

REGULATIONS

for graded, certificate and
diploma exams in:

- ▶ acting and speaking
- ▶ musical theatre
- ▶ performance arts
- ▶ communication skills

Trinity College London
trinitycollege.com

Charity number | 1014792

Patron | HRH The Duke of Kent KG

Chief Executive | Sarah Kemp

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EXAM ENTRIES

Graded and certificate exams are open to everyone, irrespective of age. Candidates may enter at any level without previously having taken any other exam in the same subject.

Applications for exams are accepted by Trinity on the condition that candidates will be examined according to the requirements of the current syllabus.

All entries for exams must be made on an official Trinity entry form. Each entry form must be accompanied by the correct entry fee as listed on the fee sheet. The entry form and fee must reach the local representative by the published closing date. Do not send entry forms for public centre exams to Trinity's central office except by prior arrangement. Failure to complete the entry form correctly or to submit it to the local representative by the closing date may result in the entry being refused. An additional fee will be charged if Trinity agrees to accept a late entry. Details of surcharges for late entries can be found in the next section of this document.

The person making the application (whether teacher, parent/guardian or adult student) must sign and date the entry form which constitutes an agreement to abide by Trinity's regulations. Correspondence will only be conducted with this person.

The names of candidates as shown on the entry form will be those used to produce certificates. Any errors in the original submission or changes which may be requested after the certificate has been issued will be subject to an additional charge. A candidate who has entered for an exam at one centre is not entitled to transfer the entry to another centre, nor to defer the entry to a later session. If the candidate wishes to postpone the exam or to take it at a different centre, he or she must make a new entry and pay the appropriate fee. No refund of the original fee can be made.

An entry that has been made in the name of one candidate may not be transferred to another candidate.

Trinity reserves the right to refuse or cancel the entry of any candidate if such action is considered to be necessary. When such a decision is taken by Trinity, any entry fees submitted will normally be refunded and the reason for the refusal or cancellation given.

There are different entry forms for solo, for group & pair and for diploma exams. These can be obtained from local representatives or from Trinity's central office, or they can be downloaded from trinitycollege.com/drama-entry

Candidates may not enter for different grades or levels of diploma of the same syllabus strand in the same exam session.

CLOSING DATES AND LATE ENTRIES

Details of closing dates are available from your local representative. Those completing entry forms are strongly encouraged to submit them in good time to meet the closing dates.

Anyone wishing to make a late entry must contact the local representative first before completing the entry form.

Entries will not normally be accepted after the given closing date. All requests made after the closing date will be liable for a surcharge. Late entry requests will depend on there being enough time in the examiner's schedule to accommodate additional candidates and/or to arrange the provision of additional exam papers.

The following fees apply:

Date of request after the booking date	Surcharge practical exam	Surcharge theory exam
Between the closing date and 21 days before the exam	50%	50%
Between 20 days and 14 days before the exam	100%	Not possible
Less than 14 days before the exam date	Not possible	Not possible

EXAM APPOINTMENTS

The local representative sends each candidate an appointment form for exams, which must be brought to the exam and shown to the examiner. The appointment form will give the date, time and place of the exam, together with the name of the candidate and the level for which the candidate is entered.

Any errors on the appointment form made by Trinity must be notified to the local representative immediately. Candidates who have been mistakenly entered for the wrong grade by the person completing the entry form cannot change the grade on the day of the exam.

Candidates must attend on the date and time shown on the appointment form. Wherever possible, Trinity and its representatives will try to meet requests for specific dates and times if these requests are clearly shown on the entry form. No guarantee is given by Trinity that such requests will be satisfied. No alteration to the date and time arranged can be made once appointment forms have been issued.

Candidates are required to be at the venue 15 minutes before their time of exam. Trinity can make no allowance for lateness, whatever the reason. Candidates who arrive late may be required to return at another time or date in order not to inconvenience other candidates who are punctual. In such an event Trinity reserves the right to charge an additional fee.

REASONABLE ADJUSTMENT

Trinity College London is committed to creating an inclusive environment where candidates with special needs are able to demonstrate their skills and feel welcomed. We aim to make our exams accessible to all. We treat each learner individually when considering how we can achieve this aim, recognising that requirements vary. Candidates can be assured that we do not compromise on the standard of marking or allow the quality of exams to be affected in any way.

All provision is tailored to the particular needs of each candidate. In order to be most beneficial, as full an explanation as possible of the required provision should be given. The need and request for provision should be made on the appropriate form available to download from trinitycollege.com/drama-csn. For enquiries please contact drama-csn@trinitycollege.com

EXAM PROCEDURES

Regulations concerning the duration of exams and of selections within them must be adhered to.

Examiners may stop a candidate if an item significantly exceeds the stated time-limit in order to ensure that there is sufficient time to complete all the exam tasks.

For all practical exams relating to published material, the candidate must supply the examiner with copies of the works from which extracts are chosen. Printed copies are preferred, but photocopies may be offered provided that they are accurate and complete in every respect. Handwritten copies are not acceptable.

QUALITY ASSURANCE

Please note that, for training/monitoring purposes, it may, on occasion, be necessary for there to be more than one examiner in the room.

Trinity audio records and sometimes films exams for quality assurance and training purposes. In the case of filming, Trinity always seeks permission from the candidate (or their parent or guardian). All recording devices are discreet and should not cause any distraction to candidates.

SPECIAL CONSIDERATION POLICY

Special consideration may be given to candidates who are ill, injured or suffer other adverse circumstances at or near the time of the assessment or moderation. Please see trinitycollege.com/policies for further information and please contact your Trinity representative if you believe a candidate has a special consideration request.

Absence through sickness

A candidate who is sick and cannot take the exam may apply to Trinity's central office for a half-fee re-entry permit, enclosing a medical certificate. Applications for re-entry permits must be made within 30 days of the

exam date. Trinity will issue a re-entry permit for an exam at the same level, which can be used for an exam within 12 months of the original exam date on payment of half the current entry fee. If a re-entry permit is used towards entry for a higher level exam, the difference in fee is also payable, eg the full fee of the higher-level exam less half the fee of the lower level exam.

Examiners are not permitted to accept either notice of withdrawal or medical certificates.

Trinity reserves the right to consider other special cases for absence on their individual merits.

Such cases are covered under Trinity's Special Consideration Policy which is available to download from the Trinity website at trinitycollege.com/policies

Exceptional circumstances

If a candidate wishes to postpone an exam, the original fee will not be refunded. There are special arrangements in case of genuine exceptional circumstances. For further information please see Trinity's Special Consideration Policy at trinitycollege.com/policies

RESULTS, MARKS AND CERTIFICATES

Graded and certificate exams

Examiners issue exam report forms to the local representative at the end of their complete period of work at a centre (or on a fortnightly basis in larger centres). On occasion, it may be necessary for the examiner to take the reports away for completion. The examiner will then forward the reports to the local representative at the next available opportunity. In turn, local representatives issue report forms to the person who signed the application form. Examiners and local representatives are not allowed to give details of reports in any other way or to any other person. Local representatives are not permitted to give exam results over the telephone.

Exams at Initial and Grades 1-8 are marked out of 100. Marks are awarded on the basis of the following attainment bands:

- ▶ 85 marks or more = pass with distinction
- ▶ 75-84 marks = pass with merit
- ▶ 65-74 marks = pass.

Diploma exams

All diploma reports are returned to Trinity's central office to be checked and counter-signed, after which they will be sent to the representative who will issue the reports to the candidate. Examiners and representatives are not allowed to give details of reports in any other way or to any other person. Representatives are not permitted to give exam results over the telephone.

Completion times for diplomas

Candidates must complete all units of the ATCL and LTCL exams within three years of passing the first unit.

Academic dress

Holders of Associate diplomas are entitled to wear an academic gown. Holders of Trinity Licentiate diplomas are entitled to wear a gown and hood. Candidates wishing to obtain academic dress must first contact Trinity's central office for appropriate authorisation. Candidates should then contact the robemakers, Ede & Ravenscroft Ltd, Unit A, Denny Industrial Estate, Waterbeach, Cambridge CB5 9PB, UK (email student@edeandravenscroft.co.uk), who will supply details of the design and of the cost of hire or purchase.

Certificates, exam report forms and marksheets

Successful candidates will receive a certificate showing the subject and level they have passed, as well as the name of their teacher and school if this has been requested on the entry form. For group exams, a certificate will be issued for each performer.

Duplicates of lost exam report forms cannot be provided, although a summary of the marks obtained can be provided upon payment of a search fee. Such enquiries should be accompanied by the candidate's reference number, the date and centre at which the exam was taken, the grade and subject of exam, and the fee.

Trinity does not accept responsibility for the non-arrival of any exam report form, marksheet or certificate after it has been posted. A duplicate of a certificate that has been destroyed or lost in the post can usually be provided for exams passed within the last 15 years. A fee is payable for each replacement, and applications for replacement certificates should quote the centre's name, date of exam, candidate's name and number, and include the fee.

MALPRACTICE

Trinity requires its registered exam centres to report any suspected malpractice by candidates, teachers or examiners. In situations where a centre is found to be inadequate or to be guilty of malpractice, either in terms of provision of facilities or in administration, the exam centre may be required to suspend all of its activities relating to Trinity exams until the cause of the problem is identified and rectified, if appropriate. In extreme circumstances, the centre may no longer be permitted to act as an exam centre registered with Trinity.

In the very rare cases or circumstances where a centre or individual may be suspected of malpractice, Trinity will aim to minimise any inconvenience caused to any affected candidate, and would like to thank candidates, teachers and centre staff for their kind co-operation in reporting any suspected incident of cheating, thereby assisting Trinity in upholding the quality and integrity of its exam process.

DATA PROTECTION

Trinity College London is registered as a Data Controller with the Information Commissioner's Office in the United Kingdom under data protection legislation. Please see trinitycollege.com/policies for the most up-to-date information about data protection procedures and policies. You can write to the Data Protection Officer at Trinity's central office for further information.