

# Trinity College London **DIPLOMA** Practical Examinations

Name of Candidate: \_\_\_\_\_  
(According to NRIC or Passport )

➤ **Step 1** (Tick the appropriate box)

My programme consists entirely from the repertoire of the same Diploma level published in the current Diploma syllabus

**OR**

My programme includes own choice repertoire, **attached approval letter** from Trinity College London.  
(Programme approval from London will take at least six week. Therefore candidates are strongly advised to apply as early as possible. Once approval has been given, no alterations can be made.)

➤ **Step 2**

Dates **NOT AVAILABLE** for examination : \_\_\_\_\_  
(Note : If available dates provided are insufficient, we will only be able to allocate to the nearest date.)

Once the Appointment Slip is issued to the candidate, the Examination Schedule is considered **FINAL**.

**NO CHANGES WILL BE ALLOWED**, unless for the following reasons :

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

However, there will be a fee of S\$35.00 payable for any examination reschedule within the current examination session, except for medical reasons or compassionate reasons for immediate family members.

Candidates are required to submit supporting documents for any of the above reasons. However, changes will still depend on the availability and approval from the local examination office, **TCM Examinations Pte. Ltd.** The examination office 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**. It will not be able to accept any request for examination reschedule 10 days before the examination date except for medical reasons or compassionate reasons for immediate family members.

According to the syllabus, if the candidate is ill and unable to attend the exam of the **current** exam session, original copy of medical proof has to be forwarded to TCM Examinations Pte. Ltd. within 14 days from the examination date. Trinity College London will then issue a 50% re-entry permit after verification. This permit can be used for the next exam within 12 months of the original exam date upon payment of 50% of the exam fees current at the date of entering for the next exam session.

➤ **Step 3**

A **Scan** copy of the examination report will be sent to the *EMAIL* address as indicated below :

**(COMPULSORY)** Email Address : \_\_\_\_\_  
(Please write clearly)

Tick the appropriate box

I will personally collect the original examination report from : Tick your preferred choice :

Collection Venue :  Parkway Parade  The Centrepoint, Orchard  Century Square, Tampines

**OR**

I **WANT** to receive my original examination report **by mail** at the mailing address provided on the application form attached.

I understand that my exam report will be folded and may be at risk of being lost in the mail. However, I will not hold TCM Examinations Pte. Ltd. responsible for any damages caused and non-arrival of my exam report after it has been posted by mail.

Normal Mail (Examination Office will not be responsible for any loss of mail)

Registered Mail (Additional charge of \$5.00 for Singapore / \$10.00 for Overseas)

Candidate's Signature : \_\_\_\_\_

(Pls Turn Over) ➡

(Parent/Guardian must sign if candidate is below 21 years old)

## ➤ Step 4

In the event of my successful completion of the Trinity College London Diploma examination :

Tick the appropriate **boxes**

**I am INTERESTED** to attend the Conferment & Presentation Award Ceremony in the following year.  
Please send me more information as soon as it is available.

**I AGREE & ALLOW** TCM Examinations Pte. Ltd. to publicise or advertise my **NAME only without** photo in the newspaper advertisement or any social media. I understand that this listing is complimentary.

**I DO NOT AGREE** to publicise or advertise any of my information at all.

### IMPORTANT Information :

- ❖ Candidates **MUST** use **Original** scores for examination on the day of exam.
- ❖ Candidates **MUST photocopy** in advance one set of the complete examination scores that they will be performing.
- ❖ Candidates **MUST** provide this photocopied set of complete examination scores to the examiner on the day of examination. After the examination, this photocopied set of examination scores supplied to the examiner will be retained and destroyed by the examiner.
- ❖ The examination centre does not provide any photocopying services.
- ❖ For Programme Notes. *Please kindly refer to the syllabus.*
- ❖ Candidates **MUST** always refer to the syllabus or the website for the latest updates.

**Remarks : Programme duration must be followed STRICTLY, otherwise it may lead to marks reduction.**

Level	Passing Mark	Distinction	Programme and Planning	Actual Performance Duration (Actual Performing time, <u>excludes</u> breaks or pauses between movements)	Exam Duration
ATCL Recital	60	80	Refer to Syllabus	32 – 38 minutes	40 minutes
LTCL Recital	60	80	Refer to Syllabus	37 – 43 minutes	45 minutes
FTCL Recital	Approved or Not Approved	Approved or Not Approved	1,200 – 1,600 words	42 – 48 minutes	50 minutes

I agree to abide by the regulations and refer to the current syllabus of Trinity College London. [www.trinitycollege.com](http://www.trinitycollege.com)

I will be using the NEW Music Performance Diploma Syllabus



Candidate's Signature : \_\_\_\_\_ Date : \_\_\_\_\_ Attended by : \_\_\_\_\_

(Parent/Guardian must sign if candidate is below 21 years old)

(Dip Reg. 2020)



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[info@tcmexams.com](mailto:info@tcmexams.com)

[www.tcmexams.com](http://www.tcmexams.com)

## 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](http://trinitycollege.com/data-protection)

Please read the notes carefully.

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

### A Applicant details

Please tick 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 \_\_\_\_\_

Is this the first time you have entered a candidate for a Trinity exam? Yes / No (Please circle your answer, eg **Yes**)

### Notes

#### Applicant details

The person named in this section accepts responsibility for entering the candidate 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 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 College London's exam regulations which are published at [trinitycollege.com/music-regulations](http://trinitycollege.com/music-regulations)

Information is held in accordance with Trinity's data protection policy – please see [trinitycollege.com/data-protection](http://trinitycollege.com/data-protection)

#### Candidates and applicants based outside the EEA

As part of our data protection obligations, we need to ensure that when we send personal data outside the EEA we do so on the basis of your explicit consent, or by putting in place measures to ensure your information is protected. This is because the laws outside the EEA may not afford the same level of security and protection.

### B Exam regulations and data processing consent

Please tick as applicable and sign below.

#### Exam regulations (must be completed)

I agree that I/the candidates will abide by the regulations of Trinity College London as published at [trinitycollege.com/music-regulations](http://trinitycollege.com/music-regulations)

#### Candidates under 16

I have obtained parent/guardian consent for the processing of personal data about candidates under 16 for the purposes stated on this form.

#### Candidates with special needs

I have obtained consent for the processing of sensitive personal data for the purpose of requesting special adjustment.

#### Candidates and applicants based outside the EEA

I consent/have obtained consent to the transfer of personal data from Trinity to the local area representative/exam centre based in the candidate's locality.

Signature \_\_\_\_\_ Date \_\_\_\_\_

## C About the exam

ATCL, LTCL and FTCL diplomas can only be taken at a diploma centre relevant to the level being taken.

Written and practical exam dates, and details of the centres where the exams can be taken can be obtained from [trinitycollege.com](http://trinitycollege.com) or your local representative.

Which centre are you entering through? \_\_\_\_\_

Which exam session? \_\_\_\_\_

Give dates or times when the candidate is **not** available:  
\_\_\_\_\_

## Notes

### About the exam

Please indicate your **preferred** venue for exams.

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 the candidate is **not** available for exam.

Details of your local representative can be found at [trinitycollege.com/worldwide](http://trinitycollege.com/worldwide)

**Representatives will do their best to meet requests to avoid specific dates, but this cannot be guaranteed.**

### Total fees

Write here the total fees covered by all entry forms being submitted. **Cheques should be made payable to TCM Examinations Pte. Ltd.**

## D Prerequisites

Please note not all diplomas have prerequisites – check the syllabus for details.

If you have passed the Trinity prerequisite please state that here, including the year taken and candidate number if available:  
\_\_\_\_\_

When there is a lower age limit, proof of date of birth must be provided. Please state what proof you are providing here and attach the documentation:  
\_\_\_\_\_

All alternative prerequisites or Approved Prior Learning must be approved by Trinity's central office before entry.

Please enter the Approval reference number you were issued: \_\_\_\_\_

## E Fees

I enclose fees with this entry of:

\_\_\_\_\_ (Unit 1 fee where applicable)

\_\_\_\_\_ (Unit 2 fee where applicable)

\_\_\_\_\_ **Total**

Payment of \_\_\_\_\_ enclosed for total fees covered by all entry forms being submitted.

### Type of fee:

Please indicate the type of fee in the box:

F Full fee

H Half-fee re-entry (*this must be accompanied by a valid re-entry permit*)

L Late-entry fee (*see late-entry procedure at [trinitycollege.com/music-regulations](http://trinitycollege.com/music-regulations)*)

*A receipt will be issued only if your name is entered in the **RECEIPT** section at the bottom of the page and a stamped addressed envelope is enclosed with your entry.*

**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 Candidate details

Please give the candidate's full name as it should appear on the certificate.

Underline the FAMILY NAME clearly below the line.

Full name

Date of birth        
D D M M Y Y

Male / Female    
M or F

Special needs?   
(Please tick if applicable, and see below)

Unique learner number (see note)  NCN (see note)

NRIC / PP :

### Candidates with special needs

Please complete a special needs provision form. The form can be downloaded from [trinitycollege.com/music-csn](http://trinitycollege.com/music-csn) or can be obtained from your local Trinity representative.

The special needs provision form and appropriate supporting documentation (if required), must accompany the entry.

## G Which diploma are you applying for?

Please tick the box to show the level of diploma for which you are entering (eg ATCL, LTCL).

Please state instrument where applicable

**Performance** ATCL  LTCL  FTCL  Instrument

My programme consists entirely of repertoire published in the repertoire list (tick if applicable)

My programme includes own choice repertoire, repertoire from a higher level diploma or part of a work listed as complete, and my approval letter is attached (tick if applicable)

Please also take a copy of the approval letter to the exam to hand to the examiner.

### Teaching

Principles of Instrumental/  
Vocal Teaching ATCL  - -

Instrumental/Vocal Teaching  
(individual or small  
instrumental group) - LTCL  -

Music Teaching  
(classroom group) - LTCL  -

Music Theory (Literacy) AMusTCL  LMusTCL  -

## H Two-unit diplomas: all Teaching diplomas

For ATCL and LTCL Teaching diplomas:

All candidates must initially enter for both units at the same time, using a separate entry form for each unit. If either unit is not passed, it may subsequently be entered individually.

All submitted materials for Unit 1 must be included with the entry.

Please confirm which unit you are now using this form to enter:

Unit 1  Unit 2

If you have already passed one unit of your diploma, please tell us here:

Unit already passed: Unit 1  Unit 2  Candidate number

## Notes

### Candidate details

Please refer candidate to [trinitycollege.com/data-protection](http://trinitycollege.com/data-protection) for information about how Trinity will use their personal data.

Write in the candidate date of birth and gender. We are required to collect this information for various education and government bodies. This information may be communicated to examiners, exam centres and our results processing service providers for administrative purposes.

Tick the box if the candidate has any special needs requirements. See section F.

### Candidates 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 the special needs provision form will have to be signed by a parent/guardian of the candidate or a duly authorised agent.

**The special needs provision form and proof of the special needs (if required), must accompany the entry. Please see [trinitycollege.com/music-csn](http://trinitycollege.com/music-csn) for more information.**

### Unique learner number

In the UK, candidates studying for the Government Diplomas are able to submit Associate diplomas 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. For more information explaining how we use your information please see [trinitycollege.com/data-protection](http://trinitycollege.com/data-protection)

### 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. For more information explaining how we use your information please see [trinitycollege.com/data-protection](http://trinitycollege.com/data-protection)