

Information & Regulations

for all Trinity College London
graded and certificate exams
in music

from 2017

Trinity College London
trinitycollege.com

Charity number 1014792

Patron HRH The Duke of Kent KG

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Information & Regulations from 2017

These regulations supersede all previous guidance relating to the conduct of Trinity College London ('Trinity') exams. They apply to all Trinity graded and certificate exams in Music.

This information should be read in conjunction with the further guidance and specific regulations outlined in the syllabus of the particular exam to be taken. For regulations for diploma exams, please refer to trinitycollege.com ('our website'). Additional information on our Rock & Pop exams can be found in the current Rock & Pop syllabuses at trinityrock.com. Please always refer to our website for the most current versions of the documents.

Information on structure, marks and timings for graded exams, along with assessment criteria for graded and certificate exams, can also be found on the Trinity website.

Official recognition of Trinity exams

Trinity College London is an international exam board regulated by Ofqual (Office of Qualifications and Examinations Regulation) in England, CCEA Regulation in Northern Ireland and by Qualifications Wales. Trinity's graded and certificate music exams are regulated by these authorities within the Regulated Qualifications Framework (RQF). Various arrangements are in place with governmental education authorities worldwide.

Trinity's Grade 6-8 exams can contribute to entry into UK's higher education through allocation of UCAS points, please see trinitycollege.com/music-UCAS for further information.

Exam entry requirements

Trinity accepts applications for its exams on the condition that candidates conform to the requirements of the appropriate current syllabus and the information and regulations contained herein. Trinity retains the right to revise the content of *Information & Regulations* from time to time and any such changes will be published and advertised via its website at trinitycollege.com

No theory qualification is required in order to enter for Trinity practical exams in music, although a separate series of theory exams is available to candidates and to teachers who wish to use these as a complement to practical training. Details of theory exams, assessment requirements, and applicable rules and regulations are contained in a separate syllabus which can be obtained from either Trinity's central office or your Trinity representative.

Candidates may enter any Trinity exam in music without previously having taken any other qualification in the suite, but candidates should have absorbed the technical demands of levels below that of the exam which they are entering.

Candidates may enter for more than one practical exam in the same or different subjects at the same session but no more than one entry will be accepted per candidate per session in the same grade and subject.

Trinity reserves the right to refuse or cancel the entry of any candidate. The reason for the refusal or cancellation will be given, and the entry fee will be refunded.

Exam entries cannot be transferred from the name of one candidate to another.

Equal opportunities

Trinity is committed to providing equality of opportunity and treatment for all, and will not unlawfully or unfairly discriminate directly or indirectly on the basis of gender, age, ethnic origin, or disability.

Child protection

Trinity College London is fully committed to safeguarding and protecting the candidates that we work with. All posts, including examiners, are subject to a safer recruitment process, including the disclosure of criminal records and vetting checks. Our safeguarding policies and procedures are regularly reviewed and promote safeguarding and safer working practice across all parts of our work.

Data protection

Trinity College London is registered as a Data Controller with the Information Commissioner's Office in the United Kingdom under data protection legislation. Please see trinitycollege.com/policies for the most up-to-date information about data protection procedures and policies. You can write to the Data Protection Officer at Trinity's central office for further information.

Customer service

Trinity strives to update and improve its syllabuses. Amendments and additions are regularly published on the Trinity website. The website is also the source of general information about Trinity and its exam products and services. A Customer Service Statement is available on the website.

How to enter for an exam

For exams in the United Kingdom and Ireland

Exams may be taken at any of Trinity's public exam centres. For centre details please consult trinitycollege.com. Schools or private teachers in England, Wales and Scotland with sufficient candidates may apply to enter under the Examiner Visit Scheme, thereby benefiting from the convenience of a freer choice of exam dates and an on-site visit from an examiner at an agreed venue. Further details are available on Trinity's website.

For exams in all other countries

Trinity exam centres are located throughout the world. Details of centres and Trinity representatives can be found at trinitycollege.com or can be requested from Trinity's central office.

If a candidate needs an interpreter, please make sure to discuss and receive Trinity's approval before completion of the entry process (please see page 11 for further details about specific rules on interpreters).

Entry process

All entries for exams must be made on an official Trinity entry form or online for Rock & Pop exams.

Completed entry forms must be accompanied by the correct entry fee, and sent in advance of the closing date for application to the exam.

Closing dates for exams are available from Trinity's website. Where possible, your Trinity representative will seek to meet a request for a specific exam date provided it is clearly specified in the corresponding Trinity exam entry form, but this cannot be guaranteed. Requests for morning or afternoon appointments will be observed where possible, but requests for precise times cannot be accepted. Please note that exam dates may occasionally need to be changed from those published.

When an entry is made for a percussion exam it should be clearly indicated (for timetabling purposes) when a Drum Kit candidate is left handed.

Where to send your entry form

Please send entry forms to your local Trinity representative.

How to pay in the United Kingdom

Cheques should be made payable to Trinity College London. A processing and payment receipt can be provided if the appropriate section of the entry form is completed and a stamped addressed envelope supplied. Rock & Pop exams can be paid for by credit or debit card online.

How to pay anywhere else

Please contact your Trinity representative for further information.

Who may enter candidates

Exam entries may be submitted by a teacher, parent or guardian, or by candidates themselves if they are aged 18 or over. Correspondence will be conducted with this person only.

By entering for a Trinity exam, candidates agree that they will abide by Trinity's regulations, syllabus requirements and the professional judgements of its examiners.

Entry transfer from one exam centre to another

Entries at one centre may be transferred to another centre for a fee, however they cannot be deferred to a later exam session. In the case of a transfer, a new entry form must be completed and the appropriate fee must be paid (please contact Trinity's central office for further details).

Incomplete entries

If an entry form is incomplete, it may be refused.

Trinity is required to collect candidates' dates of birth in order to produce anonymised statistical information for various government and educational bodies, and if this information is not provided on the entry form, then the entry process may be delayed, resulting in late entry.

Inaccurate entries

Candidates' names as shown on the entry form will be used when producing certificates for successful candidates. Please ensure that all details on the entry form are complete, accurate, and free from errors.

If you require a correction to be made on an entry form or to details held about you on Trinity's database, please contact your Trinity representative.

Late entries

Please note that entries will not be accepted if received less than 14 days before the exam date.

Anyone wishing to make a late entry must contact their Trinity representative first before submitting a late entry, because late entries can only be accepted at the discretion of the Trinity representative.

Entries which are received following the application closing date will be subject to the following surcharges:

- ▶ for late entries received up to 21 days before the exam date: + 50% of the entry fee
- ▶ for late entries received between 20 and 14 days before the exam date: + 100% of the entry fee.

Trinity makes no guarantee that acceptance of a late entry will result in the exam taking place. If a late entry is accepted but the candidate cannot obtain an exam slot, Trinity may, at its discretion, refund the entry fee, although the surcharge fee will be retained in all cases to cover costs of administration of that late entry.

Requests for provision for special needs

Trinity College London is committed to creating an inclusive environment where candidates with special needs are able to demonstrate their skills and feel welcomed. We aim to make our exams accessible to all. We treat each learner individually when considering how we can achieve this aim, recognising that requirements vary. Candidates can be assured that we do not compromise on the standard of marking or allow the quality of exams to be affected in any way.

If a candidate has any special needs we will try to help. Of course we will not make any change that affects the assessment standards. We will treat each request individually, so please visit the website trinitycollege.com/music-csn or contact us to discuss your requirements.

Reasonable adjustments to premises

Candidates who require wheelchair access or other such reasonable adjustment being available or made in their exam centre should contact the exam centre directly as soon as possible.

Reasonable adjustments to tests

Examiners do not carry special tests as a matter of course. Please note that Trinity will require extra preparation time to prepare and provide a candidate with adjusted tests taking into account any candidate's special needs, for example adapted sight reading and improvisation tests, extra preparation time given to the candidate during the exam, etc.

Exam appointments

Receipt of appointment forms

Upon receipt and acceptance of a candidate's entry to an exam, the Trinity representative will send an appointment form to the person who signed the entry form.

This will normally take place around 21 days before the exam date. The appointment form will confirm the Trinity ID number allocated to the candidate, the grade and subject of exam, and the date, time and place of the exam.

Please note that Trinity will not accept any request for changing an exam date, time or place following the issue of an appointment form.

The completed appointment form must be handed back to the examiner on the day of the exam. Trinity reserves the right to refuse to examine a candidate who cannot produce their appointment form on the day.

Correcting details on an appointment form

If you find any errors in your personal information specified on the appointment form, please notify your Trinity representative immediately. An incorrect exam subject or grade cannot be altered on the day of the exam, but it will be acceptable for a candidate to point out a misspelling of their name to the examiner.

Information to fill in on the appointment form prior to the exam

The appointment form must be handed to the examiner on entering the exam room.

Before the exam, candidates should ensure that they have filled in the names of the pieces that they will be playing, with their choice of technical work and supporting tests marked.

Candidates may present their exam pieces in any order, but must write their preferred sequence on the appointment form and point it out to the examiner at the start of the exam. This choice does **not** extend to cases where the syllabus stipulates the order of any item.

Instruments, accessories and other materials to be provided by the candidate

Instruments and accessories

Each exam room will be equipped with a tuned piano, an adjustable stool and a music stand. Candidates wishing to take exams in organ, electronic organ and percussion instruments should discuss arrangements with their Trinity representative before entering. For details on the Rock & Pop exam room set-up, please refer to the current Rock & Pop syllabuses.

All other instrumentalists must provide their own instruments and accessories, eg footstools for guitarists, extension leads, stands and seats for keyboards, and other electrical devices such as CD players.

Please note that candidates are responsible for their own instruments and accessories, and for ensuring that any electrical devices and other accessories they take to the exam centre comply with health and safety requirements applicable in the country where the exam is taking place.

Trinity will not accept any liability in the event of any candidate's property being lost, stolen, or damaged either while in transit to and from the exam centre or at any time during the exam itself.

Music and pre-recorded accompaniments

Music

It is a candidate's responsibility to obtain the music for their exam in good time prior to entering any exam. Candidates are advised to check a particular piece's availability with a chosen publisher before deciding to play that particular piece at an exam.

Candidates are required to bring either their Trinity music book (or their music sheet if the music isn't published by Trinity) to the exam room. If music has been downloaded, then proof of purchase will need to be brought to the exam.

Solo performances of accompanied pieces are not permitted. It is the responsibility of the candidate to ensure that adequate accompaniment is provided, when pieces require it.

Copies for examiners

Candidates are required to provide the examiner with a copy of all of the pieces they will be performing (except pieces taken from Trinity publications). These copies need not include the accompaniment.

Copyright

Candidates are required to strictly comply with copyright and other intellectual property laws which are in force in the country where the exam is taking place.

Pre-recorded accompaniments

With the exception of Rock & Pop, Jazz Woodwind, Guitar and Drum Kit exams where other rules apply and are listed in the appropriate syllabus, candidates may use a recording of the piano accompaniment in exams up to and including Grade 3.

Recordings of accompaniments need not be commercial products but must be of good quality, and must not include the solo part which the candidate is to play.

CD players or other playback devices provided by candidates must be able to produce a good sound quality with adequate volume. Small, un-amplified playback devices such as iPods, mobile phones, etc are not acceptable.

Any candidate using recordings will be responsible for providing and operating their own playback equipment. Arrangements (about power supply, equipment insurance, etc) must be agreed well in advance with the Trinity representative by the person who signed the entry form.

The exam

Candidate arrival and warm-up time

Public centres administered by Trinity will endeavour to provide waiting and warm-up room facilities wherever possible, but Trinity cannot guarantee this.

Candidates must be ready 15 minutes before the time of their appointment. Candidates who arrive late may find that their exam cannot be conducted, although every effort will be made to accommodate them.

Duration and sequence order of the exam

Candidates are permitted to play or sing a few notes before the exam starts to get used to the acoustics of the exam room.

For piano and other unaccompanied instruments, candidates will normally be asked to play scales before the music pieces (or candidates will be asked which of these they would prefer to play first). This general order is reversed for accompanied instruments.

Examiners may choose to curtail any performance once they have formed a judgement. In cases where candidates are required to observe an overall timing in their chosen programme, they must ensure that these include the breaks between pieces.

Please note that over-running or under-running by more than 10% will be penalised.

Examiners

Generally, only one examiner will be present in the exam room. However, for training and quality assurance purposes, another examiner may be present.

Accompanying a candidate

Trinity reserves the right to exclude anyone apart from the candidate(s), the accompanist and the page-turner from the exam room, except in special cases such as when there is a need for interpreters, facilitators, or assistants for candidates with special needs. Trinity's central office must approve such arrangements in writing before an entry is made.

Please note that no photography or unauthorised audio or video recording by anyone other than a Trinity examiner is permitted during the exam. **Any recordings made without Trinity's agreement may be confiscated on the spot and may invalidate the exam.**

Accompanists, page-turners and interpreters

Trinity does not provide accompanists, nor can the examiner act as an accompanist or page-turner.

Accompanists are only allowed in the exam room for the duration of the piece of music they are accompanying.

Page-turners are only allowed for keyboard instruments. Page turns can normally be facilitated by photocopying the relevant pages of the music sheet and placing them side-by-side on the music stand. If a candidate needs to have a page-turner, arrangements must be made at the candidate's entire responsibility, including any related costs. Page-turners are only allowed in the exam room for those components of the exam in which they are actively participating.

Interpreters are allowed for candidates whose first language is not English and where the candidate does not have sufficient mastery of the English language for the communication requirements of the exam. The candidate is responsible for all arrangements and costs of an interpreter, whose involvement must be agreed with the centre in advance of the exam.

Recording of exams by Trinity

Audio recordings

Trinity audio records all exams for quality assurance purposes and to maintain an archive of recordings. These procedures are an essential feature of Trinity's commitment to quality assurance and are in no way detrimental to candidates. Performances recorded by Trinity will under no circumstances be released and will not be used for commercial purposes without the performer's consent, but may be used for training purposes and assessment standardisation. Examiners will not refer to recordings when making their assessments and recordings will not be retained beyond their functional need.

Video recordings

Trinity exams are sometimes filmed for examiner training and quality assurance purposes. Trinity is mindful of the sensitivities and legalities regarding the making of video recordings of young people, and will always be pleased to halt any recording, or erase specific examples on request, without any reason being given, and without any prejudice to the assessment.

Whenever filming is scheduled to take place at an exam centre, Trinity will seek express permission (either from the parent or guardian of a candidate under 18, and directly to the candidate if he or she is over 18 years old) for the candidate to be filmed. This will normally be done through a specific consent form sent to the candidate, or parent or guardian prior to the exam taking place (which should be sent back to the Trinity representative or handed in to the examiner on the day of the exam). Even where consent has been obtained, not all exams in the session will necessarily be filmed.

Alternatively, candidates may also be notified of video recording on the day of the exam via notices of posters placed near the exam room, eg on the exam room door and/or in the waiting room.

Candidates and their parents or guardians will be given the opportunity on the day of the exam to withhold consent to being filmed, a decision which Trinity will accept without question in all cases. Therefore candidates may also decline to be filmed on entering the exam room whether or not they, or their parents or guardians have given permission in advance.

Trinity will seek to ensure that video recording should not impose any additional pressure on the candidate, and has laid down strict rules to centres about the way equipment is placed and used.

Video equipment used will be in the form of a discrete, single, static camera, operated by the examiner(s) and will be used without any additional lighting. The machine may be set to run throughout all, or only some, of the exams.

Trinity's recordings of exams (film and audio) will not be released to candidates under any circumstances after the exam.

Results, reports and certificates

Please note that Trinity's central office will not give exam results over the telephone.

All candidates for practical exams receive a written report. Examiners issue reports only to the Trinity representative, and are not allowed to give details of reports or results in any other way. In turn, Trinity representatives will despatch those reports to the person who signed the application form.

Report forms for graded and certificate exams are normally issued within a week of completion of a centre's exam session, although in circumstances where a particularly large number of candidates attended the same exam session, Trinity representatives may issue report forms on a fortnightly basis.

In the case of successful candidates, results are provisional until confirmed by the issue of a certificate.

Certificates show the date, centre, subject, and level achieved by a successful candidate, as well as the name of their teacher and school (if requested). Each candidate performing in an ensemble will receive a certificate showing their name and the name of the group. The personal details shown on certificates will be taken from those recorded on the entry form.

Duplicate certificates and exam reports

Trinity cannot accept responsibility for the non-arrival of any exam report or certificate after it has been posted. A duplicate of a certificate which has been destroyed or lost in the post can usually be provided for exams passed within the previous 15 years.

Applications for summaries of marks or replacement certificates should be made to Trinity's central office, quoting the centre name, date of exam, candidate's name and number, exam level, and subject/instrument. The cost of a replacement certificate (due to loss or damage) is £20. The cost of an amendment to a certificate, or for obtaining a duplicate exam report or duplicate mark summary is £10.

Certificates of Special Merit

Candidates who have passed all the available grades in a particular subject available from the Trinity exam suites (excluding Initial) can apply for a Certificate of Special Merit. Those who have achieved a Distinction at every grade will have the words 'with Distinction' added to their Certificate of Special Merit.

To apply for a Certificate of Special Merit, please make a written request, including a copy of every certificate or report form to Trinity's central office.

Prizes and Exhibition Awards

A number of prizes and Exhibition Awards are awarded each year for outstanding achievement in exams. Information about these is available from Trinity representatives or via Trinity's website.

Absence through illness and exceptional circumstances

If a candidate is ill and cannot take an exam as planned, the Trinity representative must be informed as soon as possible. The person who signed the entry form may apply to the Trinity representative for a re-entry permit by providing a medical certificate current for the date of the exam and the appointment form originally issued to the candidate.

The re-entry application must be made no later than 30 days after the exam date. The Trinity representative will forward the medical certificate and appointment form to Trinity, who will issue a re-entry permit for an exam at the same level in the same subject.

A re-entry permit can be used for an exam within 12 months of the original exam date upon payment of 50% of the entry fee current at the new date of entering. If a permit is used towards entry for an exam at a higher level, any difference in fee is also payable.

If a candidate wishes to postpone an exam, the original fee will not be refunded. There are special arrangements in case of genuine compassionate circumstances. Trinity will not offer re-entry permits for non-medical reasons, though sympathy will be shown to genuine cases in which appropriate evidence is provided.

Referrals to Trinity over a candidate's infringement of exam regulations

All exams are assessed on the basis of the performance given on the day of the exam, without regard to any external circumstances. If a candidate infringes exam regulations, eg by performing an incorrect item, the performance will be heard without prejudice by the examiner in order not to jeopardise the performance of other valid items.

The issue with the performance may be reported directly to Trinity's central office by the examiner, rather than on the candidate's exam report form, so that Trinity may be able to exercise a certain amount of discretion as to the validity of the assessment process. Trinity reserves the right to award no marks for invalid items. The outcome of referred exams will be communicated to the Trinity representative for disclosure to the candidate as soon as possible after the matter has been considered by Trinity.

Appeals procedure

Candidates, teachers and exam centres are advised to check the details of current appeals procedures at trinitycollege.com/appeals, or to contact Trinity's central office.

Malpractice

Trinity requires its Registered Exam Centres to report any suspected malpractice by candidates, teachers or examiners. In situations where a centre is found to be inadequate or to be guilty of malpractice, either in terms of provision of facilities or in administration, the exam centre may be required to suspend all of its activities relating to Trinity exams until the cause of the problem is identified and rectified, if appropriate. In extreme circumstances, the centre may no longer be permitted to act as an exam centre registered with Trinity.

In the very rare cases or circumstances where a centre or individual may be suspected of malpractice, Trinity will aim to minimise any inconvenience caused to any affected candidate, and would like to thank candidates, teachers and centre staff for their kind co-operation in reporting any suspected incident of cheating, thereby assisting Trinity in upholding the quality and integrity of its exam process.

Official recognition of Trinity exams in England, Wales and Northern Ireland

Trinity College London's graded exams are regulated by Ofqual. They can be built into music education programmes in the school curriculum, in the independent sector and in private tuition.

Trinity qualifications	Regulated Qualifications Framework level	Other equivalent qualifications
FTCL	7	Masters degrees/ postgraduate certificates and diplomas
LTCL	6	Honours degrees/ graduate diplomas
ATCL	4	Certificates of Higher Education
Grades 6-8	3 (Advanced)	A/AS level
Grades 4-5	2 (Intermediate)	GCSE Grade A*-C
Grades 1-3	1 (Foundation)	GCSE Grade D-G
Initial	Entry	Certificate of Educational Achievement

The Initial exam for Trinity's traditional grades is comparable to Entry Level. Note that Trinity's graded exams in Rock & Pop are also recognised by Ofqual.

Comparisons to other qualifications are made in terms of standards, not breadth of study. This is because qualifications vary in terms of content, assessment methods, volume and purpose.

Trinity's exams are also recognised within the European Qualifications Framework (EQF). Details of this are available from Trinity's central office.

Entry to UK higher education and UCAS points

Trinity graded music exams (including Rock & Pop exams) are eligible for United Kingdom Universities' and Colleges' Admissions Service (UCAS) points within the UCAS tariff system, which is open to any student applying for a course of study at a UK university or other higher education institution. These exams will contribute towards a student's 'score' of UCAS points when they apply for entry to higher education.

The UCAS points system assists admissions tutors to make broad comparisons across applicants to higher education with different types and levels of qualifications. The way in which points are awarded provides a level of confidence to university admissions staff for the use of the tariff within the higher education sector. Therefore, recognition is attributed to qualifications offered by applicants which may otherwise not be known by university staff, and is important in the context of increasing participation in and widening access to higher education as a whole. Trinity College London diplomas are also awarded credit by The Open University towards their degree programmes.