

## How to enter for an exam

### For exams in the United Kingdom/Ireland

Exams may be taken at any of Trinity's public exam centres. For centre details please consult [UK and Ireland Entries page](#)

Schools or private teachers in England, Wales and Scotland with £500 worth of candidate fees may apply to enter under the Examiner Visit Scheme, thereby benefiting from the convenience of a freer choice of exam dates and an on-site visit from an examiner at an agreed venue. Your examination entries and payment will need to arrive at least 6 weeks before your chosen date, so you should book your session in sufficient time to meet this deadline. Entries received after this period will incur a surcharge (see the section on late entry procedures) or you may be asked to postpone your examinations to a later date in order that entries may be processed in time. All examiner visit entries qualify for a 12.5 % discount to cover timetabling and any venue hire costs. Please take the 12.5% off the total before sending in your fees.

### For exams in all other countries

Trinity exam centres are located throughout the world. Details of centres and Trinity representatives can be found at [Trinity Worldwide](#)

---

## Entry process

All entries for exams must be made on an official Trinity entry forms. [UK and Ireland Entry Forms](#)

Completed entry forms must be accompanied by the correct entry fee, and sent in advance of the closing date for application to the exam.

Closing dates for exams are available from Trinity's website. Where possible, your Trinity representative will seek to meet a request for a specific exam date provided it is clearly specified in the corresponding Trinity exam entry form, but this cannot be guaranteed. Requests for morning or afternoon appointments will be observed where possible, but requests for precise times cannot be accepted. Please note that exam dates may occasionally need to be changed from those published.

### Where to send your entry form

To request entry into an exam please send the entry form to your Trinity representative.

### How to pay in the United Kingdom

Cheques should be made payable to Trinity College London. A processing and payment receipt can be provided if the appropriate section of the entry form is completed and a stamped addressed envelope supplied.

### How to pay anywhere else

Please contact your Trinity representative for further information. [Trinity Worldwide](#)

## Who may enter candidates?

Exam entries may be submitted by a teacher, parent or guardian, or by candidates themselves if they are aged 18 or over. Correspondence will be conducted with this person only.

By entering for a Trinity exam, candidates agree that they will abide by Trinity's regulations, syllabus requirements and the professional judgements of its examiners.

## Timetabling

Examiner visit centres are expected to arrange their own timetable; these should be arranged 3 weeks before the scheduled exams. Start times, unless otherwise advised, should be between 9:00 and 10:00 AM. Timings for all subjects can be found in the relevant syllabus.

The examiner should never work longer than 2 hours without a 15 minute break, and no longer than 3.5 hours without a 60 minute break.

The maximum amount of contact time in an examining day is 6.5 hours (not including breaks). If you have too many exams to fit into that time please contact your coordinator to arrange an extra day.

Please note if you only have 3.5 hours of examining, you may be requested to start the timetable in the afternoon, to allow for examiner travel.

## Entry transfer from one exam centre to another

Entries at one centre may be transferred to another centre for a fee; however they cannot be deferred to a later exam session. In the case of a transfer, a new entry form must be completed and the appropriate fee must be paid (please contact Trinity's London office for further details).

## Incomplete entries

If an entry form is incomplete, it may be refused.

Trinity is required to collect candidates' dates of birth in order to produce anonymised statistical information for various government and educational bodies, and if this information is not provided on the entry form, then the entry process may be delayed, resulting in late entry.

## Inaccurate entries

Candidates' names as shown on the entry form will be used when producing certificates for successful candidates. Please ensure that all details on the

entry form are complete, accurate, and free from errors.

If you require a correction to be made on an entry form or to details held about you on Trinity's database, please contact your Trinity representative.

### **Late entries**

Please note that entries will not be accepted if received less than 14 days before the exam date.

Anyone wishing to make a late entry must contact their Trinity representative first before submitting a late entry, because late entries can only be accepted at the discretion of the Trinity representative.

Entries which are received following the application closing date will be subject to the following surcharges:

- › for late entries received up to 21 days before the exam date: + 50% of the entry fee
- › for late entries received between 20 and 14 days before the exam date: + 100% of the entry fee.

Trinity makes no guarantee that acceptance of a late entry will result in the exam taking place. If a late entry is accepted but the candidate cannot obtain an exam slot, Trinity may, at its discretion, refund the entry fee, although the surcharge fee will be retained in all cases to cover costs of administration of that late entry.

---

## **Requests for provision for special educational needs**

Trinity aims to follow the guidelines stipulated by the UK's regulatory authorities and those of the Joint Council for Qualifications.

Trinity acknowledges that reasonable adjustments should be implemented according to an individual's special educational needs, taking into account that individual's usual method of working and the standards of competence that need to be assessed in the exam.

Examiners can only make allowance for a special educational need in respect of the conduct of the exam itself, if deemed appropriate. For this reason it may not be possible or appropriate to make any reasonable adjustments where a candidate's particular difficulty would directly affect his or her performance in the attributes that are the focus of the exam's assessment criteria.

Once any reasonable adjustments to the exam have been made (where appropriate), candidates with special educational needs will be assessed to the same standards as every other candidate.

### **Applying for provision for special educational needs**

It is particularly important for candidates with special educational needs that their entries and full details of the special educational need are received on or before the closing date for the exam.

Applications for reasonable adjustments can be made by using Trinity's [Special Educational Needs Provision application form](#) available from your Trinity representative or from the Trinity website. The form should be completed and sent out together with the candidate's entry form.

The application for reasonable adjustments must be accompanied by firm evidence, supplied in English (by way of medical records or otherwise). It is therefore very important to give as full an explanation as possible of the nature of the condition, and the requirements for special tests, or specific requests such as a facilitator or helper being present during the exam process. Trinity reserves the right to turn down requests for provision if any information or supporting evidence is missing or incomplete. Please contact your coordinator for further information.

### **Reasonable adjustments to premises**

Candidates who require wheelchair access or other such reasonable adjustment being available or made in their exam centre should contact the exam centre directly as soon as possible.

### **Reasonable adjustments to tests**

Examiners do not carry special tests as a matter of course. Please note that Trinity will require extra preparation time to prepare and provide a candidate with adjusted tests taking into account any candidate's special educational needs, for example adapted sight reading and improvisation tests, extra preparation time given to the candidate during the exam, etc.

---

## **Exam appointments**

### **Receipt of appointment forms**

Upon receipt and acceptance of a candidate's entry to an exam, the Trinity representative will send an appointment form to the person who signed the entry form.

This will normally take place around 21 days before the exam date. The appointment form will confirm the Trinity ID number allocated to the candidate, the grade and subject of exam, and the date, time and place of the exam.

Please note that Trinity will not accept any request for changing an exam date, time or place following the issue of an appointment form.

The completed appointment form must be handed back to the examiner on the day of the exam. Trinity reserves the right to refuse to examine a candidate who cannot produce their appointment form on the day.

**Correcting details on an appointment form**

If you find any errors in your personal information specified on the appointment form, please notify your Trinity representative immediately. An incorrect exam subject or grade cannot be altered on the day of the exam, but it will be acceptable for a candidate to point out a misspelling of their name to the examiner.

**Information to fill in on the appointment form prior to the exam**

The appointment form must be handed to the examiner on entering the exam room.

Before the exam, candidates should ensure that they have filled in the names of the pieces that they will be playing, with their choice of Technical Work and Supporting Tests marked.

Candidates may present their exam pieces in any order, but must write their preferred sequence on the appointment form and point it out to the examiner at the start of the exam. This choice does **not** extend to cases where the syllabus stipulates the order of any item.