

## 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.

This form should be used for groups of three or more candidates, and all pair 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.

## 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 candidates for a Trinity exam? Yes / No (Please circle your answer, eg **Yes**)

## 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/drama-regulations](http://trinitycollege.com/drama-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 \_\_\_\_\_

## 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 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's exam regulations which are published at [trinitycollege.com/drama-regulations](http://trinitycollege.com/drama-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

Singapore Representative: TCM Examinations Pte. Ltd.  
80 Marine Parade Road #03-08 Parkway Parade  
Singapore 449269  
t: 65-6247 7750 e: [info@tcmexams.com](mailto:info@tcmexams.com)

## C About the exam

For exam dates please contact your local representative, or for UK entries go to [trinitycollege.com/drama-entry](http://trinitycollege.com/drama-entry)

Centre name \_\_\_\_\_

Month of exam \_\_\_\_\_ Year \_\_\_\_\_

Give dates or times when you or your candidates are **not** available:  
\_\_\_\_\_

## D Group details

Group name \_\_\_\_\_

Subject \_\_\_\_\_ Grade \_\_\_\_\_ Subject code \_\_\_\_\_ Fee \_\_\_\_\_ Fee type \_\_\_\_\_

## E Name of school

Complete this section if you want the name of the school on certificates.

School \_\_\_\_\_

## F Candidates with special needs

Number of special needs provision requests \_\_\_\_\_

Please complete a special need provision form for each candidate this applies for. The form can be downloaded from [trinitycollege.com/drama-csn](http://trinitycollege.com/drama-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.

Please ensure the special needs box is ticked against each provision needed (see section H)

## G Total fees

Payment of \_\_\_\_\_ enclosed for total fees.

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.

### 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  
BR Young Performers Bronze  
SI Young Performers Silver  
GO Young Performers Gold

### Subject codes

AIP Acting in Pairs  
GDD Group Drama (devised)  
GDS Group Drama (scripts)  
GCS Group Communication Skills (2019)  
MTP Musical Theatre in Pairs  
MTG Group Musical Theatre  
MPR Musical Theatre in Production  
PAP Performance Arts in Pairs  
PAG Group Performance Arts  
APR Performance Arts in Production  
PPR Plays in Production

### Performance Certificates

YP Young Performers

## 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 candidates are **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.**

### Group details

Write in the name given to the group. 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 Musical Theatre (group)).

Write in the level for the exam – see table below.

Write in the subject code for the exam – see table below.

Show the fee for the exam, 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 Late-entry fee (see late-entry procedure at [trinitycollege.com/drama-regulations](http://trinitycollege.com/drama-regulations))

If information on fees is required, please contact your local representative – details at [trinitycollege.com/worldwide](http://trinitycollege.com/worldwide). Fees for exams in the UK and Ireland can be found at [trinitycollege.com/drama-entry](http://trinitycollege.com/drama-entry)

### Name of school

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

### Candidates with special needs

Please indicate the number of 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 must 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/drama-csn](http://trinitycollege.com/drama-csn) for more information.**

### Total fees

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

**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 \_\_\_\_\_



