

Entry form for group and duo 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.

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 tic	this box if you	u would like to receive	updates abou	It our products and services.*	
Name					Tł re
Address					na Th
					pa
				Postcode	th
Tel.	(day) Ar	rea code	No		Al
	(evening) Ar	rea code	No		Tr
Email					Pl
	,	I have entered exam?	Yes / No	(Please circle your answer, e	g (Yes) at

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

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.

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/musicregulations

Information is held in accordance with Trinity's data protection policy – please see trinitycollege.com/data-protection

C About the exam

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

Centre name

Month of exam

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

D Group details

Group name				
Subject L	I	Grade	Subject code LIII Fee L	Fee type

E Name of school

Complete this section if you want the name of the school on certificates.

School

F Candidates with special needs

Number of special needs provision requests

Please complete a special needs provision form for each candidate this applies for. 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.

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

G Total fees

Payment of _

_____ enclosed for total fees.

Year

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.

FC

IC

Grade/level codes

Foundation Certificate

AC Advanced Certificate FCC Foundation Choral Certificate

Subject codes

FNS Ensemble PSH Piano Six Hands PDT Piano Duet

There is no separate subject code for Choral Assessment.

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 candidates are 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.

Group details

Write in the name given to the group. Please try to make sure that this name easily identifies the group and is unique ('Group 2' is not a good name).

Write in the subject as it appears in the relevant syllabus (eg Advanced Certificate (Ensemble)).

Write in the level for the exam - see table below.

Write in the subject code for the exam see table below.

Show the fee for the exam, and indicate the type of fee:

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)

Name of school

Give the name of the candidates' school, if required on certificates.

Candidates with special needs

Please indicate the number of 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 must 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.

Total 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 _

Intermediate Certificate ICC Intermediate Choral Certificate ACC Advanced Choral Certificate

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 <u>FAMILY NAME</u> clearly below the line.

Candidate 1 Date of birth D D M M Y Y Full name	Please tick if this Male / Female L M or F	is the candidate's first entry Special needs? (Please tick if applicable – see section F)
Unique learner number (see note)		NCN (see note)
Candidate 2 Date of birth	Please tick if this Male / Female M or F	is the candidate's first entry Special needs? (Please tick if applicable – see section F) NCN (see note)
Candidate 3 Date of birth D D M M Y Y Full name U Unique learner number (see note)	Male / Female L M or F	is the candidate's first entry Special needs? (Please tick if applicable – see section F) NCN (see note)
Candidate 4 Date of birth D M M Y Y Full name U Unique learner number (see note)	Male / Female L	is the candidate's first entry Special needs? (Please tick if applicable – see section F) NCN (see note)
Candidate 5	Please tick if this	is the candidate's first entry
Date of birth	Male / Female L M or F	Special needs?
Unique learner number (see note)		NCN (see note)
Candidate 6 Date of birth D D M M Y Y Full name D D M M Y Y	Please tick if this Male / Female M or F	is the candidate's first entry Special needs? (Please tick if applicable – see section F)
Unique learner number (see note)		NCN (see note)
Candidate 7 Date of birth D M M Y Y Full name	Please tick if this Male / Female M or F	is the candidate's first entry Special needs? (Please tick if applicable – see section F)
Unique learner number (see note)		NCN (see note)
Candidate 8 Date of birth	Male / Female L	is the candidate's first entry Special needs? (Please tick if applicable – see section F)
Unique learner number (see note)		NCN (see note)
If you are entering more than eight can separate sheet and staple it to the entr		ite the names on a

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**.

Notes

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