

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.

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 teacher or school varies between one group of candidates and another
- candidates are being entered at different centres.

Send completed entry forms to your Local Area Representative. Do not send entries to Trinity's central office, unless advised to do so by staff at that office. Do not fax entries under any circumstances.

Notes

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 exam?

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

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.com for information about how Trinity will use their personal data.

B About the exam

For exam dates see www.trinitycollege.com/dramaentry (UK entries) or contact your Local Area Representative.

Centre name _____

Month of exam _____ Year _____

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

About the exam

Write in the name of the centre at which you want to take the exam.

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

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

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 _____

Qualifications _____

School _____

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.

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

D 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 and regulations section of the syllabuses.

Signature _____ Date _____

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 College London's exam regulations which are published in the syllabuses.

E Candidates with special educational needs

Candidate's name _____

Special educational 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 Educational Needs Provision 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.com, from your Local Area Representative, or from Trinity's central office. Appropriate supporting documentation must also be supplied, e.g. psychologist's report for dyslexia.

Candidates with special educational needs

Please indicate the requirements of candidates with special educational 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 Educational Needs Provision form will have to be signed by a parent/guardian of the candidate or a duly authorised agent.

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

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.

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

Drama	
MTS	Musical Theatre (solo)
CSS	Communication Skills
PTS	Performing Text
IAS	Individual Acting Skills
PAS	Individual Performance Arts
SHS	Shakespeare
SDS	Speech and Drama
Performance Certificates	
PCF	Foundation
PCI	Intermediate
PCA	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 _____

F 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 1

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

Subject _____ Grade _____ 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
D D M M Y Y

Male / Female
M or F

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

Subject _____ Grade _____ 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
D D M M Y Y

Male / Female
M or F

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

Subject _____ Grade _____ 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
D D M M Y Y

Male / Female
M or F

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

Subject _____ Grade _____ 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
D D M M Y Y

Male / Female
M or F

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

Subject _____ Grade _____ 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
D D M M Y Y

Male / Female
M or F

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

Subject _____ Grade _____ 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

Candidates' details

Write in the subject as it appears in the relevant syllabus (e.g. Musical Theatre (solo)).

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

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

N.B. 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 (see late-entry procedure in Information and regulations section of syllabuses)

Cheques should be made payable to Trinity College London.

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 is not communicated to examiners or to any third party.

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

Unique learner number

In the UK, candidates studying for the Government Diplomas are able to submit solo Drama 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.

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.

F 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 Male / Female Male / Female
D D M M Y Y M or F

Special educational needs?
(Please tick, then give details in 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 Male / Female
D D M M Y Y M or F

Special educational needs?
(Please tick, then give details in 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 Male / Female
D D M M Y Y M or F

Special educational needs?
(Please tick, then give details in 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 Male / Female
D D M M Y Y M or F

Special educational needs?
(Please tick, then give details in 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 Male / Female
D D M M Y Y M or F

Special educational needs?
(Please tick, then give details in 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 Male / Female
D D M M Y Y M or F

Special educational needs?
(Please tick, then give details in 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

Candidates' details

Write in the subject as it appears in the relevant syllabus (e.g. Musical Theatre (solo)).

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

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

N.B. 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 (see late-entry procedure in Information and regulations section of syllabuses)

Cheques should be made payable to Trinity College London.

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 is not communicated to examiners or to any third party.

Tick the box if the candidate has any special educational 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 Local Area Representative.

Fees

Exam 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 central office.

Cheques should be made payable to Trinity College London.