

Retake entry form

Diplomas (international)



Use this form for:

Complete or partial retakes of DipABRSM, LRSM or FRSM.

Your retake options are detailed in the letter sent with the result of your previous exam.

If you need further advice or guidance please contact the International Diploma Co-ordinator.

1 Candidate information all candidates

Details currently held

Amendments

The details which we hold for you are printed on the left. Your family name (surname) and given name as recorded here will appear on your certificate.

Please check all of these details (including address, telephone etc) and cross through any which are incorrect, showing the amended details on the right.

Identification Passport National ID card Driving licence

Indicate the type of identification you will bring to your exam.

2 Exam information all candidates

Please indicate which retake option you wish to take. Full details of your options are included in the attached letter.

2a Interpreter optional

I intend to bring an interpreter to my exam

- Yes This person must be an independent person who is neither your teacher nor a relative
- No

2b Access (for candidates with special needs) optional

- I require the same special tests/arrangements as for my last entry
- I require different special tests/arrangements from previously

If you require the same special tests or arrangements as for your last exam, we will confirm your requirements from our records. If these have changed, please contact the Diplomas Office to discuss this.

3 Exam dates all candidates

Preferred month

Please look up the available months in the Dates and Fees leaflet for your country.

4 Centre details all candidates

I would like to take my exam at a public centre

Public Centre name

I cannot take my exam at a public centre and would like to take it at the private centre below

Private Centre name

Address Line 1

Address Line 2

Address Line 3

Postcode

Visit phone number

All Direction candidates, and Performance or Teaching candidates whose instrument is Harpsichord, Organ or Percussion:

You must provide a venue for the exam at no cost to ABRSM. Please give details here.

5 Payment all candidates

I enclose a payment of refer to the attached letter, your local Representative, or the International Diploma Co-ordinator in London

Your retake letter indicates the entry fee for your chosen option should you decide to retake in the next session of Diplomas. However, your partial retake options apply for 3 years. If you do not retake immediately please refer to ABRSM for confirmation of the entry fee at the time of entry.

I wish to retake the exam and I have read and undertake to abide by the regulations in the current *Diploma Syllabus*

Candidate's signature

Date **ddmmyy**

Parent/Guardian forename & surname If you are a Direction or Performance candidate who is under 16, your parent or guardian must complete this section and sign the undertaking below

Parent/Guardian signature On behalf of the candidate, I have read and undertake to abide by the current *Diploma Syllabus*

Date **ddmmyy**

Please send the form, together with your payment, to your local Representative (see the Examination Regulations, International Edition, or the Dates and Fees leaflet for your country).

Where there is no Representative, send the form and payment to:

ABRSM
24 Portland Place
London W1B 1LU
United Kingdom

Please mark the envelope **International exams**

Candidate declaration form

Surname

Forename

Candidate no.

Level DipABRSM LRSM FRSM

Subject line Direction Performance Instrumental/Vocal Teaching

Date of submission ddmmyy

- Submissions** **Arrangement (score and recording)**
Please tick relevant boxes
- Written Submission**
- Programme Notes**

Declaration I confirm that I have read the regulations in the Diploma Syllabus and that:

- Either This is a revised version of the submission made at my previous exam
- or This is a new submission, no part of which has previously been submitted for assessment to ABRSM or to any other institution or agency for another academic award
- or This is an unchanged copy of the Programme Notes submitted at my previous exam

The above submission(s) are genuinely my work and I am their sole author*

For any written submission, the sources used and quoted are properly acknowledged and listed in the bibliography (where appropriate)

I have read the section on plagiarism below and understand that I will be penalised or disqualified if a charge of plagiarism is upheld

* For the purposes of this Declaration 'author' is used to encompass arrangements, recordings (where you are the sole director on the recording), case studies and videos (where you are the featured teacher) as well as written submissions and programme notes

Signature

Date ddmmyy

Plagiarism ABRSM defines plagiarism as an attempt to pass off as one's own the work of others. Thus copying from a printed or unprinted source without acknowledging it, or constructing a précis of someone else's writing without citing indebtedness to that writer, constitutes plagiarism.

In preparing Programme Notes, candidates are encouraged and expected to read widely to demonstrate the breadth of their reading and, where appropriate, to quote the work of others. However, such quotations and references must be properly and fully attributed in accordance with the advice provided by ABRSM. Candidates who ignore this advice run the risk of being accused of plagiarism.

The Chief Examiner will refer any suspected cases of plagiarism to the Diploma Board. The Diploma Board may disqualify a candidate if the charge of plagiarism is upheld. Candidates will have a right of appeal and representation if such charges are made.

All candidates making a submission must complete this section.

For submissions at the exam itself (ie Programme Notes) the Declaration Form must be completed and submitted to the examiners on the day of the exam – it is not necessary to complete it at this stage.

