

ABRSM Diploma Exams (March – April 2024) Notes to Applicants & Candidates

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

1. Arrival Time

Candidates should refer to the ‘ABRSM Diploma Exam Appointment’ email issued by ABRSM to attend the examination at the allocated centre and time.

Candidates must arrive at the examination centres 15 minutes before the assigned examination start time.

2. Identification Document

Candidates must present the original of an official and valid identification document (e.g. HKID card/passport) bearing their name in English, photograph and number used for registering for this examination to the Steward for identity verification. Student handbooks, student cards and photocopies of identification documents are not accepted. Candidates whose identification document contains no photograph should bring along a completed ‘ABRSM Candidate Identification Form’ (Attachment 2) with a photo attached to the examination.

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 identities.

In case the Steward finds that the candidate does not look like the person in the photo on their identification document, it is necessary for the Steward to take a photo of the candidate and the candidate’s identification document at the examination centre for subsequent ABRSM’s verification purposes.

3. Programme Notes and Copies of Music

Where appropriate for the examination candidates have entered for, two printed copies of the Programme Notes, together with the 9b Candidate declaration form, must be presented to the examiner at the start of the examination. Candidates should refer to the syllabuses on ABRSM website (<https://www.abrsm.org/en-hk/other-assessments/diplomas>) for details regarding Programme Notes.

On the day of the examination, candidates will need to provide the examiners with copies of all the music they are performing. For pieces which are accompanied by piano, a copy of the piano score should also be supplied.

4. Waiting Room Arrangement

Due to limited space inside the examination centres, 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 relevant arrangements 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 or candidates to contact the examination centres in advance to ensure that their examination room has enough space to accommodate the instrument. Applicants or candidates also bear the sole responsibility to ensure that the instrument, no matter it is arranged by themselves or borrowed from the centres, is suitable for the examination.

7. Warm-up Room

Candidates can use the warm-up room at the examination centre after confirming their attendance with the Steward. Only one candidate will be allowed in the warm-up room at a time. Candidates may be asked to leave and return later when they arrive too early.

8. Rescheduling, Withdrawals and Non-attendance

Candidates must attend the examination at the allocated centre and time scheduled by ABRSM. Rescheduling would only be arranged under special circumstances, such as illness and injury. However, it is subject to the examiners' schedule and examination centre availability. The request with medical proof and a copy of the Notice of Exam Appointment must be sent to ie2@hkeaa.edu.hk on the original examination day or before. A supplementary fee of HK\$362 per candidate will be levied for successful rescheduling.

For withdrawals and non-attendance, candidates should refer to ABRSM website (<https://www.abrsm.org/en-hk/more-information/policies/withdrawals-non-attendance-and-fee-refund-policy>) for details.

9. 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>).

10. Personal Belongings and Safety

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.

11. 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 文憑考試 (2024 年 3 至 4 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 考試規則。

1. 考生到達時間

考生應依照 ABRSM 發出的「ABRSM Diploma Exam Appointment」電郵內所列的試場及時間出席考試。

考生必須於開考前 15 分鐘到達試場。

2. 身份證明文件

考生必均須向候考室主任出示附有其英文姓名及照片的身份證明文件正本（如香港身分證／護照）作為身份證明用途，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未附有相片，須攜帶已填妥及貼上照片的「ABRSM 考生身份證明表格」（附件 2）出席考試。

由 2021 年 1 月 31 日起，英國國民（海外）護照不得在香港作為任何形式的身份證明。考生可以使用其他有效和可接受的身份證明文件作考試之身份證明。

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。

如候考室主任認為身份證明文件上的照片與考生本人並不相符，候考室主任必須即時為考生及其身份證明文件拍照，以供 ABRSM 日後作核實之用。

3. Programme Notes 及樂譜

如適用於已報考的考試，考生須列印兩份 Programme Notes 及一份 9b Candidate declaration form，並於考試開始時提供予考官。考生應細閱 ABRSM 網站上的考試綱要（<https://www.abrsm.org/en-hk/other-assessments/diplomas>）以確認有關詳情。

於考試當日，考生須向考官提供其演奏的所有音樂的副本。如有鋼琴伴奏，考生亦須提供伴奏樂譜副本。

4. 候考室安排

受試場空間所限，考生或其陪同人士於報到後或會按實際情況，在報到後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 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），申請人或考生有責任事先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，申請人或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. 熱身室

考生向候考室主任報到後，可使用試場提供的熱身室。熱身室每次只供一位考生使用。如考生過早到達試場，或會被要求先離場，並於稍後時間才返回試場。

8. 更改考試日期、取消考試及缺席

考生必須按 ABRSM 所分配的試場和時間出席考試。更改考試日期申請僅在特殊情況下（如考生因病或因傷缺席）才獲考慮，惟申請接納與否須視乎考官日程及場地安排。有關申請須於考試當日或之前連同醫療證明及准考證一併電郵至 ie2@hkeaa.edu.hk。如申請成功，將收取每位考生港幣 362 元附加費。

有關取消考試及缺席安排，考生應參閱 ABRSM 網站（<https://www.abrsm.org/en-hk/more-information/policies/withdrawals-non-attendance-and-fee-refund-policy>）所列細則。

9. 電子器材

考生必須於進入考試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，考生必須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。在考試進行中，考生如被懷疑錄影或錄音或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 將根據舞弊和行為失當指引（<https://www.abrsm.org/en-hk/more-information/policies/malpractice-maladministration-policy>）作出調查。

10. 個人物品與安全

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。

11. 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發出延期或取消考試的宣布；
- 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