

How to help your candidate avoid a music exam referral

✓ Check the booking

Some referrals are the result of simple administrative oversights

- ▶ Have you entered your candidates for the right level exam? It is always worth double checking this.
- ▶ Is your candidate studying the 'Classical and Jazz' or 'Rock & Pop' syllabus? Some instruments, such as keyboard and drums, are available across both, make sure you enter for the right exam.
- ▶ Have you let us know if your candidate requires any adjustments to be made to their exam?

If the candidate has any special needs, disabilities or health conditions that the examiner needs to be aware of, you must complete a **special needs provision form 28 days prior to the exam date**. Requests for amended exam materials such as Braille require at least **six weeks' notice**.

- ▶ Will your candidate be choosing their own diploma programme? They need **approval** for this.

✓ Check the syllabus

Many referrals are the result of not checking the syllabus requirements properly

- ▶ Are you using the most up to date syllabus? Make sure you aren't mixing pieces/Technical Work from old and new syllabuses.
- ▶ Has your candidate chosen pieces/songs from the correct lists? Remember, for some grades, they can't all be from the same group, and there are specific language requirements for singers.
- ▶ Have you read the Exam Guidance? In particular check the parameters of the Technical Work.
- ▶ Check Certificate and Diploma candidates fulfil the programme duration requirements.
- ▶ Some sections of the Technical Work need to be performed from memory. Check this carefully!
- ▶ For more syllabus-specific infringements check [here](#).

✓ Check the music

A referral may happen if the piece/song isn't up to the required standard

- ▶ Is your candidate performing their **own composition**? Ensure that this is of sufficient standard, and remember they need to provide a copy!
- ▶ Ensure the piece they are performing hasn't been simplified or shortened.
- ▶ Are they using any accompaniment? This can't be altered to give more support to the candidate (e.g. doubling of the vocal line for singers).
- ▶ CD accompaniments must be used for all Drum Kit grade exams, and candidates are expected to provide their own CDs for this purpose. It is permissible to use either CD or piano accompaniments for Jazz exams up to Grade 8, but for other instruments, CDs may be used only up to Grade 3.
- ▶ An improvisation should be spontaneous! Candidates must not bring additional notation or written-out solos to the exam.
- ▶ Make sure there is an original copy of the music in the exam room.

✓ Check the details

Not being adequately prepared on the day can result in a referral

- ▶ Remember to check the details on their appointment slip are correct.
- ▶ Make sure the accompanist is present, or your candidate has the backing track.
- ▶ Drum Kit candidates should bring along any additional items not provided in the basic Kit.
- ▶ For Jazz exams, and instruments other than Drum Kit, ensure you bring along any additional equipment you need for playback e.g. speakers, CD player, MP3/iPod. And don't forget all the leads and chargers! Check with the centre what you will need to bring and what might already be available.
- ▶ Photocopies of non-Trinity publications need to be provided for the examiner.
- ▶ Ensure the candidate's copy isn't over-annotated if they are doing Musical Knowledge as a supporting test.

