

Trinity College London **GRADED** Practical Examinations

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

➤ **Step 1**

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 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 2** (Tick the appropriate box)

I **wish** to receive my **practical 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\_\_\_\_\_

I **do not wish** to receive my practical examination report by mail. I will personally collect the examination report upon receiving the **collection letter** from TCM Examinations Centre by email :

email address : \_\_\_\_\_

I will personally collect the examination report from : Tick the appropriate box

Collection Venue :  Parkway Parade  Paragon, Orchard  Chinese Swimming Club

**Additional Information :**

- For **Drum-Kit Candidates**,
- Drums that are provided in the examination centre are for Right-Handed only.
  - Candidates are responsible to bring along the **Original** exam book & accompaniment **CD** on the day of exam.
- For **Electronic Keyboard Candidates**, please bring the following :
- Electronic Keyboard (Instrument), Book Rest and Adaptor.  
(Keyboard Stand for Standard 61-keys keyboard will be available at the examination centre.)

**I agree to abide by the regulations and refer to the current syllabus of Trinity College London.**

**Full details can be found on the website : [www.trinitycollege.com](http://www.trinitycollege.com)**

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

## Completing this form

Please read carefully the notes alongside each section.

Please use BLOCK CAPITALS throughout, except for the signature.

Space is given for details of 12 candidates. If you have more than 12 candidates, additional forms must be used. Each form must be signed by the person making the entry and the total fees on each form must be written in the space provided. All completed forms should be stapled together. You should make **one** payment to cover the entries on all the forms. **Cheques should be made payable to TCM Examinations Centre.**

A separate form must be used when:

- candidates are to be examined on different exam dates
- the name of the teacher or school varies between one group of candidates and another
- candidates are being entered at different centres
- candidates are being entered for practical and for theory exams
- candidates are being entered for different disciplines at specialist sessions.

For Drama exams, please use the relevant Drama entry form.

For entry to Rock & Pop exams, please go to [www.trinityrock.com](http://www.trinityrock.com)

**Send completed entry forms to your Local Area Representative.** Do not send entries to Trinity's central office, unless advised to do so by staff at that office.

Do not fax entries under any circumstances.

## A Applicant's details

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 \_\_\_\_\_

Is this the first time you have entered candidates for/you have entered for a Trinity exam? Yes / No (Please circle your answer, e.g. **Yes**)

## Notes

### Applicant's details

The person named in this section accepts responsibility for entering the candidates named on the form.

The named person may be a teacher, a parent/guardian of a younger candidate, or an adult candidate. Where relevant, this person can act on behalf of a school or company.

All communications will be sent to this person and will be sent to the address given here. Trinity College London cannot accept responsibility if the information given is inaccurate.

Please give telephone numbers at which the named person can normally be contacted.

### Data protection

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

## B About the exam

For exam dates see [www.trinitycollege.com/musicentry](http://www.trinitycollege.com/musicentry) (UK entries) or contact your Local Area Representative.

Centre name \_\_\_\_\_

Month of exam \_\_\_\_\_ Year \_\_\_\_\_

Practical / Written (Please circle one only, e.g. **Practical**)

Give dates or times when you or your candidates are **not** available:

\_\_\_\_\_

### About the exam

Please indicate your **preferred** venue for exams.

Give the month and year of the exam session for which you are entering.

Circle **either** practical **or** written exam. You must not mix practical and written entries on the same form.

Please write here any dates or times during the relevant session at which candidates are **not** available for exam because of prior commitments.

**Representatives will do their best to meet requests to avoid specific dates, but this cannot be guaranteed.**

## C Name of teacher or school

Complete this section if you want the name of the teacher or school on certificates.

Teacher \_\_\_\_\_

Teacher's qualifications \_\_\_\_\_

School \_\_\_\_\_

## D Total fees and applicant's signature

Payment of \_\_\_\_\_ enclosed for total fees.

**I agree to abide by the regulations of Trinity College London as published in the Information & Regulations booklet and also available at [www.trinitycollege.co.uk](http://www.trinitycollege.co.uk)**

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

## E Candidates with special needs

Candidate's name \_\_\_\_\_

Special needs (e.g. partially sighted) \_\_\_\_\_

Requirement (e.g. large-print sight reading) \_\_\_\_\_

Braille certificate required? Yes / No (Please circle your answer, e.g. **Yes**)

Please include a Special Needs Provision form for each candidate with your entries to explain the nature of the special needs in as much detail as possible. This is available to download from [www.trinitycollege.co.uk](http://www.trinitycollege.co.uk), from your Local Area Representative, or from Trinity's London office. First-time entries for dyslexic candidates must be accompanied by a copy of a current psychologist's report. If candidate has been entered previously, please supply details of any special provisions required.

## Notes

### Name of teacher or school

Include here the name of the teacher if required on certificates.

Please show the teacher's qualifications in the order required on certificates. Up to 50 characters – letters (upper and lower case, as appropriate), spaces and punctuation, including parentheses – can be included.

Give the name of the candidate's school, if required on the certificate.

### Total fees and your signature

Write here the total fees covered by all entry forms being submitted. **Cheques should be made payable to TCM Examinations Centre.**

The person named in Section A must sign and date each form. This constitutes an agreement to abide by Trinity College London's exam regulations which are published in the *Information & Regulations* booklet and also available at [www.trinitycollege.co.uk](http://www.trinitycollege.co.uk)

### Candidates with special needs

Please indicate the requirements of candidates with special needs. Please be aware that no concession can be made in the marking of the exam.

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.

**The Special Needs Provision form and proof of the special needs must accompany the entry.**

### Receipt

**If a receipt is required, please fill in your name on the receipt at the bottom of this page. Receipts will be issued only if your name is filled in and a stamped-addressed envelope is sent with the entries.**

## Grade/level codes

IN	Initial
01	Grade 1
02	Grade 2
03	Grade 3
04	Grade 4
05	Grade 5
06	Grade 6
07	Grade 7
08	Grade 8
FC	Foundation Certificate
IC	Intermediate Certificate
AC	Advanced Certificate

## Subject codes

FBA	Accordion (Classical)	JCL	Jazz Clarinet
SBA	Accordion (Standard Bass)	JFL	Jazz Flute
BTN	Baritone	JSX	Jazz Saxophone
BBB	B flat Bass	NHP	Non-Pedal Harp (Grades 4-8, FC, IC & AC)
BT	Bass Trombone	OB	Oboe
BSN	Bassoon	ORC	Orchestral Percussion
VCL	Cello	OGN	Organ
CL	Clarinet	PHP	Pedal Harp (Grades 4-8, FC, IC & AC)
COR	Cornet	PAC	Piano Accompanying
SPC	E flat Soprano Cornet	PLE	Plectrum Guitar
DB	Double Bass	REC	Recorder
<del>DKT</del>	<del>Drum Kit (2011-2013 syllabus)*</del>	SAX	Saxophone
DRM	Drum Kit (2014-2016 syllabus)*	SNG	Singing
EBB	E flat Bass	SND	Snare Drum
EK	Electronic Keyboard	PNO	Piano
EO	Electronic Organ	TEN	E flat Tenor Horn
EUP	Euphonium	TMP	Timpani
FLG	Flugel Horn	TBN	Trombone
FL	Flute	TPT	Trumpet
HRN	French Horn	TBA	Tuba
GTR	Guitar	TUN	Tuned Percussion
HRP	Harp (Initial & Grades 1-3)	VLA	Viola
		VLN	Violin
		TY	Theory of Music

**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 \_\_\_\_\_

## F Candidates' details

For each candidate, please give the full name as it should appear on the certificate.

Underline the FAMILY NAME clearly below the line.

**Candidate 1**  Please tick if this is the candidate's first entry

Full name

Date of birth  Male / Female  Special needs?   
(Please tick, then give details in Section E)

Subject  Grade  Subject code  Fee  Fee type

For drum kit only. Tick if left handed set-up is required  IC Number:

Unique learner number (see note)  NCN (see note)

**Candidate 2**  Please tick if this is the candidate's first entry

Full name

Date of birth  Male / Female  Special needs?   
(Please tick, then give details in Section E)

Subject  Grade  Subject code  Fee  Fee type

For drum kit only. Tick if left handed set-up is required  IC Number:

Unique learner number (see note)  NCN (see note)

**Candidate 3**  Please tick if this is the candidate's first entry

Full name

Date of birth  Male / Female  Special needs?   
(Please tick, then give details in Section E)

Subject  Grade  Subject code  Fee  Fee type

For drum kit only. Tick if left handed set-up is required  IC Number:

Unique learner number (see note)  NCN (see note)

**Candidate 4**  Please tick if this is the candidate's first entry

Full name

Date of birth  Male / Female  Special needs?   
(Please tick, then give details in Section E)

Subject  Grade  Subject code  Fee  Fee type

For drum kit only. Tick if left handed set-up is required  IC Number:

Unique learner number (see note)  NCN (see note)

**Candidate 5**  Please tick if this is the candidate's first entry

Full name

Date of birth  Male / Female  Special needs?   
(Please tick, then give details in Section E)

Subject  Grade  Subject code  Fee  Fee type

For drum kit only. Tick if left handed set-up is required  IC Number:

Unique learner number (see note)  NCN (see note)

**Candidate 6**  Please tick if this is the candidate's first entry

Full name

Date of birth  Male / Female  Special needs?   
(Please tick, then give details in Section E)

Subject  Grade  Subject code  Fee  Fee type

For drum kit only. Tick if left handed set-up is required  IC Number:

Unique learner number (see note)  NCN (see note)

**If you are entering more than six candidates, please tick here and continue on the back page.**

Add up the total fees for this form and insert the amount here:

(Remember to include the entries on the back page.)

**TOTAL FEES**

## Notes

### Candidates' details

Write in the instrument or subject as it appears in the relevant syllabus (e.g. Solo Piano, E flat Bass).

Write in the grade for each candidate – see table on previous page.

Write in the subject code for each candidate – see table on previous page.

**N.B.** No codes have been given for Piano Duet or other group exams: you must use the separate group and pair exams entry form for these candidates.

Show the fee for each candidate, and indicate the type of fee:

**F** Full fee

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

**L** (see late-entry procedure in the *Information & Regulations* booklet and also available at [www.trinitycollege.co.uk](http://www.trinitycollege.co.uk))

Write in each candidate's date of birth and gender. We are required to collect this information for various education and government bodies. This information is not communicated to examiners or to any third party.

Tick the box if the candidate has any special needs requirements. Further details must be given in **Section E**.

**Cheques should be made payable to TCM Examinations Centre.**

### Unique learner number

In the UK, candidates studying for the Government Diplomas are able to submit solo (Music and Drama) graded exams, as well as 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.

### National centre number (NCN)

For UK applicants: If you teach your candidates for a school or a college please add the national centre number so that we can pass on the information to the Department for Education, for inclusion in the achievement and attainment tables. This data is passed to the Department for Education in confidence.

