

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.

This form should be used for groups of two or more candidates, and all duo entries.

A separate form must be used for each group. Space is given to list the names of up to eight candidates in the group. If you have more than eight candidates in one group, please continue on a separate sheet. Additional sheets should be stapled to the entry form.

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**)

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 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.

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 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 candidates' locality.

Signature _____ Date _____

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

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

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

Subject _____ Grade _____ Subject code _____ Fee _____ Fee type _____

School _____

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

*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.*

Date _____ Signed _____

H Candidate details

Multiple certificates for groups will be provided automatically at no extra charge.

Please note that for Choral Assessments, certificates will be issued with name of choir only, not with individual names. It is not necessary to list individual names for choirs.

If individual group members' names are not listed, please indicate how many certificates are required.

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 ☐

Date of birth
D D M M Y Y

Male / Female
M or F

Special needs?
(Please tick if applicable – see section F)

Full name

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

Candidate or parent/legal guardian email (see note)

Candidate 2

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

Date of birth
D D M M Y Y

Male / Female
M or F

Special needs?
(Please tick if applicable – see section F)

Full name

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

Candidate or parent/legal guardian email (see note)

Candidate 3

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

Date of birth
D D M M Y Y

Male / Female
M or F

Special needs?
(Please tick if applicable – see section F)

Full name

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

Candidate or parent/legal guardian email (see note)

Candidate 4

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

Date of birth
D D M M Y Y

Male / Female
M or F

Special needs?
(Please tick if applicable – see section F)

Full name

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

Candidate or parent/legal guardian email (see note)

Candidate 5

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

Date of birth
D D M M Y Y

Male / Female
M or F

Special needs?
(Please tick if applicable – see section F)

Full name

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

Candidate or parent/legal guardian email (see note)

Candidate 6

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

Date of birth
D D M M Y Y

Male / Female
M or F

Special needs?
(Please tick if applicable – see section F)

Full name

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

Candidate or parent/legal guardian email (see note)

Candidate 7

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

Date of birth
D D M M Y Y

Male / Female
M or F

Special needs?
(Please tick if applicable – see section F)

Full name

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

Candidate or parent/legal guardian email (see note)

Candidate 8

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

Date of birth
D D M M Y Y

Male / Female
M or F

Special needs?
(Please tick if applicable – see section F)

Full name

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

Candidate or parent/legal guardian email (see note)

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 F**.

Write in each candidate's full name. This will be the name printed on certificates.

You must confirm the names of candidates taking part on the day of the exam – a list of candidates should be handed to the examiner at the time of the exam. This is particularly important in the case of large groups.

Unique learner number

In the UK, candidates studying for the Government Diplomas are able to submit duo 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

Candidate or parent/legal guardian email

Where Trinity College London issues a digital certificate the candidate email address is mandatory and will be intrinsically linked to the digital certificate for the exam. For candidates under 18 years of age, the email address of the candidate's parent or legal guardian should be provided here.

Please carefully check that this email address is correct and refer to your Trinity representative if you need to check if this applies to you – details at trinitycollege.com/worldwide.

If you are entering more than eight candidates, please tick here, write the names on a separate sheet and staple it to the entry form.

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