

ABRSM Diploma Exams 2010 Examination Circular

For enquiries, please contact:
International and Professional Examinations
Division (ABRSM)
HKEAA, 3/F, Tseuk Luk Street, San Po Kong,
Kowloon
Tel: 3628 8721 / 3628 8787

1. Date, Time and Place of Examination

Candidates will be assigned to take the examination at a specified time between 8:30am (approximate) and 5:30pm on any date (normally from Tuesday to Saturday, excluding general holidays) during the entire examination period of the specified administrations (i. April/May, ii. August to mid-November 2010) Preference regarding the area (Hong Kong or Kowloon) and examination month may be indicated on the entry forms but very often, due to the relatively shorter examination period and uneven distribution of the demand and supply of examination time-slots/venues, there can be *NO GUARANTEE that all preferences will be met.*

The Associated Board requires all candidates to be present for examination according to the date, time and place specified on the Notices of Exam Appointment.

2. Registration/Payment Procedures

Exam Month	By Post	In Person	Last day of Payment
April / May 2010	23 Dec 2009 (Wed) - 31 Dec 2009 (Thur)	5 Jan 2010 (Tue) – 9 Jan 2010 (Sat)	14 Jan 2010 (Thur)
Aug to mid-Nov 2010	3 Mar 2010 (Fri) - 15 Mar 2010 (Mon)	23 Mar 2010 (Tue) - 31 Mar 2010 (Wed)	12 Apr 2010 (Mon)

(a) Please refer to the registration schedule for the registration dates and the relevant details. Application for entry will not normally be accepted after the closing date. If under special circumstances a late entry is accepted, a supplementary fee of HK\$320 per application will be charged in addition to the examination fee.

(b) ABRSM Diploma Examinations Entry Forms

They are available for collection at the San Po Kong Office of the Authority. They may be sent to candidates upon written request submitted together with a stamped & self-addressed envelope.

Please note that there are separate forms for the Practical Examinations (Grades 1-8).

(c) Registration in Person / by a Representative

Applicants may submit an entry form in person or have the completed entry form handed in by a representative during the specified period. The following should also be submitted:

- i. a photocopy of the candidate's Hong Kong Identity Card/Passport/Birth Certificate (for verification purposes only);
- ii. requested supporting documents (please refer to Section 5 no change checklist on the entry form).

(d) Registration by Post

The following should be attached to an entry form sent by post:

- i. a photocopy of the candidate's Hong Kong Identity Card/Passport/Birth Certificate which will be destroyed after verification;
- ii. a stamped, self-addressed envelope for the Authority to return a demand note for settlement of examination fees at a later stage. *Do not* enclose any cheque or cash;
- iii. requested supporting documents (please refer to Section 5 checklist on the entry form).

Applicants must note that their entries will not be accepted if any of the above-mentioned attachments have not been enclosed. **If a demand note is not received by 5 January 2010 and 23 March 2010 for the April/May and the August/mid-November administrations respectively, the applicant should submit another application in person/by a representative on or before the respective closing dates.**

Entries sent by post should reach the International and Professional Examinations Division (ABRSM) of the Authority's San Po Kong Office on or before the postal registration deadline for the specified administrations. *The Authority cannot accept the responsibility for any delay/loss in mail service.*

(e) Completion of Entry Forms

Read this Examination Circular, Diploma Syllabus from 2005 and Supplementary Information *carefully* before completing the entry forms. Blind, partially blind or deaf candidates who require braille/large notation quick study or time allowance for hearing impairment should submit a written request together with doctors' certificates at the time of registration. Please refer to ABRSM's website (www.abrsm.org) for details.

For special requests other than those mentioned above, please contact our staff at 3628 8721. Please do not enclose any letter or write on the form any notes, request, etc.

(f) Interpreter

An interpreter (English / Cantonese) can be provided during the examination on request. The request must be made at the time of registration. An additional fee of HK\$212 per candidate per examination entry will be payable for the service.

(g) Payment of Examination Fees

Method of payment is printed on the reverse side of the demand note issued. Entry to the examination will be invalidated if payment of examination fees is not made on or before the respective payment deadlines.

Examination fees paid are not refundable and not transferable from one examination to another or from one candidate to another. No late payment will be accepted. Please keep your original receipts as evidence of payment.

(h) Supplementary Fees

Once an application has been accepted by the Authority, supplementary fee will be collected if the application for late entry/late payment/addition of interpreter service/change of subject/change of level/change of retaking components/re-scheduling of examination within the same administration is approved.

3. **Notice of Exam Appointment**

Notice of Exam Appointment will be sent to the applicants by post in late March (for the April/May administration), in mid-July (for candidates taking examinations in August and September) or in early September (for candidates taking examinations in October and November). Please telephone the Authority if this document is not received by the time specified. Candidates should note carefully the date, time and place of the examination and report to the waiting room supervisors *15 minutes* before the scheduled time. *Examiners may refuse to examine late-comers.* Each candidate should bring an identification document which bears his/her photograph to the examination for identification purposes.

4. **Examination Results**

According to the ABRSM, it will take a minimum of two months for the examination results to reach the applicants.

5. **Change of Address**

Examination results and certificates will be sent to applicants when they are ready. Applicants should inform the Authority *in writing* of their new address and contact telephone number if their address has been changed.

6. **Syllabuses & Regulations**

Limited free copies of the syllabuses from 2005 are available at the Authority's San Po Kong Office. They may also be sent to candidates upon request and provision of a

stamped and self-addressed 9" x12" sized envelope. Please contact the ABRSM Group for postage required.

General: No one is allowed to listen outside the examination room, nor is anyone allowed to remain near the door except the waiting room supervisors or other representatives of the Board. Candidates may not bring any unauthorized material or equipment into the examination room. Any candidate infringing this rule may be disqualified. Examinations will be conducted in English.

Photocopies: Examiners in the past reported cases of candidates playing their pieces from photostat copies. Candidates are reminded that the copyright law forbids the reproduction of published materials and action may be taken against those who present themselves for examinations using photostat copies of the test pieces. Examiners have been asked to report any such cases which come to their notice. Examiners may refuse to examine candidates who do not observe this regulation.

Accompanists: Candidates must provide their own accompanist in instruments where an accompaniment is required. Their teacher may act as the accompanist but the examiner will not do so. Accompanists must therefore be punctual. Attention should be paid to the capability of the accompanist.

Stringed and Wind Instrument: Candidates examined in stringed or wind instruments are reminded that their instruments need to be tuned to the piano in the examination room immediately before the examination. Examiners should not be expected to help with the tuning.

Bulky instruments: Organ, double bass, harp, harpsichord or percussion candidates should make their own arrangements for their instruments to be set in a suitable room, which should contain a writing table and chairs for two examiners, is easily accessible and free from noise and other disturbances. Please also ensure a socket with 3 rectangular pinholes is available near the writing table. Transportation for the examiners must be provided without cost to the Board or the Authority. Please refer to the syllabus for details. Applicants will be contacted later to provide details of examination venue.