

Entry form for group and duo exams in music

Completing this form

Trinity College London will use this information for exam administration purposes, conducting and marking exams and assessments, and issuing exam results and certificates.

The data may be shared with Trinity's delivery partners for the purpose of administrating and managing exam sessions, and with third-party suppliers for result entry processing and the issue and dispatch of certificates. For more information explaining how we use your information please see **trinitycollege.com/data-protection**

Please read the notes carefully.

A Applicant details

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

This form should be used for groups of two or more candidates, and all duo 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 representative. Do not send entries to Trinity's central office, unless advised to do so by staff at that office.

Please tick	k this box if you would like to receive updates about our products and services.*				
Name					
Address					
	Postcode				
Tel.	(day) Area code No				
	(evening) Area code No				
Email					
	e first time you have entered es for a Trinity exam? Yes / No (Please circle your answer, eg (Yes))				
B Exam regulations and data processing consent					
Please tic	k as applicable and sign below.				
I agre	gulations (must be completed) ee that I/the candidates will abide by the regulations of Trinity College London as shed at trinitycollege.com/music-regulations				
Candidat	es under 16				
_	e obtained parent/guardian consent for the processing of personal data about idates under 16 for the purposes stated on this form.				
Candidat	es with special needs				
I have obtained consent for the processing of sensitive personal data for the purpose of requesting special adjustment.					
Candidat	es and applicants based outside the EEA				
	sent/have obtained consent to the transfer of personal data from Trinity to the local representative/exam centre based in the candidates' locality.				
Signature	eDate				

Notes

Applicant 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 communication will be sent to this person and will be sent to the address given here. Trinity cannot accept responsibility if the information given is inaccurate.

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

*If you agree, you will be sent updates about Trinity's products and services from Trinity and our delivery partner/local area representative in your area. You can unsubscribe at any time.

Exam regulations and data processing consent

The person named in section A must tick the relevant consents, then sign and date each form. This constitutes an agreement to abide by Trinity's exam regulations which are published at trinitycollege.com/music-regulations

Information is held in accordance with Trinity's data protection policy – please see trinitycollege.com/data-protection

trinitycollege.com/music-entry Centre name			Notes			
Month of exam		C About the exam For exam dates please contact your local representative, or for UK entries go to trinitycollege.com/music-entry				
			Give the month and year of the exam session for which you are entering.			
Give dates or times when the c	Month of exam Year					
	andidates are not available:		are not available for exam. Details of your local representative can be found at trinitycollege.com/worldwide			
			Representatives will do their best to meet requests to avoid specific dates,			
D Group details			but this cannot be guaranteed.			
•			Group details Write in the name given to the group.			
Subject L	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 (eg Advanced Certificate			
E Name of school		::6:	(Ensemble)). Write in the level for the exam – see			
	nt the name of the school on cert		table below. Write in the subject code for the exam –			
School			see table below. Show the fee for the exam, and indicate the			
			type of fee: F Full fee			
F Candidates with spo			H Half-fee re-entry (this must be			
Number of special needs provis	sion requests		accompanied by a valid re-entry permit) L Late-entry fee (see late-entry procedure			
	s provision form for each candidat	* *	at trinitycollege.com/music-regulations			
Trinity representative.	college.com/music-csn or can be	optained from your local	Name of school Give the name of the candidates' school,			
	m and appropriate supporting doc	umentation (if required),	if required on certificates.			
must accompany the entry.			Candidates with special needs Please indicate the number of candidates			
Please ensure the special needs	box is ticked against each provisi	on needed (see section H).	with special 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,			
G Total fees			the special needs provision form must be signed by a parent/quardian of the			
Payment of	e	enclosed for total fees.	candidate, or a duly authorised agent.			
	your name is entered in the RECE ssed envelope is enclosed with yo		The special needs provision form and proof of the special needs (if required), must accompany the entry. Please see trinitycollege.com/music-csn for more			
			information.			
Grade/level codes		Subject codes	Total fees Write here the total fees covered by all			
IN Initial O1 Grade 1	FC Foundation Certificate IC Intermediate Certificate	ENS Ensemble PSH Piano Six Hands	entry forms being submitted. If information on fees is required, please			
02 Grade 2	AC Advanced Certificate	PDT Piano Duet	contact your local representative – details			
	FCC Foundation Choral	There is no separate subject code for Choral Assessment.	at trinitycollege.com/worldwide. Fees for exams in the UK and Ireland can be found			
03 Grade 3 04 Grade 4	Certificate					
03 Grade 304 Grade 405 Grade 5	ICC Intermediate Choral		at trinitycollege.com/UK-music-entry Chegues should be made payable to			
03 Grade 3 04 Grade 4			at trinitycollege.com/UK-music-entry Cheques should be made payable to Trinity College London.			

Signed __

Date _____

H Candidate details

Unique learner number (see note)

Candidate or parent/legal guardian email (see note) L

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.

For each candidate, please give the full name as it should appear on the certificate.

Underline the <u>FAMILY NAME</u> clearly	below the line.		and government bodies. This ir
Candidate 1	Please tick if this	s is the candidate's first entry	may be communicated to exar centres and our results proces
Date of birth D D M M Y Y	Male / Female L. M or F	Special needs? [providers for administrative pu Tick the box if the candidate ha needs requirements. See sect i
Full name L L L L L L L L L L L L L L L L L L L			Write in each candidate's full n
Unique learner number (see note)		NCN (see note)	be the name printed on certific You must confirm the names of
Candidate or parent/legal guardian email	(see note)		taking part on the day of the e
Candidate 2	Please tick if this	s is the candidate's first entry	list of candidates should be had examiner at the time of the ex-
Date of birth	Male / Female L	Special needs? (Please tick if applicable – see section F)	particularly important in the ca groups.
Full name L			Unique learner number In the UK, candidates studying
Unique learner number (see note)		NCN (see note)	Government Diplomas are able
Candidate or parent/legal guardian email	(see note)		duo music graded exams towa Additional/Specialist Learning
Candidate 3	Please tick if this	s is the candidate's first entry	these qualifications. To enable of exam data to the relevant b
Date of birth	Male / Female L M or F	Special needs? [] (Please tick if applicable – see section F)	candidates/centres must subm unique learner number as part
Full name L			process. For more information of how we use your information pl
Unique learner number (see note)		NCN (see note)	trinitycollege.com/data-protec
Candidate or parent/legal guardian email	(see note)		National centre number (NCN For UK applicants: If you teach y
Candidate 4	Please tick if this	s is the candidate's first entry	candidates for a school or a col add the national centre numbe
Date of birth	Male / Female L	Special needs? [(Please tick if applicable – see section F)	we can pass on the information Department for Education, for i
Full name L			the achievement and attainment This data is passed to the Depar
Unique learner number (see note)		NCN (see note)	for Education in confidence. For information explaining how we
Candidate or parent/legal guardian email	(see note)		information please see trinityco
Candidate 5	Please tick if this	s is the candidate's first entry	data-protection Candidate or parent/legal gu
Date of birth	Male / Female L M or F	Special needs? (Please tick if applicable – see section F)	Where Trinity College London is certificate the candidate email a
Full name L L L L L L L L L L L L L L L L L L L			mandatory and will be intrinsica to the digital certificate for the
Unique learner number (see note)		NCN (see note)	candidates under 18 years of ag email address of the candidate's
Candidate or parent/legal guardian email	(see note)		or legal guardian should be prov
Candidate 6	Please tick if this	s is the candidate's first entry	Please carefully check that th address is correct and refer to
Date of birth	Male / Female L. Mor F	Special needs? (Please tick if applicable – see section F)	representative if you need to ch applies to you – details at trinit com/worldwide.
Full name L			
Unique learner number (see note)		NCN (see note)	
Candidate or parent/legal guardian email	(see note)		
Candidate 7	Please tick if this	s is the candidate's first entry	
Date of birth D D M M Y Y	Male / Female L. M or F	Special needs? [
Full name L			
Unique learner number (see note)		NCN (see note)	
Candidate or parent/legal guardian email	(see note)		
Candidate 8	Please tick if this	s is the candidate's first entry	If you are entering more eight candidates, please
		·	signic canadates, piease
Date of birth D D M M Y Y	Male / Female L. M or F	Special needs? L	here, write the names on separate sheet and stap

Notes

Candidate details

Please refer candidates to trinitycollege.com/ data-protection for information about how Trinity will use their personal data.

Write in each candidate's date of birth and gender. We are required to collect this information for various education nformation miners, exam ssing service urposes.

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than tick e it to