TRINITY COLLEGE LONDON

Entry form for solo graded and certificate exams in music

Completing this form

Trinity College London will use this information for exam administration purposes, conducting and marking exams and assessments, and issuing exam results and certificates.

The data may be shared with Trinity's delivery partners for the purpose of administrating and managing exam sessions, and with third-party suppliers for result entry processing and the issue and dispatch of certificates. For more information explaining how we use your information please see **trinitycollege.com/data-protection**

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

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 Pte. Ltd.** .

A separate form must be used when:

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

For information about entering for Rock & Pop exams, please visit **trinityrock.com/book**

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

A Applicant details

*Please tick this box if you would like to receive updates about our products and services.** ☐

Name _____

Address _____

_____

_____ Postcode _____

Tel. (day) Area code _____ No. _____

(evening) Area code _____ No. _____

email _____

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

B Exam regulations and data processing consent

Please tick as applicable and sign below.

Exam regulations (*must be completed*)

☐ I agree that I/the candidates will abide by the regulations of Trinity College London as published at **trinitycollege.com/music-regulations**

Candidates under 16

☐ I have obained parent/guardian consent for the processing of personal data about candidates under 16 for the purposes stated on this form.

Candidates with special needs

☐ I have obtained consent for the processing of sensitive personal data for the purpose of requesting special adjustment.

Candidates and applicants based outside the EEA

☐ I consent/have obtained consent to the transfer of personal data from Trinity to the local area representative/exam centre based in the candidate's locality.

Signature _____ Date _____

Notes

Applicant 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 cannot accept responsibility if the information given is inaccurate.

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

*If you agree, you will be sent updates about Trinity's products and services from Trinity and our delivery partner/ local area representative in your area. You can unsubscribe at any time.

Exam regulations and data processing consent

The person named in section A must tick the relevant consents, then sign and date each form. This constitutes an agreement to abide by Trinity College London's exam regulations which are published at **trinitycollege.com/music-regulations**

Information is held in accordance with Trinity's data protection policy – please see **trinitycollege.com/data-protection**

Candidates and applicants based outside the EEA

As part of our data protection obligations, we need to ensure that when we send personal data outside the EEA we do so on the basis of your explicit consent, or by putting in place measures to ensure your information is protected. This is because the laws outside the EEA may not afford the same level of security and protection.

C About the exam

For exam dates please contact your local representative, or for UK entries go to ***trinitycollege.com/UK-music-entry***

Centre name _____

Month of exam _____ Year _____

Practical / Written (*Please circle only one, eg* (Practical))

Give dates or times when the candidates are **not** available:

_____

D Name of school

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

School _____

E Candidates with special needs

Number of special needs provision requests _____

Please complete a special needs provision form for each candidate this applies for. The form can be downloaded from ***trinitycollege.com/music-csn*** *or can be obtained from your local Trinity representative.*

The special needs provision form and appropriate supporting documentation (if required), must accompany the entry.

Please ensure the special needs box is ticked against each provision needed (see section G).

F Total fees

Payment of _____ enclosed for total fees.

A receipt will be issued only if your name is entered in the **RECEIPT** *section at the bottom of the page and a stamped addressed envelope is enclosed with your entry.*

Notes

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.

Details of your local representative can be found at **trinitycollege.com/worldwide**

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

Name of school

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

Candidates with special needs

Please indicate the number 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 must 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 (if required), must accompany the entry. Please see trinitycollege.com/music-csn for more information.

Total fees

Write here the total fees covered by all entry forms being submitted.

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 (Free Bass)
SBA	Accordion (Standard Bass)
AGR	Acoustic Guitar
BTN	Baritone
BBB	B flat Bass
BT	Bass Trombone
BSN	Bassoon
VCL	Cello
CL	Clarinet
GTR	Classical Guitar
COR	Cornet
SPC	E flat Soprano Cornet
DB	Double Bass
DRM	Drum Kit
EBB	E flat Bass
EK	Electronic Keyboard
EUP	Euphonium
FLG	Flugelhorn
FL	Flute
HRN	French Horn
HRP	Harp (Initial & Grades 1–3)
JCL	Jazz Clarinet
JFL	Jazz Flute
JSX	Jazz Saxophone
NHP	Non-Pedal Harp (Grades 4–8, FC, IC & AC)
OB	Oboe
ORC	Orchestral Percussion
OGN	Organ
PHP	Pedal Harp (Grades 4–8, FC, IC & AC)
PNO	Piano
PAC	Piano Accompanying
PLE	Plectrum Guitar
REC	Recorder
SAX	Saxophone
SNG	Singing
SND	Snare Drum
TEN	E flat Tenor Horn
TMP	Timpani
TBN	Trombone
TPT	Trumpet
TBA	Tuba
TUN	Tuned Percussion
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 _____

G Candidate 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 (D D M M Y Y) Male / Female (M or F) Special needs? (Please tick, if applicable – see section E)

Subject Grade Subject code Fee Fee type

For drum kit only. Tick if left handed set-up is required ☐ NRIC / PP No. :

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 (D D M M Y Y) Male / Female (M or F) Special needs? (Please tick, if applicable – see section E)

Subject Grade Subject code Fee Fee type

For drum kit only. Tick if left handed set-up is required ☐ NRIC / PP No. :

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 (D D M M Y Y) Male / Female (M or F) Special needs? (Please tick, if applicable – see section E)

Subject Grade Subject code Fee Fee type

For drum kit only. Tick if left handed set-up is required ☐ NRIC / PP No. :

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 (D D M M Y Y) Male / Female (M or F) Special needs? (Please tick, if applicable – see section E)

Subject Grade Subject code Fee Fee type

For drum kit only. Tick if left handed set-up is required ☐ NRIC / PP No. :

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 (D D M M Y Y) Male / Female (M or F) Special needs? (Please tick, if applicable – see section E)

Subject Grade Subject code Fee Fee type

For drum kit only. Tick if left handed set-up is required ☐ NRIC / PP No. :

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 (D D M M Y Y) Male / Female (M or F) Special needs? (Please tick, if applicable – see section E)

Subject Grade Subject code Fee Fee type

For drum kit only. Tick if left handed set-up is required ☐ NRIC / PP No. :

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

Candidate details

Please refer candidates to **trinitycollege.com/data-protection** for information about how Trinity will use their personal data.

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 may be communicated to examiners, exam centres and our results processing service providers for administrative purposes.

Tick the box if the candidate has any special needs requirements. See **section E**.

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

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

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

NB No codes have been given for Piano Duet or other group exams: you must use the separate group and duo 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** Late-entry fee (see late-entry procedure at **trinitycollege.com/music-regulations**)

If information on fees is required, please contact your local representative – details at **trinitycollege.com/worldwide**. Fees for exams in the UK and Ireland can be found at **trinitycollege.com/UK-music-entry**

Unique learner number

In the UK, candidates studying for the Government Diplomas are able to submit solo music graded exams 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. For more information explaining how we use your information please see **trinitycollege.com/data-protection**

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. For more information explaining how we use your information please see **trinitycollege.com/data-protection**

Fees

If information on fees is required, please contact your local representative – details at **trinitycollege.com/worldwide**. Fees for exams in the UK and Ireland can be found at **trinitycollege.com/UK-music-entry**

G Candidate 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 7 Please tick if this is the candidate's first entry ☐

Full name

Date of birth (D D M M Y Y) Male / Female (M or F) Special needs? (Please tick, if applicable – see section E)

Subject Grade Subject code Fee Fee type

For drum kit only. Tick if left handed set-up is required ☐ NRIC / PP No. :

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

Candidate 8 Please tick if this is the candidate's first entry ☐

Full name

Date of birth (D D M M Y Y) Male / Female (M or F) Special needs? (Please tick, if applicable – see section E)

Subject Grade Subject code Fee Fee type

For drum kit only. Tick if left handed set-up is required ☐ NRIC / PP No. :

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

Candidate 9 Please tick if this is the candidate's first entry ☐

Full name

Date of birth (D D M M Y Y) Male / Female (M or F) Special needs? (Please tick, if applicable – see section E)

Subject Grade Subject code Fee Fee type

For drum kit only. Tick if left handed set-up is required ☐ NRIC / PP No. :

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

Candidate 10 Please tick if this is the candidate's first entry ☐

Full name

Date of birth (D D M M Y Y) Male / Female (M or F) Special needs? (Please tick, if applicable – see section E)

Subject Grade Subject code Fee Fee type

For drum kit only. Tick if left handed set-up is required ☐ NRIC / PP No. :

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

Candidate 11 Please tick if this is the candidate's first entry ☐

Full name

Date of birth (D D M M Y Y) Male / Female (M or F) Special needs? (Please tick, if applicable – see section E)

Subject Grade Subject code Fee Fee type

For drum kit only. Tick if left handed set-up is required ☐ NRIC / PP No. :

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

Candidate 12 Please tick if this is the candidate's first entry ☐

Full name

Date of birth (D D M M Y Y) Male / Female (M or F) Special needs? (Please tick, if applicable – see section E)

Subject Grade Subject code Fee Fee type

For drum kit only. Tick if left handed set-up is required ☐ NRIC / PP No. :

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

Add up the total fees for these entries and carry forward the amount to the inside page. c/fwd ☐

Notes

Candidate details

Please refer candidates to **trinitycollege.com/data-protection** for information about how Trinity will use their personal data.

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 may be communicated to examiners, exam centres and our results processing service providers for administrative purposes.

Tick the box if the candidate has any special needs requirements. See **section E**.

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

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

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

NB No codes have been given for Piano Duet or other group exams: you must use the separate group and duo 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** Late-entry fee (see late-entry procedure at **trinitycollege.com/music-regulations**)

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Unique learner number

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Fees

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If you are entering more than 12 candidates, please use additional entry forms. These should be stapled to the first form and sent together to your local representative.