Completion of Entry forms
Please read carefully the “Notes on Completion of Entry Forms” which are printed in separate sheets. Please also ensure that the name entered agrees with that on the candidate’s identification document (Hong Kong Identity Card/Passport/Birth Certificate). Note: There are separate entry forms for Diploma Examinations.

Entry

Please note that the candidates presented by teacher/studio/school/others as applicant can directly make application to the Authority for change of applicant (i.e. change the applicant to candidate/parent/guardian), subject to the payment of the related fee.

Candidates may enter themselves or may be entered by a parent/guardian, a school, or a teacher of music. The term “applicant” on the entry form refers to the person who is aged 18 or above and accepts the responsibilities for entering candidate(s) and to whom all communications regarding the entry will be sent. The applicant is also responsible for the dissemination of examination communications to the candidate(s). The applicant’s name will appear on the candidate’s certificate, if awarded.

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. A photocopy of the candidate’s Hong Kong Identity Card/Passport/Birth Certificate (for verification purposes only) should also be submitted.

Supporting documents produced by applicants at the time of registration in person/by a representative should either be the originals or hard copies. Soft copies of supporting document are NOT accepted.

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 (for verification purposes only) which will be destroyed after the registration period;

ii. a stamped, self-addressed envelope (size: 9” x 4”) for sending the demand note for payment of examination fees. Cheques or cash must not be enclosed with the entry form.

If the demand note is not received by the time of in person registration begins, applicants should submit another application in person/by a representative before the registration closing day.

Applicants must note that their applications will not be accepted if any of the above-mentioned attachments are not enclosed. No allowance can be made on account of entry forms or correspondence lost or delayed in postal transmission. Applicants should therefore send in their entry forms in good time.

On-line Registration

On-line registration will be available at online.hkeaa.edu.hk during the specified period. Teachers, studios/schools are recommended to use the NEW “pre-filled candidate information” function which allows an upload of a maximum of 15 candidates each time. The IMAGE FILE of each candidate’s Hong Kong Identity Card/Passport/Birth Certificate (for verification purposes only) should be scanned and attached. For enquiries about hardware and software requirements, please contact hotline 8107 0068 for details. The Authority cannot accept any responsibilities for unsuccessful registration because of technical/network failure. This registration method is not available to candidates entering for the Diploma or Ensembles Examinations, or using re-entry vouchers.

Practical Examinations – Grades 6, 7 and 8

In addition to the required identification documents, candidates entering for Grades 6, 7 and 8 of Practical Examinations should also attach a photocopy (or an image file for on-line registration) of the certificate or marksheet proving their pass in Grade 5 of Theory / Practical Musicianship Examinations / solo Jazz subject or above.

Payment of Examination Fees

Payment must be made on or before the date and time specified on the demand note for registration by post and in person. Please refer to the front/reverse side of the demand note for instructions. Do not lose the receipt or reference number which has to be kept for future reference. For on-line registration only, examination fees must be settled on-line by credit card or debit card as instructed. All fees paid are not refundable and not transferable from one examination to another or from one candidate to another or for any other purposes. However, application for partial refund of examination fees will be considered in case of withdrawal on medical grounds. Applications in writing, supported by original medical certificates issued by registered doctors proving candidates are not suitable to take examination on the scheduled exam date, must be submitted together with the admission forms to the Authority before the examination dates or within two weeks after the examination dates.

Candidate Entry Information Checklists

For the Practical Examinations, “Candidate Entry Information Checklist” will be sent by post to the applicants for checking in late February and in late May for the April/May administration and the August to early/mid-November administration respectively.

Examination Admission Forms

Examination admission forms together with a “List of Candidates” will be sent to the applicants by post about two weeks before the examination date for the Theory Examinations, and in late March (for the April/May administration) and mid-July (for the August to early/mid-November administration) in the case of the Practical Examinations. Please telephone the ABRSM Team of the International and Professional Examinations Division if this notification is not received by the time specified.

Certificates

Certificates awarded to successful candidates will be sent directly to the applicants when available. It is therefore important for the applicants to inform the HKExAA immediately of any change of their correspondence addresses. Applicants who have not received their candidates’ certificates should contact ABRSM Team within five months after the issue of certificates. Otherwise, the certificates will be regarded as successfully received by the applicants. Uncollected certificates will be destroyed five months after the issue of certificates. After that, requests for uncollected certificate will be regarded as applications for replacement of certificates and supplementary fees will be levied.

Supplementary Fees

A supplementary fee will be collected if the application for late entry / late payment / change of grade / change of applicant is approved. In the case of the Practical Examination, supplementary fee will also be required for application for checking of past Grade 5 Theory result / change of examination venue / rescheduling / addition of interpreter service / change of subject.

Others

The examination data including entry records, question papers, answer scripts and results, if any, will normally be destroyed and erased from the computer system 6 months after the examination date. Therefore, all examination documents including candidate information checklists, admission forms and mark forms, if any, cannot be re-issued after destroy and erase of data.
### ABRSM Examinations 2016

<table>
<thead>
<tr>
<th>Examination</th>
<th>Examination Dates</th>
<th>Registration Dates</th>
<th>On-line † (Re-entry voucher is not applicable)</th>
<th>Last Day of Payment # (Not applicable to on-line registration)</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Theory</strong></td>
<td></td>
<td>By Post</td>
<td>In Person *</td>
<td></td>
</tr>
<tr>
<td>30 Jan 2016 (Sat)</td>
<td>16 Nov 2015 (Mon) – 20 Nov 2015 (Fri)</td>
<td>30 Nov 2015 (Mon) – 4 Dec 2015 (Fri)</td>
<td>16 Nov 2015 (Mon) 8:30am – 10 Dec 2015 (Thur) 5:00pm</td>
<td>9 Dec 2015 (Wed)</td>
</tr>
<tr>
<td>18 Jun 2016 (Sat)</td>
<td>23 Mar 2016 (Wed) – 29 Mar 2016 (Tue)</td>
<td>6 Apr 2016 (Wed) – 9 Apr 2016 (Sat)</td>
<td>23 Mar 2016 (Wed) 8:30am – 14 Apr 2016 (Thur) 5:00pm</td>
<td>13 Apr 2016 (Wed)</td>
</tr>
<tr>
<td>15 Oct 2016 (Sat)</td>
<td>21 Jul 2016 (Thur) – 26 Jul 2016 (Tue)</td>
<td>4 Aug 2016 (Thur) – 9 Aug 2016 (Tue)</td>
<td>21 Jul 2016 (Thur) 8:30am – 18 Aug 2016 (Thur) 5:00pm</td>
<td>15 Aug 2016 (Mon)</td>
</tr>
<tr>
<td><strong>Practical</strong></td>
<td></td>
<td>By Post</td>
<td>In Person *</td>
<td></td>
</tr>
<tr>
<td>(Grades 1 – 8)</td>
<td></td>
<td>14 Dec 2015 (Mon) – 18 Dec 2015 (Fri)</td>
<td>5 Jan 2016 (Tue) – 9 Jan 2016 (Sat)</td>
<td>14 Dec 2015 (Mon) 8:30am – 18 Jan 2016 (Mon) 5:00pm</td>
</tr>
<tr>
<td>Aug to early/mid-Nov 2016</td>
<td>1 Mar 2016 (Tue) – 4 Mar 2016 (Fri)</td>
<td>17 Mar 2016 (Thur) – 22 Mar 2016 (Tue)</td>
<td>1 Mar 2016 (Tue) 8:30am – 11 Apr 2016 (Mon) 5:00pm</td>
<td>6 Apr 2016 (Wed)</td>
</tr>
<tr>
<td><strong>Diploma +</strong></td>
<td></td>
<td>14 Dec 2015 (Mon) – 18 Dec 2015 (Fri)</td>
<td>5 Jan 2016 (Tue) – 9 Jan 2016 (Sat)</td>
<td>14 Jan 2016 (Thur)</td>
</tr>
<tr>
<td></td>
<td></td>
<td>1 Mar 2016 (Tue) – 4 Mar 2016 (Fri)</td>
<td>17 Mar 2016 (Thur) – 22 Mar 2016 (Tue)</td>
<td>6 Apr 2016 (Wed)</td>
</tr>
</tbody>
</table>

† On-line registration is not available to candidates entering for the Diploma or Ensembles Examinations or using re-entry vouchers.

# Not applicable to on-line registration

<table>
<thead>
<tr>
<th>Place of Registration</th>
<th>* Registration Hours</th>
</tr>
</thead>
</table>
| International and Professional Examinations Division  
Hong Kong Examinations and Assessment Authority  
17 Tseuk Luk Street, San Po Kong, Kowloon  
(Tel. No.: 3628 8721 / 3628 8787) | Weekdays and Saturdays *(Excluding general holidays and Sundays)*  
Theory Examination : 9:00 am - 5:00 pm  
Practical Examination : 9:00 am - 5:00 pm |

**Entry Forms**

The Theory and Practical Examinations Entry Forms will be available in November 2015 for collection at our following offices:

Wanchai : 12/F Southorn Centre, 130 Hennessy Road, Wanchai, HK
San Po Kong : 3/F, 17 Tseuk Luk Street, San Po Kong, Kowloon

Arrangements may be made for entry forms to be sent by post to applicants upon written requests to the International and Professional Examinations Division at our San Po Kong Office, together with a stamped and self-addressed envelope. Entry forms for Performance Assessment, Preparatory Test and Grades 1 to 8 Examinations may also be downloaded from the Authority’s website [www.hkeaa.edu.hk/abrsme](http://www.hkeaa.edu.hk/abrsme) (English) or [www.hkeaa.edu.hk/abrsm](http://www.hkeaa.edu.hk/abrsm) (Chinese) around the same time as specified above.

* The ABRSM/Authority reserves the right to allocate candidates to any examination session/venue within the examination period and cannot undertake to alter the appointments as specified on the Admission Forms.

The first 2017 Theory examination may be conducted in late January or early February 2017.

(Ver. 1: 13102015)