

# Trinity College London **DIPLOMA** Practical Examinations

Name of Candidate: \_\_\_\_\_  
( According to NRIC or Passport )

➤ **Step 1** (Tick the appropriate box)

My programme consists entirely from the repertoire of the same Diploma level published in the current Diploma syllabus

**OR**

My programme includes own choice repertoire, **attached approval letter** from Trinity College London.

➤ **Step 2**

Dates **NOT AVAILABLE** for examination : \_\_\_\_\_  
(Note : If available dates provided are insufficient, we will only be able to allocate to the nearest date.)

Once the Appointment Slip is issued to the candidate, the Examination Schedule is considered **FINAL**.

**NO CHANGES WILL BE ALLOWED**, unless for the following reasons :

- Medical Reasons **OR** - Overseas **School** Trips **OR** - School Examinations

Candidates are required to submit supporting documents for the above reasons. However, changes will still depend on the availability and approval from TCM Examination Centre. TCM Examination Centre has the right to verify the validity of the supporting documents submitted and will do her best to meet the candidate's requests **but this CANNOT be guaranteed.**

According to the syllabus, if the candidate is ill and unable to attend the exam of the current exam session, original copy of medical proof has to be forwarded to TCM Examination Centre within 14 days from the examination date. Trinity College London will issue a 50% re-entry permit after verification. This permit can be used for the next exam within 12 months of the original exam date upon payment of 50% of the exam fees current at the date of entering for the next exam session.

➤ **Step 3**

- A **scan** copy of the examination report will be sent to the *EMAIL* address as indicated below :

**(COMPULSORY)** Email Address : \_\_\_\_\_  
(Please write clearly)

Tick the appropriate box

I will personally collect the original examination report from : *Tick your preferred choice :*

Collection Venue :  Parkway Parade  Paragon, Orchard  Chinese Swimming Club

**OR**

I **wish** to receive my original examination report **by mail** at the following \*mailing address.

I understand that my examination report will be folded and may be at risk of being lost in the mail.

I will not hold TCM Examinations Centre liable for any damages caused.

Normal Mail (Examination Office will not be responsible for any loss of mail)

Registered Mail (Additional charge of \$4.00 for Singapore / \$10.00 for Overseas)

\*Mailing Address :

\_\_\_\_\_  
Singapore \_\_\_\_\_

Candidate's Signature : \_\_\_\_\_

➤ **Step 4**

In the event of my successful completion of the Trinity College London Diploma examination :

Tick the appropriate box

- I **AGREE & ALLOW** TCM Examinations Centre to publicise or advertise my **NAME** only **without** photo in the newspaper advertisement or any social media.
- I **DO NOT AGREE** to publicise or advertise any of my information at all.
- I **am interested** to publicise or advertise my **NAME and PHOTO** in the newspaper advertisement for the following year with an estimated payable advertisement fee of about S\$ 160.50 (Image Size of photograph in the newspaper is 2cm x 2cm). Please send me more information as soon as it is available.

**Remarks : Programme note and Programme duration must be followed strictly.**

Level	Passing Mark	Distinction	Programme note (words)	Programme duration (Actual performing time, excludes breaks or pauses between movements)
ATCL Recital	60	80	400 – 700	32 – 38 minutes
LTCL Recital	60	80	800 – 1100	37 – 43 minutes
FTCL Recital	Approved or Not Approved	Approved or Not Approved	1200– 1600	42 – 48 minutes

*I agree to abide by the regulations and refer to the current syllabus of Trinity College London. [www.trinitycollege.com](http://www.trinitycollege.com)*

Candidate's Signature : \_\_\_\_\_ Date : \_\_\_\_\_

Attended by : \_\_\_\_\_ Receipt No. : \_\_\_\_\_

(Dip Reg. 2016R)

## Completing this form

Please use BLOCK CAPITALS throughout, except for the signature. Please write in black ink.

Do not fax entries under any circumstances.

### Applicant's details *All correspondence relating to exam will be sent to applicant.*

*This information may be used to provide the applicant with information and news about our programmes, events and services.*

*Please tick this box if you would prefer not to receive such information.\**

Name \_\_\_\_\_

Address \_\_\_\_\_

Postcode \_\_\_\_\_

Tel. (day) Area code \_\_\_\_\_ No. \_\_\_\_\_

(evening) Area code \_\_\_\_\_ No. \_\_\_\_\_

email \_\_\_\_\_

### Candidate details

Family name \_\_\_\_\_ NRIC/Passport No. : \_\_\_\_\_

Full name \_\_\_\_\_

Date of birth \_\_\_\_\_ Male / Female    
D D M M Y Y M or F

Special needs?   
(Please tick, then give details in Section F)

Unique learner number (see note below) \_\_\_\_\_

### Which diploma are you applying for?

*Please tick the box to show the level of diploma for which you are entering (eg ATCL, LTCL). Please state instrument where applicable.*

Performance diplomas	ATCL		LTCL		FTCL		Instrument
Recital	<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>		_____
Pro-Music Performance	<input type="checkbox"/>		<input type="checkbox"/>		—		_____

My programme consists entirely of repertoire published in the syllabus (please tick if appropriate).

My programme includes own choice repertoire, repertoire from a higher level diploma or part of a work listed as complete, and my approval letter is attached (please tick if appropriate).

Please also take a copy of the approval letter to the exam to hand to the examiner.

#### Professional Applications (Teaching)

Principles of Instrumental/Vocal Teaching	ATCL	<input type="checkbox"/>	—		—		_____
Instrumental/Vocal Teaching (individual or small instrumental group)	—		LTCL	<input type="checkbox"/>	—		_____
Music Teaching (classroom group)	—		LTCL	<input type="checkbox"/>	—		_____
Music Education	—		—		FTCL	<input type="checkbox"/>	_____

#### Music Theory (Literacy) and Composition

Music Theory	AMusTCL	<input type="checkbox"/>	LMusTCL	<input type="checkbox"/>	FMusTCL	<input type="checkbox"/>	
Music Composition	—		LTCL	<input type="checkbox"/>	FTCL	<input type="checkbox"/>	

**Now enter candidate details in Section A as applicable (overleaf).**

#### Unique learner number

In the UK, candidates studying for the Government Diplomas are able to submit Associate diplomas towards the Additional/Specialist Learning unit of these qualifications. To enable the transfer of exam data to the relevant bodies, candidates/centres must submit their unique learner number as part of the entry process.

\* We respect your privacy. Information is held in accordance with Trinity's data protection policy, available at [www.trinitycollege.com](http://www.trinitycollege.com)

## A Two-unit diplomas: Pro-Music Performance, all Teaching diplomas, FTCL Music Education and FMusTCL

For ATCL and LTCL Teaching diplomas and Pro-Music Performance diplomas:

All candidates must initially enter for both units at the same time, using a separate entry form for each unit. If either unit is not passed, it may subsequently be entered individually. All submitted materials for Unit 1 must be included with the entry.

For FTCL Music Education, FMusTCL and LTCL in Music Composition diplomas:

Entries for these diplomas should be sent to Trinity's central office (not the Local Area Representative).

Unit 1 MUST be passed before entering for Unit 2.

Please confirm which unit you are now using this form to enter:

Unit 1  Unit 2

If you have already passed one unit of your diploma, please tell us here:

Unit already passed: Unit 1  Unit 2  Candidate number: \_\_\_\_\_

Now complete Box B.

## B Diploma centres

ATCL and LTCL Recital diplomas can only be taken at diploma centres.

Written and practical exam dates and details of the centres where the exams can be taken can be obtained from [www.trinitycollege.com](http://www.trinitycollege.com) or your local representative.

At which centre are you entering? \_\_\_\_\_

For which session are you entering? \_\_\_\_\_

Now go to Box C.

## C Prerequisites

Please note not all diplomas have prerequisites, check the syllabus for details.

If you have passed the Trinity prerequisite please state that here, including the year taken and candidate number if available:

When there is a lower age limit, proof of date of birth must be provided. Please state what proof you are providing here and attach the documentation:

All alternative prerequisites or Approved Prior Learning must be approved by Trinity's central office before entry.

Please enter the Approval reference number you were issued here: \_\_\_\_\_

Now go to Box D.

## D Fees

I enclose fees with this entry of:

Fee ..... (or Unit 1 fee where applicable) Unit 2

fee ..... (if applicable)

Total .....

Payment of ..... is enclosed for total fees covered by all entry forms being submitted.

(Please make cheques payable to TCM Examinations Centre)

Now sign the statement below.

Type of fee:

Please indicate the type of fee in the box below:

F Full fee

H Half-fee re-entry (this must be accompanied by a valid re-entry permit)

S (see late-entry procedure in the General Regulations)

**E** I agree to abide by the regulations of Trinity College London. *Full details of regulations can be found in the General Regulations on the website.*

Signature \_\_\_\_\_ Date \_\_\_\_\_

## **F Candidates with special needs**

Special needs (eg *partially sighted*) \_\_\_\_\_

Requirements (eg *enlarged exam paper*) \_\_\_\_\_

Tick if Braille certificate required

The special needs provision form and proof of the special needs must accompany the entry, eg current psychologist's report for dyslexia. Please explain the nature of the special needs and your requirements in as much detail as possible.

If the candidate is under 16 years of age the special needs provision form will have to be signed by a parent/guardian of the candidate or a duly authorised agent.

### Data protection

Please refer candidates to [www.trinitycollege.com](http://www.trinitycollege.com) for information about how Trinity will use their personal data.

**RECEIPT** A receipt will be issued only if your name is filled in here and a stamped addressed envelope is enclosed with your entry.

Name \_\_\_\_\_

-----  
For Trinity College London use only

Received the sum of \_\_\_\_\_

Date \_\_\_\_\_ Signed \_\_\_\_\_