

## Completing this form

Please read carefully the notes alongside each section.

Please use BLOCK CAPITALS throughout, except for the signature. Please write in black ink.

This form should be used for groups of three or more candidates, and all duo and pair 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 Area Representative.** Do not send entries to Trinity's London office (except for London Centre entries), unless advised to do so by staff at that office. **Cheques should be made payable to Trinity College London.**

Do not fax entries under any circumstances.

## A Applicant's details

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 examination? Yes / No (Please circle your answer, e.g. **Yes**)

## Notes

### Applicant's 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 communications will be sent to this person and will be sent to the address given here. Trinity College London cannot accept responsibility if the information given is inaccurate.

Please give telephone numbers at which the named person can normally be contacted.

### Data protection

Please refer candidates to our website [www.trinitycollege.co.uk](http://www.trinitycollege.co.uk) for information about how Trinity will use their personal data.

### About the examination

Please indicate your **preferred** venue for examinations.

Give the month and year of the examination session for which you are entering.

Please write here any dates or times during the relevant session at which candidates are **not** available for examination because of prior commitments.

**Representatives will do their best to meet requests to avoid specific dates, but this cannot be guaranteed.**

## B About the examination

Examination dates are shown on a separate sheet enclosed with this entry form and are also available at [www.trinitycollege.co.uk](http://www.trinitycollege.co.uk)

Centre name \_\_\_\_\_

Month of examination \_\_\_\_\_ Year \_\_\_\_\_

Give dates or times when you or your candidates are **not** available:

\_\_\_\_\_

## C Group details

Group name \_\_\_\_\_

Subject \_\_\_\_\_ Grade \_\_\_\_\_ Subject code \_\_\_\_\_ Fee \_\_\_\_\_ Fee type \_\_\_\_\_

Conductor\* \_\_\_\_\_

Accompanist\* \_\_\_\_\_ \*As appropriate

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.

## D Participants' details

**Candidate 1** Please tick if this is the candidate's first entry

Date of birth \_\_\_\_\_ Male / Female  Special needs?   
D D M M Y Y M or F (Please tick, then give details in Section F)

Full name \_\_\_\_\_

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

**Candidate 2** Please tick if this is the candidate's first entry

Date of birth \_\_\_\_\_ Male / Female  Special needs?   
D D M M Y Y M or F (Please tick, then give details in Section F)

Full name \_\_\_\_\_

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

**Candidate 3** Please tick if this is the candidate's first entry

Date of birth \_\_\_\_\_ Male / Female  Special needs?   
D D M M Y Y M or F (Please tick, then give details in Section F)

Full name \_\_\_\_\_

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

**Candidate 4** Please tick if this is the candidate's first entry

Date of birth \_\_\_\_\_ Male / Female  Special needs?   
D D M M Y Y M or F (Please tick, then give details in Section F)

Full name \_\_\_\_\_

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

**Candidate 5** Please tick if this is the candidate's first entry

Date of birth \_\_\_\_\_ Male / Female  Special needs?   
D D M M Y Y M or F (Please tick, then give details in Section F)

Full name \_\_\_\_\_

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

**Candidate 6** Please tick if this is the candidate's first entry

Date of birth \_\_\_\_\_ Male / Female  Special needs?   
D D M M Y Y M or F (Please tick, then give details in Section F)

Full name \_\_\_\_\_

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

**Candidate 7** Please tick if this is the candidate's first entry

Date of birth \_\_\_\_\_ Male / Female  Special needs?   
D D M M Y Y M or F (Please tick, then give details in Section F)

Full name \_\_\_\_\_

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

**Candidate 8** Please tick if this is the candidate's first entry

Date of birth \_\_\_\_\_ Male / Female  Special needs?   
D D M M Y Y M or F (Please tick, then give details in Section F)

Full name \_\_\_\_\_

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

For more than eight participants please tick here. Write the names on a separate sheet and staple it to the entry form.

## Notes

### 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 (e.g. Bronze Choral Assessment).

Write in the level for the examination – see table on opposite page.

Write in the subject code for the examination – see table on opposite page.

Show the fee for the examination, 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 (see late-entry procedure in the *Information & Regulations* booklet and also available at [www.trinitycollege.co.uk](http://www.trinitycollege.co.uk))

For Choral Assessment or Ensemble, show the name of the conductor and/or accompanist as appropriate.

### Participants' details

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 examination: a list of candidates should be handed to the examiner at the time of the examination. This is particularly important in the case of large groups.

Tick the box if the candidate has any special needs requirements that should be taken into account. Further details must be given in Section F.

### Unique learner number

In the UK, candidates studying for the new Government Diplomas are able to submit pair Music graded examinations 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.

### 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.

**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 \_\_\_\_\_

## E Name of teacher (conductor, accompanist) or school

Complete this section if you want the name of the teacher, conductor, accompanist or school on certificates.

Teacher/Conductor/Accompanist \_\_\_\_\_

Qualifications \_\_\_\_\_

School \_\_\_\_\_

## F Special needs candidates

Candidate's name \_\_\_\_\_

Special needs (e.g. partially sighted) \_\_\_\_\_

Requirement (e.g. large-print sight reading) \_\_\_\_\_

Braille certificate required? Yes / No (Please circle your answer, e.g. **Yes**)

Please include a Special Needs Request form for each candidate with your entries to explain the nature of the special needs in as much detail as possible. This is available to download from [www.trinitycollege.co.uk](http://www.trinitycollege.co.uk), from your Local Area Representative, or from Trinity's London office. First-time entries for dyslexic candidates must be accompanied by a copy of a current psychologist's report.

## G Total fees and applicant's signature

Payment of \_\_\_\_\_ enclosed for total fees.

**I agree to abide by the regulations of Trinity College London as published in the Information & Regulations booklet and also available at [www.trinitycollege.co.uk](http://www.trinitycollege.co.uk)**

Signature \_\_\_\_\_ Date \_\_\_\_\_

### 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
FR	First Recital (Ensemble)
IR	Intermediate Recital (Ensemble)
AR	Advanced Recital (Ensemble)
BA	Bronze Choral Assessment
SA	Silver Choral Assessment
GA	Gold Choral Assessment

### Subject codes

ENS	Ensemble
PSH	Piano Six Hands
PDT	Piano Duet

There is no separate subject code for Choral Assessment.

## Notes

### Name of teacher or school

Include here the name of the teacher, if required on certificates.

Please show the teacher's qualifications in the order required on certificates. (Up to 50 characters – letters (upper and lower case, as appropriate), spaces and punctuation, including parentheses – can be included.)

Include the name of the candidate's school, if required on the certificate.

### Special needs candidates

Please indicate the requirements of candidates with special needs.

Please be aware that no concession can be made in the marking of the examination. If the candidate is under 16 years of age the Special Needs Request form will have to be signed by a parent/guardian of the candidate or a duly authorised agent.

**The Special Needs Request form and proof of the special needs must accompany the entry.**

### Total fees and your signature

Write here the total fees covered by all entry forms being submitted.

The person named in Section A must sign and date each form. This constitutes an agreement to abide by Trinity College London's examination regulations which are published in the *Information & Regulations* booklet and also available at [www.trinitycollege.co.uk](http://www.trinitycollege.co.uk)

**Cheques should be made payable to Trinity College London.**

## General notes

**Receipt** If a receipt is required, please fill in your name on the receipt at the bottom of the opposite page. Receipts will be issued only if your name is filled in and a stamped-addressed envelope is sent with the entries.

**Fees** Examination fees are printed on a separate sheet enclosed with this entry form. If the fee sheet is missing, another copy may be obtained from your Local Area Representative or from Trinity's London office.

