

# Entry form

## Choral Singing: International



www.abrsm.org

Please use this entry form for

■ Choral Singing exams at all levels (Initial, Intermediate and Advanced)

When filling in this form please also refer to the following:

■ Choral Singing syllabus

■ Exam Information and Regulations (International edition)

If you need further information or guidance on completing this form please contact your local Representative.

This column gives brief guidance on completing each section of the form.

For office use only

### 1 Applicant information all Applicants

Please use **BLOCK CAPITALS**

A box should be left blank between names

The **Applicant** is the person (aged 18 or over) making the entry who acts on behalf of the choir. All communication will be with the person named as the Applicant.

If you do not know your **Applicant Number** or this is your first entry please give your full contact details and an Applicant Number will be sent to you in due course.

**Family name first** If you would like your Family name (surname) to appear first please write **Y** in this box.

The Applicant's details (Title, Given name, Family name (surname), Diplomas/Degrees) will be shown on the certificate as being the person who presented the choir unless you give other details in section 3. If the details given total more than 40 characters (including spaces) we may need to edit this information.

**Communications** regarding exams will normally be sent by mail. Please provide the other requested contact details you have as it is useful for us to have these on file.

Applicant Number if known

Title

for example Dr, Mr, Mrs, Mdme, Miss, Ms

Given name

Family name (surname)

Family name first

optional

Degrees/Diplomas optional

Address line 1

Address line 2

Address line 3

Address line 4

Postcode

Country

Home telephone

Work telephone

Mobile telephone

Fax

E-mail

Please send your completed form, along with the total fees due, to your Representative. If there is no Representative please send the form and fees direct to ABRSM, marking the envelope 'International Exams'.

## 2 Venue information all Applicants

Venue address line 1

Venue address line 2

Venue address line 3

Venue address line 4

Postcode

Telephone number

Please give the full address of the place where the exam(s) will be held, including the school's name, where appropriate.

Choral Singing exams are normally held at premises arranged by the applicant and not at ABRSM's public centres (please see paragraph (c) on p1 of the Choral Singing syllabus).

The venue and tuning of the piano must be arranged without cost to ABRSM.

## 3 Choir information all Applicants

The names given here will be shown on the certificate. A maximum of 45 characters in total (including spaces) is available for each choir's name.

If you wish someone other than the Applicant to be named on the certificate as having presented the choir (eg a school or institution) complete the **Presented by** box. A maximum of 40 characters (including spaces) is available.

Space is provided for up to two choirs. If more than two choirs are to be entered, please write the details on a separate sheet.

Choir name **Choir 1**

Presented by

Number of singers

Initial

Intermediate

Advanced

Choir name **Choir 2**

Presented by

Number of singers

Initial

Intermediate

Advanced

Where possible we will take into consideration any date and time preferences noted here when allocating exam appointments. However, we are not able to guarantee that your preference will be met.

Appointments may be given for any date(s) within the whole of the exam period subject to the availability of ABRSM examiners, so please ensure your candidates are ready for an exam from the first day of the exam period (see regulation 8).

## 4 Fees all Applicants

Please use this chart to calculate the fee required.

	Fee	No. of choirs	Total
Initial	<input type="text"/>	<input type="text"/>	<input type="text"/>
Intermediate	<input type="text"/>	<input type="text"/>	<input type="text"/>
Advanced	<input type="text"/>	<input type="text"/>	<input type="text"/>
<b>Total fees</b>			<input type="text"/>
Number of re-entry vouchers attached <input type="text"/>	Total value of re-entry vouchers		<input type="text"/>
<b>Total fee enclosed</b>			<input type="text"/>

## 5 Declaration all Applicants

Please tick here and sign below to confirm your entry of the candidate(s) for the exam(s) upon the terms and conditions set out in ABRSM's Exam Regulations.

Signature

Date

ddmmyy

**This form must be signed and dated** by the applicant (who must be 18 or over) as the person who enters into a contract with ABRSM upon the terms and conditions set out in ABRSM's Exam Regulations. It should not be signed by the candidate except if the candidate is 18 or over and wishes to enter the exam him or herself.

### Data Protection

ABRSM will process personal data about individuals (including applicants, candidates and others) in accordance with the Data Protection Act 1998 (as amended or superseded, including from 25 May 2018 the General Data Protection Regulation) and other related legislation, including e-privacy rules about electronic direct marketing. We will process all such personal data in accordance with ABRSM's Privacy Policy, available here: [www.abrsm.org/privacypolicy](http://www.abrsm.org/privacypolicy), and as set out in ABRSM's Exam Regulations, as each may be amended from time to time; in order to perform our obligations under any contract between you and us; and where otherwise reasonably necessary for ABRSM's purposes. We may also process personal data in order to comply with any court order, request from or referral to an appropriate authority, or legal, regulatory or good practice requirement.

ABRSM is registered as a data controller with the UK Information Commissioner's Office under registration number Z6618494.

We would like to keep you up-to-date with news and information about our exams and other services. Please tick here if you do not wish to receive such information:

If you are already an applicant, you can change your communications preferences at any time, online or by contacting us.