

Entry form for solo graded and certificate exams in Drama and Communication Skills

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.

Space is given for details of 12 candidates. If you have more than 12 candidates, additional forms must be used. Each must be signed by the person making the entry and the total fees on each form must be written in the space provided. All completed forms should be stapled together. You should make **one** payment to cover the entries on all the forms. **Cheques should be made payable to Trinity College London.**

A separate form must be used when:

- ▶ candidates are to be examined on different exam dates
- ▶ the name of the school varies between one group of candidates and another
- ▶ candidates are being entered at different centres.

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)

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/drama-regulations

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

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/drama-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 _____

C About the exam

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

Centre name _____

Month of exam _____ Year _____

Practical / Written (Please circle only one, eg **Practical**)

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

D Name of school

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

School _____

E 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/drama-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 G).

F Total fees

Payment of _____ enclosed for total fees.

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.

Circle either practical or written exam. You must not mix practical and written entries on the same form.

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.

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/drama-csn for more information.

Total fees

Write here the total fees covered by all entry forms being submitted. **Cheques should be made payable to Trinity College London.**

Grade/level codes

IN Initial
01 Grade 1
02 Grade 2
03 Grade 3
04 Grade 4
05 Grade 5
06 Grade 6
07 Grade 7
08 Grade 8
PC Performance Certificate / Professional Certificate in Communication Skills

Subject codes

SMT Musical Theatre (Solo)
CSI Communication Skills (Individual)
SAC Acting (Solo)
SPA Performance Arts (Solo)
SSD Speech and Drama

Performance Certificates

FPC Foundation
IPC Intermediate
APC Advanced

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 _____

G Candidate details

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

Full name _____

Date of birth Male / Female Special needs?
D D M M Y Y M or F (Please tick if applicable - see section E)

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

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

Candidate 2

Please tick if this is the candidate's first entry

Full name _____

Date of birth Male / Female Special needs?
D D M M Y Y M or F (Please tick if applicable - see section E)

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

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

Candidate 3

Please tick if this is the candidate's first entry

Full name _____

Date of birth Male / Female Special needs?
D D M M Y Y M or F (Please tick if applicable - see section E)

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

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

Candidate 4

Please tick if this is the candidate's first entry

Full name _____

Date of birth Male / Female Special needs?
D D M M Y Y M or F (Please tick if applicable - see section E)

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

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

Candidate 5

Please tick if this is the candidate's first entry

Full name _____

Date of birth Male / Female Special needs?
D D M M Y Y M or F (Please tick if applicable - see section E)

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

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

Candidate 6

Please tick if this is the candidate's first entry

Full name _____

Date of birth Male / Female Special needs?
D D M M Y Y M or F (Please tick if applicable - see section E)

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

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

If you are entering more than six candidates, please tick here and continue on the back page.

Add up the total fees for this form and insert the amount here:
(Remember to include the entries on the back page.)

TOTAL FEES _____

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 E.

Write in the subject as it appears in the relevant syllabus/specification (eg Musical Theatre (solo)).

Write in the grade for each candidate – see table on previous page.

Write in the subject code for each candidate's exam – see table on previous page.

NB No codes have been given for group and pair exams – you must use the separate group and pair exams entry form for these candidates.

Show the fee for each candidate, 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/drama-regulations)

Unique learner number

In the UK, candidates studying for the Government Diplomas are able to submit solo drama and performance 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

Fees

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/drama-entry

Cheques should be made payable to Trinity College London.

G Candidate details

For each candidate, please give the full name as it should appear on the certificate.
Underline the FAMILY NAME clearly below the line.

Candidate 7

Please tick if this is the candidate's first entry

Full name _____

Date of birth Male / Female Special needs?
D D M M Y Y M or F (Please tick if applicable – see section E)

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

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

Candidate 8

Please tick if this is the candidate's first entry

Full name _____

Date of birth Male / Female Special needs?
D D M M Y Y M or F (Please tick if applicable – see section E)

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

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

Candidate 9

Please tick if this is the candidate's first entry

Full name _____

Date of birth Male / Female Special needs?
D D M M Y Y M or F (Please tick if applicable – see section E)

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

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

Candidate 10

Please tick if this is the candidate's first entry

Full name _____

Date of birth Male / Female Special needs?
D D M M Y Y M or F (Please tick if applicable – see section E)

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

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

Candidate 11

Please tick if this is the candidate's first entry

Full name _____

Date of birth Male / Female Special needs?
D D M M Y Y M or F (Please tick if applicable – see section E)

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

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

Candidate 12

Please tick if this is the candidate's first entry

Full name _____

Date of birth Male / Female Special needs?
D D M M Y Y M or F (Please tick if applicable – see section E)

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

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

Add up the total fees for these entries and carry forward the amount to the inside page. c/fwd

Notes

Candidate details

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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 E**.

Write in the subject as it appears in the relevant syllabus/specification (eg Musical Theatre (solo)).

Write in the grade for each candidate – see table on page 2.

Write in the subject code for each candidate's exam – see table on page 2.

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Show the fee for each candidate, and indicate the type of fee:

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If you are entering more than 12 candidates, please use additional entry forms. These should be stapled to the first form and sent together to your Local Area Representative.