TRINITY COLLEGE LONDON

Entry form for diploma 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.

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 a candidate 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 candidate will abide by the regulations of Trinity College London as published at **trinitycollege.com/music-regulations**

Candidates under 16

☐ I have obtained 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 candidate 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 communication 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'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**

Trinity College London is a charitable company registered in England, Wales and Scotland
Registered office: Blue Fin Building, 110 Southwark Street, London SE1 0TA
Company no: 02683033 | Charity number England & Wales: 1014792 | Charity number Scotland: SC049143

C About the exam

ATCL, LTCL and FTCL diplomas can only be taken at a diploma centre relevant to the level being taken.

Written and practical exam dates, and details of the centres where the exams can be taken can be obtained from **trinitycollege.com** or your local representative.

Which centre are you entering through? _____

Which exam session? _____

Give dates or times when the candidate is **not** available:

_____

D Prerequisites

Please note not all diplomas have prerequisites – check the relevant 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 to the form:

_____

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: _____

E Fees

I enclose fees with this entry of:

_____ (*Unit 1 fee where applicable*)

_____ (*Unit 2 fee where applicable*)

_____ **Total**

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

Type of fee:

Please indicate the type of fee in the box: ☐

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***)

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.

Please write here any dates or times during the relevant session at which the candidate is **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.

Prerequisites

For diplomas with a lower age limit, proof of date of birth must be provided – this may be a photocopy.

Fees

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

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**

Cheques should be made payable to Trinity College London.

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 Candidate details

Please give the candidate's full name as it should appear on the certificate. Underline the FAMILY NAME clearly below the line.

Full name

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

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

Candidates with special needs

*Please complete a special needs provision form. 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.

G 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 the instrument where applicable.

						Instrument
Performance	ATCL	☐	LTCL	☐	FTCL ☐	

My programme consists entirely of repertoire published in the repertoire list (tick if applicable). ☐

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 (tick if applicable). ☐
Please also take a copy of the approval letter to the exam to give to the examiner.

Teaching						
Principles of Instrumental/ Vocal Teaching	ATCL	☐	–		–	
Instrumental/Vocal Teaching (individual or small instrumental group)	–		LTCL	☐	–	
Music Teaching (classroom group)	–		LTCL	☐	–	
Music Theory (Literacy)	AMusTCL	☐	LMusTCL	☐	–	

H Two-unit diplomas: all Teaching diplomas

For ATCL and LTCL Teaching 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.

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

Notes

Candidate details

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

Write in the 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 below.

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

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. 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**