

Completing this form

Please read carefully the notes alongside each section.

Please use BLOCK CAPITALS throughout, except for the signature.

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 being entered for different centres
- candidates are being entered for Drama & Speech examinations
- candidates within a group are to be examined on different examination dates
- the name of the teacher or school varies between one group of candidates and another
- candidates are being entered for practical and for theory examinations or for Music and Drama & Speech
- candidates are being entered for different disciplines at specialist sessions.

Send completed entry forms to your local Centre Representative. Do not send entries to Trinity's Head Office (except for London Centre entries), unless advised to do so by Trinity Head Office staff.

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 Guildhall cannot accept responsibility if the information given is inaccurate.

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

B About the examination

Centre name _____

Month of examination _____ Year _____

Practical / Written (Please circle one only, e.g. **Practical**)

Give dates or times when you or your candidates are NOT available:

About the examination

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

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

Circle *either* practical or written examination. 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 examination because of prior commitments (e.g. religious obligations).

Examination dates are shown on a separate sheet enclosed with this entry form. **Representatives will do their best to meet requests to avoid specific dates, but this cannot be guaranteed.**

C Name of teacher or school

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

Teacher _____

Teacher's qualifications _____

School _____

D Total fees and applicant's signature

Payment of _____ enclosed for total fees.

I agree to abide by the regulations of Trinity Guildhall as published in the *Information & Regulations* booklet.

Signature _____ Date _____

E 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.trinityguildhall.co.uk, from your Centre Representative, or from Trinity's Head Office. First-time entries for dyslexic candidates must be accompanied by a copy of a current psychologist's report. If candidate has been entered previously, please supply details of any special provisions required.

F Publication of results

Representatives of Trinity are required to ensure that candidates and their parents or guardians are made aware that examination results may be published in electronic and hard copy publications. Explicit consent is not required for the publication of examination results; however, candidates and their parents or guardians have the right to object to publication. Candidates must indicate whether they consent to the publication of their examination results, by ticking the box marked 'Yes' on the entry form. Ticking the box marked 'Yes' does not guarantee publication of examination results but will enable Trinity to proceed with the publication of examination results without further candidate consultation.

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.

Total fees and your signature

Write here the total fees covered by all entry forms being submitted. Cheques should be made payable to Trinity College London. The person named in Section A must sign and date each form. This constitutes an agreement to abide by Trinity Guildhall's examination regulations which are published in the *Information & Regulations* booklet.

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

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
FC	Foundation Certificate
IC	Intermediate Certificate
AC	Advanced Certificate

Subject codes

FBA	Accordion (Classical)
SBA	Accordion (Standard Bass)
BTN	Baritone
BBB	B flat Bass
BT	Bass Trombone
BSN	Bassoon
VCL	Cello
CL	Clarinet
COR	Cornet
SPC	E flat Soprano Cornet
DK	Digital Keyboard (Grades 6-8)
DB	Double Bass
DKT	Drum Kit
EBB	E flat Bass
EK	Electronic Keyboard (Initial & Grades 1-5)
EO	Electronic Organ
EUP	Euphonium
FLG	Flugel Horn
FL	Flute
HRN	French Horn
GTR	Guitar
HRP	Harp (Initial & Grades 1-3)
JCL	Jazz Clarinet

JFL	Jazz Flute
JSX	Jazz Saxophone
NHP	Non-Pedal Harp (Grades 4-8, FC, IC & AC)
OB	Oboe
ORC	Orchestral Percussion
OGN	Organ
PHP	Pedal Harp (Grades 4-8, FC, IC & AC)
PAC	Piano Accompanying
PLE	Plectrum Guitar
REC	Recorder
SAX	Saxophone
SNG	Singing
SND	Snare Drum
PNO	Piano
TEN	E flat Tenor Horn
TMP	Timpani
TBN	Trombone
TPT	Trumpet
TBA	Tuba
TUN	Tuned Percussion
VLA	Viola
VLN	Violin
TY	Theory of Music NEW 2007 Syllabus (Grades 1-8)
TYO	Theory of Music OLD 2006 Syllabus (Grades 6-8 only)

G Candidates' 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 _____
D D M M Y Y

Male / Female
M or F

Special needs?
(Please tick, then give details in Section E)

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

For percussion/drum kit only. Tick if left handed set-up is required

Does this candidate consent to Trinity Guildhall publishing their examination results? Yes

Unique learner number (see note) _____

Candidate 8

Please tick if this is the candidate's first entry

Full name _____

Date of birth _____
D D M M Y Y

Male / Female
M or F

Special needs?
(Please tick, then give details in Section E)

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

For percussion/drum kit only. Tick if left handed set-up is required

Does this candidate consent to Trinity Guildhall publishing their examination results? Yes

Unique learner number (see note) _____

Candidate 9

Please tick if this is the candidate's first entry

Full name _____

Date of birth _____
D D M M Y Y

Male / Female
M or F

Special needs?
(Please tick, then give details in Section E)

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

For percussion/drum kit only. Tick if left handed set-up is required

Does this candidate consent to Trinity Guildhall publishing their examination results? Yes

Unique learner number (see note) _____

Candidate 10

Please tick if this is the candidate's first entry

Full name _____

Date of birth _____
D D M M Y Y

Male / Female
M or F

Special needs?
(Please tick, then give details in Section E)

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

For percussion/drum kit only. Tick if left handed set-up is required

Does this candidate consent to Trinity Guildhall publishing their examination results? Yes

Unique learner number (see note) _____

Candidate 11

Please tick if this is the candidate's first entry

Full name _____

Date of birth _____
D D M M Y Y

Male / Female
M or F

Special needs?
(Please tick, then give details in Section E)

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

For percussion/drum kit only. Tick if left handed set-up is required

Does this candidate consent to Trinity Guildhall publishing their examination results? Yes

Unique learner number (see note) _____

Candidate 12

Please tick if this is the candidate's first entry

Full name _____

Date of birth _____
D D M M Y Y

Male / Female
M or F

Special needs?
(Please tick, then give details in Section E)

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

For percussion/drum kit only. Tick if left handed set-up is required

Does this candidate consent to Trinity Guildhall publishing their examination results? Yes

Unique learner number (see note) _____

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

Notes

Candidates' details

Write in the instrument or subject as it appears in the relevant syllabus (e.g. Solo Piano, E flat Bass).

N.B. Candidates for Recorder are no longer required to specify whether they are offering Descant or Treble.

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

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

N.B. No codes have been given for Piano Duet or other group examinations: you must use the separate group and pair examinations 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 (see late-entry procedure in *Information & Regulations*)

Write in each candidate's date of birth and gender. We are required to collect this information for various education and government bodies. Failure to provide date of birth may delay the entry process. This information is not communicated to examiners or to any third party.

Tick the box if the candidate has any special needs requirements. Further details must be given in Section E.

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 Trinity Guildhall Centre Representative.

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 Trinity Guildhall Centre Representative or from Trinity's Head Office.

Cheques should be made payable to Trinity College London.

Receipt

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

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 _____