Payment all candidates

Process for payment

Candidates in the UK and NI should complete this form and send it to the Diploma team [via secure FTP link](#). Upon receiving your entry we will send you our bank details and a reference for you to pay in to. The reference number is mandatory and without this on your payment entry will not be accepted.

Candidates in ROI should send the completed form, with your payment and all other required documentation to your local Representative

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

Please include this form with the Submitted Work sent in via the FTP

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

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

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.

Surname

Forename

Date of birth

ddmmyy

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

Date

ddmmyy

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

Please upload this form with your exam entry

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

Performance	Programme Notes DipABRSM
	Programme Notes LRSM
Direction	Programme Notes DipABRSM
	Programme Notes LRSM

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 ID	
Date of submission	

Declaration	I confirm I have read the regulations in the <i>Diploma Syllabus</i> and that:
	<ul style="list-style-type: none"> <input type="checkbox"/> The attached Programme Notes are genuinely my work and I am their sole author <input type="checkbox"/> They have not previously been submitted to ABRSM or to any other institution or agency for another academic award <input type="checkbox"/> The sources used and quoted are properly acknowledged <input type="checkbox"/> 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

UK & Ireland

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 following link also provides important information about booking diploma exams, which you should read before making an exam entry: <https://gb.abrsm.org/media/64923/instructions-for-completing-diploma-exams-2020.pdf>.

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. 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 email us at diplomas@abrsm.ac.uk

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.

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.

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 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. Please tick the box to confirm that your supporting evidence has been enclosed.

4a Exam period 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.

There are two sessions for Diploma exams each year, details of which are available at www.abrsm.org. Please tick the box to indicate your chosen session. We aim to give at least four weeks' notice of exam appointments. Please note that entries cannot be transferred to another examining session under any circumstances. No refund can be issued if you withdraw more than one week after the closing date.

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

Diploma exams 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.

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 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 provide us with the full address of the private visit, as well as contact details for the visit organiser. This information will be shared with the examiner in order to help arrange your exam. Please tick the box to confirm that the visit organiser gives permission for their contact details to be passed to the examiner.

Data Protection

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.

Visit Organiser

The Visit Organiser is responsible for providing suitable exam facilities, selecting the start date for exams and organising the schedule. Please note that a Diploma candidate can also be the Visit Organiser for their own exam.

Preferred Date

Dates of Private Visits are fixed on an individual basis. Please fill in your preferred exam date. Your entry form, payment and relevant documentation must be received at least six weeks before the agreed exam date. Please note that, although exam date preferences will be taken into account, no guarantee can be given to allocate particular dates or times. We aim to give at least four weeks' notice of exam appointments.

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). Lastly, someone should be provided to act as steward outside the exam room.

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

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

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.

8 Payment all candidates

For candidates in the UK and NI, payment for your diploma exam can only be made by BACS at this time. Upon receiving your entry we will send you our bank details and a reference number which **must** be included on your payment. The reference number is mandatory and without this on your entry will not be accepted. The payment must be made at the time of entry and the fee is dependent on your chosen level and whether or not you are making a substitution for any part of the exam.

For candidates in ROI, payment for your diploma exam should be made to your Local Representative.

LRSM Teaching only

Payment for your diploma must be made in two installments: 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 and programme 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

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. (see *Submissions* in the Syllabus).