

ABRSM Face-to-face Instrumental & Singing Exams (October-December 2024)

Notes to Applicants & Candidates

Applicants must make sure that the candidates understand this notes and ABRSM Exam Regulations.

1. Arrival Time

Applicants should check the assigned examination date, time and venue in their ABRSM accounts and inform the candidates the confirmed schedule. Candidates must arrive at the examination centres 15 minutes before the assigned examination start time and report to the Steward.

2. Identification Document

Candidates at all grades must present the original of an official and valid identification document bearing their photograph, name in English and ID number used for registering for this examination to the Steward for verification. Student handbooks, student cards and photocopies of identification documents are not acceptable identification documents. Candidates whose identification documents have no photograph must also present a completed 'ABRSM Candidate Identification Form' (Attachment 1) with a photo attached to the Steward.

With effect from 31 January 2021, British National (Overseas) (BN(O)) passport cannot be used as any form of proof of identity in Hong Kong. Candidates may use alternative form of valid and acceptable identification document as proof of identity.

Candidates could wear surgical masks at the examination centre as needed. The Steward will ask candidates to remove their surgical masks temporarily during attendance taking in order to verify their identity.

In case the Steward finds that the candidate does not look like the person in the photo on their identification document or that the candidate's identity could not be verified on the spot, it is necessary for the Steward to take a photo of the candidate and the candidate's identification document (if applicable) at the examination centre for ABRSM's or HKEAA's subsequent verification purposes.

3. ABRSM 'Exam Programme & Running Order Form' / 'ARSM Programme Form'

Candidates taking Prep Test, Initial Grade or Grade 1-8 exams are required to submit their completed 'Exam Programme & Running Order Form' (Attachment 2) to the examiner.

Candidates taking ARSM Diploma in Music Performance are required to submit the 'ARSM Programme Form' (Attachment 3) to the examiner.

Applicants and candidates are responsible for the accuracy of the information filled in the form.

4. Waiting Room Arrangement

According to ABRSM Exam Regulations (<https://www.abrsm.org/en-hk/about-our-exams/exam-regulations>), it is recommended that candidates under the age of 15 are accompanied to the examination centre by a responsible adult. Due to limited space inside the examination centres, candidates should not bring more than one escort. Candidates or their accompanying parties may be asked to wait outside the examination centres after the check-in procedures depending on the actual circumstances.

5. Interpreter Arrangement

From 1 January 2023, if an interpreter is needed, applicants must select the 'interpreter' checkbox at the time of examination booking and make the arrangement themselves, following ABRSM Fair Access Guidelines (<https://www.abrsm.org/en-hk/about-our-exams/specific-needs/fair-access-guidelines-for-face-to-face-exams> - Chaperones and interpreters). Applicants may refer to the list of interpreters with contact details on the ABRSM website (<https://www.abrsm.org/en-hk/dates-and-fees/exam-dates-and-fees-latest>).

6. Instrument

For instruments other than piano, candidates have to bring their own instruments to the examination centres according to ABRSM Exam Regulations. For large instruments (e.g. Double Bass, Harp etc.), it is the responsibility of the applicants and candidates to contact the examination centres in advance to ensure that their examination room has enough space to accommodate the instruments. Applicants and candidates also bear the responsibility to ensure that the instrument, no matter it is arranged by themselves or borrowed from the centres, is suitable for the examination.

7. Electronic Devices

Candidates must switch off all kinds of electronic devices (e.g. mobile phones, tablets, PDA, pagers, MP3 players, electronic dictionaries, databank watches, smart watches with mobile applications installed or wireless technologies supported) before entering the examination room.

Candidates should note that mobile phone alarms may still sound off even when the phone is switched off. They should deactivate the alarm function before switching off the phone. All parties are not allowed to take photographs, audio record or video record inside the examination centres or display the photos and recordings electronically or publicly. Phone calls must be made outside the examination centres. Any candidates suspected of recording the examination, or are found to have any electronic device switched on, or a mobile phone or the alarm rings during an examination, will be investigated in accordance with the ABRSM Malpractice and Maladministration Policy (<https://www.abrsm.org/en-hk/more-information/policies/malpractice-maladministration-policy>).

8. Personal Belongings and Safety

Candidates should only bring their instruments, 'Exam Programme and Running Order Form' or 'ARSM Programme Form', music books and syllabuses into the examination room. Candidates and their accompanying persons in the examination centres should:

- take care of their own personal belongings;
- be responsible for their own safety;
- be held responsible for property loss or damage and bodily injury caused.

ABRSM, examination centres and the HKEAA shall not be held responsible for the personal safety of candidates and their accompanying persons in the examination centres, as well as any claims resulting from property loss, damage and bodily injury.

9. Examination Results

For Initial Grade and Grades 1-8, examination results, digital mark forms and digital certificates for successful candidates will be available to the applicants in their ABRSM accounts within 1 week of the examination date. Candidates with ABRSM accounts will also have access 7 days later. Applicants or candidates who would like to receive a paper certificate in addition to digital certificate can place an order in their ABRSM accounts with a payment of HK\$30. Please visit ABRSM website (<https://www.abrsm.org/en-hk/about-our-exams/results-and-certificates/digital-certificates>) for more information.

For Prep Test and Open Music Assessment, candidates will receive a paper certificate at the end of their assessment.

For ARSM Diploma in Music Performance, digital mark forms and digital certificates for successful candidates will be available to the applicants in their ABRSM accounts when the results are ready, which can take up to 9 weeks. Candidates with ABRSM accounts will also have access 7 days after the applicants. Paper certificates for successful candidates will be sent to the applicants by post approximately 4 months after the examination at no additional charge.

10. Typhoon/Bad Weather Arrangement

As cancellation or postponement of an examination is a very serious matter, any decision to do so by the HKEAA will be made only when it is absolutely necessary. It is important that applicants should inform their candidates and their parents, etc. of these arrangements in advance.

If weather conditions are at all doubtful (such as the possible hoisting of a Typhoon Signal No. 8 or above or the issuance of a Red or Black Rainstorm Warning), candidates should pay attention to the radio or television broadcast, or visit the HKEAA website for examination schedules right up to the time they leave for the examination venue. Candidates should note that:

- a. under normal circumstances, the HKEAA's announcement of the postponement/cancellation of an examination will be made approximately two hours before the commencement of the examination;
- b. the announcement of closure of schools due to a tropical cyclone or the issue of the Red or Black Rainstorm Warning does not necessarily imply the postponement/cancellation of an examination scheduled to be held on that day;
- c. unless an announcement has been made by the HKEAA that the examinations/public examinations/international and professional examinations held by the HKEAA are postponed/cancelled due to bad weather conditions, they must assume that the examination will be conducted as originally scheduled. However, they should consider their personal safety first and if they have substantial difficulties in reaching the examination venue, they should contact the HKEAA before the examination begins (Email: ie2@hkeaa.edu.hk).
- d. Once an examination has started, it will continue for the full allotted time unless physical conditions in the examination venue are considered to be dangerous by the Examiner.

For enquiries, please email ie2@hkeaa.edu.hk or call 3628 8787 during office hours from Monday to Friday, 8:30am-5:30pm, except Public Holidays.

International and Professional Examinations Division
Hong Kong Examinations and Assessment Authority

ABRSM 面對面術科考試 (2024 年 10 月至 12 月)

申請人及考生注意事項

申請人務必確保考生清楚明白下列事項及 ABRSM 術科考試規則。

1. 考生到達時間

申請人應登入其 ABRSM 帳戶確認考生獲分配的考試日期、時間及地點，並通知考生有關資料。考生須於獲分配的考試時間開始前 15 分鐘到達試場並向候考室主任報到。

2. 身份證明文件

應考任何級別的考生均須向候考室主任出示附有照片及英文姓名的身份證明文件正本作證明之用，而該證件號碼須與考試報名時提交的一致。學生手冊、學生證及身份證明文件副本將不獲接納。如考生持有之身份證明文件沒有照片，必須同時出示已填妥及附有照片的「ABRSM Candidate Identification Form」(附件 1)。

由 2021 年 1 月 31 日起，英國國民(海外)護照(即 BN(O))不得在香港作為任何形式的身份證明。

考生可按需要在試場內佩戴外科口罩。候考室主任在點名時，會要求考生暫時除下外科口罩作為核實考生身分之用。

如候考室主任未能即時確認考生身份或認為身份證明文件上的照片與考生本人不相符，候考室主任會要求考生填寫表格，並即時為考生及其身份證明文件(如有出示)拍照，以供 ABRSM 或考評局日後作核實之用。

3. ABRSM「Exam Programme & Running Order Form」／「ARSM Programme Form」

應考預備級測試、初級或 1-8 級考試的考生須把已填妥的「Exam Programme and Running Order Form」(附件 2)提交給考官。

應考 ARSM 音樂演奏等級文憑考試的考生須把已填妥的「ARSM Programme Form」(附件 3)提交給考官。

申請人及考生須確保該表格所填寫之資料準確無誤。

4. 候考室安排

ABRSM 的「Exam Regulations」(<https://www.abrsm.org/en-hk/about-our-exams/exam-regulations>)建議 15 歲以下的考生應由一位負責成年人陪同到試場。受試場空間所限，考生不應帶多於一位陪同人士。按試場實際情況，考生或其陪同人士於報到後或會被要求在試場外等候。

5. 傳譯員安排

由 2023 年 1 月 1 日起，若考生需要傳譯服務，申請人必須於考試報名時勾選「傳譯員」欄位，並按照 ABRSM 的「Fair Access Guidelines」(<https://www.abrsm.org/en-hk/about-our-exams/specific-needs/fair-access-guidelines-for-face-to-face-exams> - Chaperones and interpreters)自行作出相關安排。申請人可參考載於 ABRSM 網站(<https://www.abrsm.org/en-hk/dates-and-fees/exam-dates-and-fees-latest>)的傳譯員名單及其聯絡資料。

6. 樂器

除鋼琴外，考生須根據 ABRSM 的「Exam Regulations」規定自行攜帶所需樂器到試場。若應考大型樂器(如大提琴或豎琴等)，申請人和考生有責任先行聯絡試場以確認試場是否有足夠空間容納有關樂器。不論樂器為考生自備或向試場租借，申請人及考生都須確保有關樂器適用於考

試，並自行承擔有關責任。

7. 電子器材

考生必須於進入考室前關掉所有電子器材（例如：平板電腦、電子手帳（PDA）、手提電話、傳呼機、MP3 機、電子字典、具文字顯示功能的手錶、裝有流動應用程式或支援無線技術的智能手錶等）。

考生應留意手提電話會否在關掉後仍有響鬧功能，並在關掉手提電話前解除其響鬧功能。任何人士均不可於試場範圍內攝影、錄影、錄音或將有關相片或紀錄作任何形式的展示。電話通話必須於試場外進行。在考試進行期間，考生如被懷疑錄影或錄音，被發現有任何未關掉的電子器材或其手提電話或響鬧裝置發出聲響，ABRSM 將根據「Malpractice and Maladministration Policy」（<https://www.abrsm.org/en-hk/more-information/policies/malpractice-maladministration-policy>）作出調查。

8. 個人物品與安全

考生只可攜帶樂器、「Exam Programme & Running Order Form」／「ARSM Programme Form」、樂譜及考試綱要進入考室。考生及其陪同人士需注意以下事項：

- 請小心看管個人物品
- 請注意及保障在試場內的個人安全
- 如在試場內引致任何物品或設施損壞、或導致他人身體受到損傷，考生或其陪同人士須承擔全部責任

就考生及其陪同人士的個人安全、任何物品之遺失、試場設施之損壞或對他人身體造成的損傷，ABRSM、試場和考評局恕不負責。

9. 考試成績

初級及1-8級考試的申請人於考試後1星期內可透過ABRSM帳戶存取考生的考試成績、電子評分表和合格考生的電子證書，而持有ABRSM帳戶的考生亦可在7天後存取有關資料。若申請人或考生在獲得電子證書外仍希望收到紙本證書，可透過ABRSM帳戶支付港幣30元以作訂購。詳情請瀏覽 ABRSM 網頁（<https://www.abrsm.org/en-hk/more-information/policies/malpractice-maladministration-policy>）。

預備級測試和演奏評估的考生將在評估結束時獲發紙本證書。

ARSM音樂演奏文憑考試的申請人將可在成績發放時（或需時9星期）透過ABRSM帳戶存取考試成績、電子評分表及合格考生的電子證書，持有ABRSM帳戶的考生亦可在7天後存取有關資料。合格考生的紙本證書將於考試後4個月郵寄至申請人地址，無需額外收費。

10. 颱風／天氣惡劣時的緊急措施

取消或延期考試之影響重大，因此，考評局非必要時不會作出有關決定。申請人務須盡早通知考生及家長下列有關安排。

如考生對當日天氣情況有所疑慮（例如當天文台可能發出八號或以上的颱風警告或紅色／黑色暴雨警告），應於赴考場前留意電台、電視台或瀏覽考評局網頁有關宣布。考生必須留意：

- 甲、在一般情況下，考評局會在開考前約兩小時宣佈關於延期或取消考試的決定；
- 乙、即使政府宣布學校因熱帶氣旋警告或紅色／黑色暴雨警告而須停課，並不表示該日考試一定延期或取消；

- 丙、除非考評局正式宣布由本局舉辦的考試／公開考試／國際及專業考試因惡劣天氣需要延期或取消，否則考生應依照原定安排應試。但考生應以安全為重，前往試場如有困難，必須盡早於開考前與考評局聯絡（電郵：ie2@hkeaa.edu.hk）；
- 丁、除非考官認為試場情況危險，否則考試開始後將繼續進行，直至考試完結。

若有查詢，請電郵至ie2@hkeaa.edu.hk或於辦公時間星期一至星期五（公眾假期除外）早上 8 時 30 分至下午 5 時 30 分致電 3628 8787。

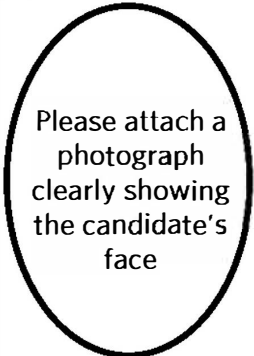
香港考試及評核局
國際專業考試部

Appendix B

Candidate identification form

For Music Theory exams taken in person, and for Practical Grades, Performance Grades, Practical Musicianship Grades and Diplomas.

In line with the Candidate Identification Policy, candidates can use this form instead of formal photo ID. It must be completed and signed by a responsible adult *and* by the candidate.

 <p>Please attach a photograph clearly showing the candidate's face</p>	Candidate name
	Grade and instrument
	Date and time of exam
	Exam venue

Declaration: I confirm that the photograph attached is a true likeness of the candidate detailed on this form.

Name	
Relationship to candidate	
Signature	
Date	

Candidate name	
Candidate signature	
Date	

Exam programme & running order

Name: _____

Subject: _____ Grade: _____

What would you like to start your exam with? _____

Please write details of the items you are performing in your exam in the order you are presenting them and hand this slip to the examiner. Best wishes for an enjoyable and successful exam!

Year of syllabus: _____

List*	Number	Composer	Title

Singers only: unaccompanied traditional song: _____

Percussion (Combined) only: technical requirements on: _____

* Leave blank for Snare Drum, Timpani and Tuned Percussion

ARSM programme form

ABRSM

Attachment 3

Please complete this form, including full details of your programme in the order you are presenting it.

Woodwind, Brass and Singing candidates should also indicate any planned break at the place in the programme where it is intended to be taken.

For face-to-face exams: Please bring this with you to your exam and hand it to the examiner before you begin.

For digital exams: Please provide your programme information online when you upload your video.

Name _____ Candidate/National ID _____

Subject _____ Related instrument(s) _____

(instrument/voice)

(if used)

ARSM list no.	Composer (and arranger if applicable)	Piece/Song to be performed (include work title, Opus or other catalogue number, detail of individual movements/sections, as applicable)	Approx. time (0'00")
			Overall programme length

Best wishes for an enjoyable and successful exam!

For examiner's use: Date of exam ____/____/____ Examiner code _____