

Retake entry form

UK/Ireland Diplomas

This form is for:

■ **Complete or partial retakes** of DipABRSM, LRSM and FRSM, under the 2005 Syllabus.

Your retake options are detailed in the letter sent with the result of your previous exam.

If you need further advice or guidance please contact the Diplomas Team.

You can email us at diplomas@abrs.ac.uk

1 Exam information all candidates

Please tell us which Diploma Exam you are retaking by ticking the relevant box.

	Dip ABRSM	LRSM	FRSM
Performance	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Teaching	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Direction	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

For the option indicated above, please select which section(s) of the exam you would like to retake. Further details are included in the attached letter.

Section 1	<input type="checkbox"/>
Section 2.1	<input type="checkbox"/>
Section 2.2	<input type="checkbox"/>
Main Instrument/ Specialist Option	<input type="text"/>

2 Candidate information all candidates

Candidate ID	<input type="text"/>
Title	<input type="text"/>
Surname	<input type="text"/>
Forename & initials	<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"/>
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

If you require the same special tests or arrangements as for your last exam, we will confirm your requirements from our records. If these have changed, please contact the Diploma Team to discuss this.

I require: The same access arrangements and reasonable adjustments as for my last entry
 Different access arrangements and reasonable adjustments from previously

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)

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

6 Signature all candidates

I wish to retake the exam and I have read and undertake to abide by the regulations in the current *Diploma Syllabus*

Candidate's Signature
(Either use the digital signature feature or type your name in the next box)

Date

If you are a Direction or Performance candidate who is under 18, your parent or guardian must complete this section and sign the undertaking below

Parent/Guardian surname

Forename

On behalf of the candidate, I have read and undertake to abide by the current *Diploma Syllabus*

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.

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.

7 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