

# Entry form

# Diploma in Instrumental/Vocal Teaching and Music Education



Royal Academy of Music  
 Royal College of Music  
 Royal Northern College of Music  
 Royal Scottish Academy of Music and Drama

**ASSOCIATED BOARD  
 OF THE ROYAL SCHOOLS OF MUSIC**

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 London W1B 1LU  
 United Kingdom  
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 E-mail: international@abrsm.ac.uk

www.abrsm.org

It is essential that you read the Supplementary Information insert before completing the entry form.

Incorrect or incomplete entry forms and those without the necessary enclosures cannot be accepted and will be returned. The note numbers in the left margin refer you to specific sections of the Supplementary Information.

Use this form for:

- DipABRSM Principles of Instrumental/Vocal Teaching, LRSM Instrumental/Vocal Teaching and FRSM Music Education entries

## 1 Candidate information **all candidates**

Please use **BLOCK CAPITALS**

<b>note 1</b>	Candidate/ Applicant number	<input type="text"/>	if known
	Title	<input type="text"/>	for example Dr, Mr, Mrs, Mdme, Miss, Ms
<b>note 2</b>	Family name (surname)	<input type="text"/>	Family name first <input type="checkbox"/> optional
	Given name	<input type="text"/>	
	Degrees/ Diplomas	<input type="text"/>	
<b>note 3</b>	Address line 1	<input type="text"/>	
	Address line 2	<input type="text"/>	
	Address line 3	<input type="text"/>	
	Address line 4	<input type="text"/>	
	Postcode	<input type="text"/>	
	Country	<input type="text"/>	
	Home telephone	<input type="text"/>	
	Work telephone	<input type="text"/>	
	Mobile telephone	<input type="text"/>	
	Fax	<input type="text"/>	
<b>note 4</b>	E-mail	<input type="text"/>	
<b>note 5</b>	Date of birth	<input type="text"/>	ddmmyy for DipABRSM you must be 18 at the date of entry for LRSM you must be 20 at the date of entry
<b>note 6</b>	Male/Female	<input type="checkbox"/> M/F	
<b>note 7</b>	Identification	<input type="checkbox"/> Passport	<input type="checkbox"/> National Identity card
		<input type="checkbox"/> Driving licence	<b>A photocopy must be enclosed with this form</b>

## 2 Exam information all candidates

notes 8 & 9 Tick one box only instrument

DipABRSM  \_\_\_\_\_

LRSM  \_\_\_\_\_

FRSM  \_\_\_\_\_

### 2a Interpreter all candidates

note 10 I intend to bring an interpreter to my exam

Yes  This person must be an independent person who is neither your teacher nor a relative

No

### 2b Access (for candidates with special needs) optional

note 11 You may tick more than one box

- I need  Braille Quick Study
- Large notation Quick Study
- Modified stave notation Quick Study – preferred layout must be specified (see note 12)
- Large notation Quick Study from memory
- Modified stave notation Quick Study from memory – preferred layout must be specified (see note 12)
- Time allowance for hearing impairment **please include a letter if you also intend to use a sign language interpreter**
- Time allowance for dyslexia/other learning difficulties
- Time allowance for autistic spectrum disorders
- Other – details attached

note 12 Documents  I enclose an authenticating document confirming my requirements

## 3 Exam date preferences all candidates

note 13 Please look up the available months in the *Music Examinations Dates and Fees* leaflet for your country

Preferred month \_\_\_\_\_

## 4 Centre details all candidates

note 14 I would like to take my exam at a public centre

Public centre name \_\_\_\_\_

note 15 I cannot take my exam at a public centre and would like to take it at the private centre below

Private centre name \_\_\_\_\_

Address Line 1 \_\_\_\_\_

Address Line 2 \_\_\_\_\_

Address Line 3 \_\_\_\_\_

Postcode \_\_\_\_\_

Centre phone number \_\_\_\_\_

# 5 Checklist

notes 16-19

## DipABRSM

with Substitution

- Prerequisites**  I have **ABRSM Grade 8 Practical** (photocopy of certificate or mark form enclosed)
- I have **ABRSM Grade 6 Theory (1992 syllabus)** (photocopy of certificate or mark form enclosed)
- Requirement**  I enclose my **Written Submission** and **candidate declaration form (6a front & back)**
- or**  I am fulfilling the prerequisite through a **Listed Substitution** (substantiating evidence enclosed)
- or**  I am fulfilling the prerequisite through appropriate professional experience and have already gained ABRSM approval (letter of approval enclosed)
- or**  I am fulfilling the prerequisite through a **Listed Substitution** (substantiating evidence enclosed)
- or**  I am fulfilling the prerequisite through appropriate professional experience and have already gained ABRSM approval (letter of approval enclosed)
- or**  I am fulfilling the requirement through a **Listed Substitution** (substantiating evidence enclosed)

## LRSM

with Substitution

- Prerequisites**  I have **DipABRSM (Principles of Instrumental/Vocal Teaching)** (photocopy of certificate enclosed)
- I have **ABRSM Grade 8 Theory (1992 syllabus)** (photocopy of certificate or mark form enclosed)
- Requirements**  I enclose my **Case Study Portfolio & Video of Teaching Practice** and **candidate declaration form (6b front & back)**
- I understand that I must enclose my **Written Submission** with my final payment only when I have received confirmation that I may proceed with the rest of the exam
- or**  I am fulfilling the prerequisite through a **Listed Substitution** (substantiating evidence enclosed)
- or**  I am fulfilling the prerequisite through appropriate professional experience and have already gained ABRSM approval (letter of approval enclosed)
- or**  I am fulfilling the prerequisite through a **Listed Substitution** (substantiating evidence enclosed)
- or**  I am fulfilling the prerequisite through appropriate professional experience and have already gained ABRSM approval (letter of approval enclosed)
- No substitution is allowed.  
*These must pass before you may proceed with the rest of the exam*
- or**  I intend to fulfil the requirement through a **Listed Substitution** (substantiating evidence will be required)

## FRSM

with Substitution

- Prerequisite**  I have **LRSM (Instrumental/Vocal Teaching)** (photocopy of certificate enclosed)
- Requirement**  I enclose my **Written Submission, letter from ABRSM confirming topic approval** and **candidate declaration form (6a front & back)**
- or**  I am fulfilling the prerequisite through a **Listed Substitution** (substantiating evidence enclosed)
- or**  I am fulfilling the prerequisite through appropriate professional experience and have already gained ABRSM approval (letter of approval enclosed)
- or**  I am fulfilling the requirement through a **Listed Substitution** (substantiating evidence enclosed)

continued overleaf

## 6a Candidate declaration form for Written Submissions sent with this form

note 20

Family name (surname) \_\_\_\_\_

Given name \_\_\_\_\_

Date of submission \_\_\_\_\_ ddmmyy

### Dip ABRSM and FRSM

Written Submission

Please turn over, read and sign the declaration on the other side

**Send this declaration with your submission**

## 6b Candidate declaration form LRSM only

note 21

Family name (surname) \_\_\_\_\_

Given name \_\_\_\_\_

Date of submission \_\_\_\_\_

### LRSM

Case Study Portfolio & Video of Teaching Practice  
This section must gain a pass before you may proceed with the rest of the exam

note 22

I have gained written permission from parents/guardians to video-record any children featured on the Video

Please turn over, read and sign the declaration on the other side

**Send this declaration with your Portfolio & Video, to arrive no later than three months before the published last date of entry**

see *Music Examinations Dates and Fees* leaflet for your country

## 6a Candidate declaration form **continued**

note 20

**Declaration** I confirm that I have read the regulations in the *Diploma Syllabus* and that:

- The enclosed **Written Submission** is genuinely my work and I am the sole author
- It has not previously been submitted to the Board or to any other institution or agency for another academic award
- The sources used and quoted are properly acknowledged and listed
- I have read the section on plagiarism below and understand that I will be penalised or disqualified if a charge of plagiarism is upheld

Signature | \_\_\_\_\_

Date | \_\_\_\_\_ | **ddmmyy**

**Plagiarism** *The Associated Board defines plagiarism as an attempt to pass off as one's own the work of others. 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 the Written Submission candidates are encouraged and expected to read widely to 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 the Board. Candidates who ignore this advice run the risk of being accused of plagiarism.*

*The Director of Examinations will refer any suspected cases of plagiarism to the Diploma Board. The Diploma Board may disqualify a candidate if the charge of plagiarism is upheld. Candidates will have a right of appeal and representation if such charges are made.*

## 6b Candidate declaration form **continued**

note 21

**Declaration** I confirm that I have read the regulations in the *Diploma Syllabus* and that:

- The enclosed **Case Study Portfolio** and **Video of Teaching Practice** are genuinely my work and I am their sole author
- They have not previously been submitted to the Board or to any other institution or agency for another academic award
- The sources used and quoted are properly acknowledged and listed
- I have read the section on plagiarism below and understand that I will be penalised or disqualified if a charge of plagiarism is upheld

Signature | \_\_\_\_\_

Date | \_\_\_\_\_ | **ddmmyy**

**Plagiarism** *The Associated Board defines plagiarism as an attempt to pass off as one's own the work of others. 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.*

*The Director of Examinations will refer any suspected cases of plagiarism to the Diploma Board. The Diploma Board may disqualify a candidate if the charge of plagiarism is upheld. Candidates will have a right of appeal and representation if such charges are made.*

## 7 Payment all candidates

Fees  Please indicate your chosen entry option below.  
Refer to the *Music Examinations Dates and Fees* leaflet for your country for details of Entry Fees.

	DipABRSM	LRSM	FRSM
I intend to <u>take the complete exam</u>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>or</b>			
I intend to <u>substitute the Written Submission</u>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

note 23

### Dip ABRSM and FRSM

I enclose payment of \_\_\_\_\_ refer to the *Music Examinations Dates and Fees* leaflet for your country

note 24

### LRSM

I enclose payment of \_\_\_\_\_ being 40% of the full LRSM examination fee  
refer to the *Music Examinations Dates and Fees* leaflet for your country for the full LRSM fee

I enclose a photocopy (NOT the original) of my identification document

note 25

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

Candidate's signature \_\_\_\_\_ Date \_\_\_\_\_ ddmmyy

Please send the form, together with your payment, to your local Representative or Contact (see the *Examination Regulations and Information, International Edition*, or the *Music Examinations Dates and Fees* leaflet for your country).

Where there is no Representative or Contact, send the form and payment to:  
The Chief Executive  
Associated Board of the Royal Schools of Music  
24 Portland Place  
London W1B 1LU  
United Kingdom