

Important Notes

1. **NO withdrawal** of examinations will be allowed after the closing date of registration.
2. Examination fees are **non-refundable** and **non-transferable**.
3. Once the appointment slip has been issued to the candidate, the Examination Schedule is considered **FINAL and NO CHANGES WILL BE ALLOWED**, unless for the following reasons :

- **Medical Reasons** OR - **Oversea School Trips** OR - **School Examinations**

However, there will be a fee of S\$35.00 payable for any examination reschedule within the same examination session, except for medical reasons or compassionate reasons for immediate family members. Candidates are required to submit supporting documents for the above reasons.

Changes will still depend on the availability and approval from the local examination office.

TCM Examinations Pte. Ltd. has the right to verify the validity of the supporting documents submitted and will do its best to meet the candidate's requests **but this CANNOT be guaranteed**.

TCM Examinations Pte. Ltd. will **not** be able to accept any request for examination reschedule 10(ten) days before the exam date except for medical reasons or compassionate reasons for immediate family members.

For change of examination schedule with the above valid reasons, email proof of documents to **info@tcmexams.com**

- Supporting documents (Doctor's letter, Official School letter, Official School Examination Timetable).
- Available Timeslots (at least five choices).

Successful reschedule notice will be sent by email to the applicant within 7 working days upon receiving the documents. However, if candidate/applicant does not receive any reschedule notice, candidate will still be required to take the examination on the ORIGINAL EXAMINATION DATE and TIME otherwise the examination fees will be forfeited.

4. **For Medical Reasons :**

According to the syllabus, if a candidate is **absent** for examination due to **medical reason** and is unable to take examination within the same exam period, he/she may apply for a re-entry permit* by submitting **Original** medical certificate to the local exam office within 14 days from the exam date. Trinity College London will then issue a 50% re-entry permit after verification.

*This re-entry permit can be used for the next exam within 12 months of the original examination date upon payment of 50% of the examination fees current at the date of entering for the next exam session. If this re-entry permit is used towards entry for an examination at a higher level, any difference in fees is payable.

5. **Late Entries / Payment :**

Anyone who wishes to make a late entry must contact the examination office directly.

Entries / payment which are received after the closing date of the registration will be subjected to the following surcharges:

- For late entries received up to 21 days before the exam period commences :
Plus 50% of the exam fees
- For late entries received between 20 and 14 days before the exam period commences :
Plus 100% of the exam fees.

Please take note that late entries will not be accepted if they are received less than 14 days before the examination period.

6. **Appointment Slips** will be mailed to the applicant's mailing address on the application form at least 21 days before the exam date.

7. **Mailing of Exam Results**

TCM Examinations Pte. Ltd. cannot accept any responsibility for non-arrival of any examination report form or examination results after it has been posted by mail.

Certificates will not be mailed and candidates will need to collect them personally.

8. Certificate Replacement :

A **fee** is payable for each **certificate** replacement. *Please check with the local examination office for the fees.* Candidate must email a copy of the examination report for application of certificate replacement. The local examination office can only proceed with the request upon receiving the payment and copy of the examination result from the candidate.

9. A **fee** is payable for any amendments or withdrawal before the closing date. *Please check with the local examination office for the fees.*

10. TCM Examinations Pte. Ltd. cannot become involved in any dispute or communication breakdown between an Applicant or Teacher or Music School and the Candidate or their parents/guardians.

For Graded and Certificate Examinations :

- Candidates **Must** use **Original** scores for examination.
- Candidates performing from **Alternative Repertoire List**, **MUST** also use **Original** scores.
- Candidates who are performing music from Alternative Repertoire List or non-Trinity Publications **Must** provide **photocopies** of these alternative pieces and non-Trinity Publications for the examiner as a reference on the examination day. After the examination, this set of photocopied scores supplied to the examiner will be retained and destroyed.
- The examination centre does not provide any photocopying services.

For DIPLOMA Examinations :

- If candidates wish to propose a programme consisting partly or completely of pieces that are not listed in the syllabus, candidates must submit the whole programme for approval, following the guidelines on the Diploma syllabus.
- Programme approval from London will take at **least six weeks to approve**. Therefore, candidates are strongly advised to apply as early as possible. Once approval has been given, **NO** changes can be made and candidates will need to perform the pieces according to the Programme Approval Letter.
- Attach Programme Approval Letter to the application form (if any).
- Attach copies of supporting documents (refer to the current syllabus) for FTCL Recital, LMusTCL, ATCL / LTCL Instrumental Vocal Teaching and LTCL Music Teaching.
- Candidates must take note of the Programme/Examination Duration.
- Candidates **MUST** use **Original** scores for examination on the day of examination.
- Candidates **MUST photocopy** in advance one set of the complete examination scores that they will be performing.
- Candidates **Must Provide** this complete set of photocopied examination scores to the examiner on the day of examination. After the examination, this set of photocopied scores supplied to the examiner will be retained and destroyed by the examiner.
- The examination centre does not provide any photocopying services.
- Candidates must prepare their Programme Notes for examination. *Please kindly refer to the syllabus.*

Trinity College London reserves the right to change or add any examination regulations or any syllabus updates. Therefore is it the **candidate's responsibility** to ALWAYS check from the Trinity Website **www.trinitycollege.co.uk** for any changes and updates.