

Trinity College London **DIGITAL DIPLOMA** Practical Examinations

Name of Candidate: _____

(According to NRIC or Passport, in BLOCK LETTERS)

Name of Submitter : _____ *Compulsory email: _____
(In BLOCK LETTERS) (Please write clearly)

- Nominate a **submitter** : Candidates (aged 18 or above) or their parents/guardians will be able to upload their video submissions themselves.
- If you are named as the submitter on the application form, you will receive a request to log in to the submission platform and upload the exam. If you do not have an account in the platform, you will first receive an email from submittable@trinitycollege.com with a username and temporary password. Once you have signed in to the platform and created a new password, you can use these details for any future submissions after payment.

➤ **Step 1** - (Tick the appropriate box)

My programme consists entirely from the repertoire of the same Diploma level published in the current Diploma syllabus

OR

My programme includes own choice repertoire, **attached approval letter** from Trinity College London.

(Programme approval from London will take at least six week. Therefore candidates are strongly advised to apply as early as possible. Once approval has been given, no alterations can be made.)

➤ **Step 2** - **MUST** Read through the Digital Syllabus from the Trinity Website,

<https://www.trinitycollege.com/qualifications/music/digital-music-diplomas>

- **Step 3** - Get your **original** score and supporting documents ready. Your books / legally downloaded copies must be in shot when you film your performance. Please make sure they will be visible to the examiner so that they can confirm that you are playing from a legal copy – even if you choose to perform from memory. In the case that you have purchased a digital copy and are playing from a tablet or eReader, please show the copy on screen to the camera, ensuring that the watermark is clearly legible, so the examiner can confirm the purchase. Prepare your Printed Programme.
- **Step 4** - Get your **one continuous take** video ready. The maximum size for your video file is 1GB and your performance must be captured as **one continuous take with NO editing**. Please remember to turn off HD settings, or select the lowest available HD setting, on your device before you begin. Your exam does not need to be recorded in high definition which will result in files that are too large for upload. You may record your video as an mp4 or mov file. Check that your video is named correctly.
- **Step 5** - Ensure you have collated all the supporting documentation required (eg scans of your music scores, approval letters, etc.) Please see the relevant syllabus for the full list of song choice.
- **Step 6** - **Register with us using this application form only when your video is ready because once you receive your login details, you will only have 14 days to upload.**
- **Step 7** - Pay Exam Fees by PayNow to UEN No. 201633178Z
- **Step 8** - Email this set of application form and proof of payment to digital@tcmexams.com
- **Step 9** - Receive login details for your one continuous take video submission.
- **Step 10** - Once the **submitter** has received the log in details, **MUST COMPLETE the following** in the TRINITY Online Platform **within 14 days –**
- Fill in an online submission form within the platform with customised fields for the exam that candidates are taking.
 - Upload your **one continuous take** video not more than 1GB
 - Upload your Printed Programme and Upload Scans or Photographs of your Performance Pieces.
 - Upload any other supporting documents – programme approval confirmation letter
 - For relevant performances, submitters must provide the documentation in one single file.

Candidate's Signature : _____
(Parent/Guardian must sign if candidate is below 21 years old)

(Pls Turn Over)

- **Step 11** - When the submitter has submitted the exam, he/she will receive an email confirmation. The exam will then be marked by a Trinity examiner, and the feedback and marks will be sent by email to the submitter.

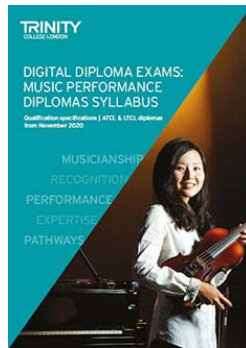
If the candidate misses the upload date, he/she will not be able to upload the video anymore and the exam is considered forfeited and there is no refund or transfer to another period. Candidates **MUST** always refer to the latest syllabus on the Trinity College London website for the latest updates.

Take Note : According to the Trinity College London website, candidates may not re-use a performance video for any subsequent exam entries. We strongly advise candidates **not to share their performance videos online**. Pieces in the Music and the Drama and Performance syllabuses are under copyright, and many of those rights are not owned by Trinity. Trinity only has the required permissions for usage of these pieces in TCL Press published books and in relation to Trinity exams. As such, if you would like to share your videos online, you should apply to the copyright owner(s) to obtain synchronisation licences as Trinity does not usually have the right to grant the relevant permissions. Any candidate sharing performances of copyrighted material will be personally liable for any breach of copyright law.

Remarks : Programme duration must be followed strictly.

Level	Passing Mark	Distinction	Printed Programme	Programme duration (Actual performing time, including short breaks or pauses between movements BUT NOT between works)
ATCL Recital	60	80	Refer to the Trinity Digital Syllabus	32 – 38 minutes
LTCL Recital	60	80	Refer to the Trinity Digital Syllabus	37 – 43 minutes

I agree to abide by the regulations and refer to the current Digital syllabus of Trinity College London.



Candidate's Signature : _____ Date : _____ Attended by : _____
(Parent/Guardian must sign if candidate is below 21 years old)

Office Use :
Branch/Receipt No. _____ Date : _____ Attended by : _____

(Dip Reg. 2023)



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digital@tcmexams.com www.tcmexams.com

Completing this form

Trinity College London will use this information for exam administration purposes, conducting and marking exams and assessments, and issuing exam results and certificates.

The data may be shared with Trinity's delivery partners for the purpose of administrating and managing exam sessions, and with third-party suppliers for result entry processing and the issue and dispatch of certificates. For more information explaining how we use your information please see trinitycollege.com/data-protection

Please read the notes carefully.

Please use BLOCK CAPITALS throughout, except for the signature. Please write in black ink.

A Applicant details

Please tick this box if you would like to receive updates about our products and services.*

Name _____

Address _____

_____ Postcode _____

Tel. (day) Area code _____ No. _____

(evening) Area code _____ No. _____

Email _____

Is this the first time you have entered a candidate for a Trinity exam? Yes / No (Please circle your answer, eg **Yes**)

Notes

Applicant details

The person named in this section accepts responsibility for entering the candidate named on the form.

The named person may be a teacher, a parent/guardian of a younger candidate or an adult candidate. Where relevant, this person can act on behalf of a school or company.

All communications will be sent to this person and will be sent to the address given here. Trinity cannot accept responsibility if the information given is inaccurate.

Please give telephone numbers at which the named person can normally be contacted.

*If you agree, you will be sent updates about Trinity's products and services from Trinity and our delivery partner/ local area representative in your area. You can unsubscribe at any time.

Exam regulations and data processing consent

The person named in section A must tick the relevant consents, then sign and date each form. This constitutes an agreement to abide by Trinity College London's exam regulations which are published at trinitycollege.com/music-regulations

Information is held in accordance with Trinity's data protection policy – please see trinitycollege.com/data-protection

Candidates and applicants based outside the EEA

As part of our data protection obligations, we need to ensure that when we send personal data outside the EEA we do so on the basis of your explicit consent, or by putting in place measures to ensure your information is protected. This is because the laws outside the EEA may not afford the same level of security and protection.

B Exam regulations and data processing consent

Please tick as applicable and sign below.

Exam regulations (must be completed)

I agree that I/the candidates will abide by the regulations of Trinity College London as published at trinitycollege.com/music-regulations

Candidates under 16

I have obtained parent/guardian consent for the processing of personal data about candidates under 16 for the purposes stated on this form.

Candidates with special needs

I have obtained consent for the processing of sensitive personal data for the purpose of requesting special adjustment.

Candidates and applicants based outside the EEA

I consent/have obtained consent to the transfer of personal data from Trinity to the local area representative/exam centre based in the candidate's locality.

Signature _____ Date _____

C About the exam

ATCL, LTCL and FTCL diplomas can only be taken at a diploma centre relevant to the level being taken.

Written and practical exam dates, and details of the centres where the exams can be taken can be obtained from trinitycollege.com or your local representative.

Which centre are you entering through? _____

Which exam session? _____

Give dates or times when the candidate is **not** available:

Notes

About the exam

Please indicate your **preferred** venue for exams.

Give the month and year of the exam session for which you are entering.

Please write here any dates or times during the relevant session at which the candidate is **not** available for exam.

Details of your local representative can be found at trinitycollege.com/worldwide

Representatives will do their best to meet requests to avoid specific dates, but this cannot be guaranteed.

Total fees

Write here the total fees covered by all entry forms being submitted. **Cheques should be made payable to TCM Examinations Pte. Ltd.**

D Prerequisites

Please note not all diplomas have prerequisites – check the syllabus for details.

If you have passed the Trinity prerequisite please state that here, including the year taken and candidate number if available:

When there is a lower age limit, proof of date of birth must be provided. Please state what proof you are providing here and attach the documentation:

All alternative prerequisites or Approved Prior Learning must be approved by Trinity's central office before entry.

Please enter the Approval reference number you were issued: _____

E Fees

I enclose fees with this entry of:

_____ (Unit 1 fee where applicable)

_____ (Unit 2 fee where applicable)

_____ **Total**

Payment of _____ enclosed for total fees covered by all entry forms being submitted.

Type of fee:

Please indicate the type of fee in the box:

F Full fee

H Half-fee re-entry (*this must be accompanied by a valid re-entry permit*)

L Late-entry fee (*see late-entry procedure at trinitycollege.com/music-regulations*)

*A receipt will be issued only if your name is entered in the **RECEIPT** section at the bottom of the page and a stamped addressed envelope is enclosed with your entry.*

RECEIPT A receipt will be issued only if your name is filled in here and a stamped addressed envelope is enclosed with your entry.

Name _____

For Trinity College London use only

Received the sum of _____

Date _____ Signed _____

F Candidate details

Please give the candidate's full name as it should appear on the certificate.

Underline the FAMILY NAME clearly below the line.

Full name _____

Date of birth _____
D D M M Y Y

Male / Female
M or F

Special needs?
(Please tick if applicable, and see below)

Unique learner number (see note) _____ NCN (see note) _____

NRIC / PP : _____

Candidates with special needs

Please complete a special needs provision form. The form can be downloaded from trinitycollege.com/music-csn or can be obtained from your local Trinity representative.

The special needs provision form and appropriate supporting documentation (if required), must accompany the entry.

G Which diploma are you applying for?

Please tick the box to show the level of diploma for which you are entering (eg ATCL, LTCL).

Please state instrument where applicable

Performance ATCL LTCL FTCL Instrument _____

My programme consists entirely of repertoire published in the repertoire list (tick if applicable)

My programme includes own choice repertoire, repertoire from a higher level diploma or part of a work listed as complete, and my approval letter is attached (tick if applicable)

Please also take a copy of the approval letter to the exam to hand to the examiner.

Teaching

Principles of Instrumental/
Vocal Teaching ATCL - - _____

Instrumental/Vocal Teaching
(individual or small
instrumental group) - LTCL - _____

Music Teaching
(classroom group) - LTCL - _____

Music Theory (Literacy) AMusTCL LMusTCL - _____

H Two-unit diplomas: all Teaching diplomas

For ATCL and LTCL Teaching diplomas:

All candidates must initially enter for both units at the same time, using a separate entry form for each unit. If either unit is not passed, it may subsequently be entered individually.

All submitted materials for Unit 1 must be included with the entry.

Please confirm which unit you are now using this form to enter:

Unit 1 Unit 2

If you have already passed one unit of your diploma, please tell us here:

Unit already passed: Unit 1 Unit 2 Candidate number _____

Notes

Candidate details

Please refer candidate to trinitycollege.com/data-protection for information about how Trinity will use their personal data.

Write in the candidate date of birth and gender. We are required to collect this information for various education and government bodies. This information may be communicated to examiners, exam centres and our results processing service providers for administrative purposes.

Tick the box if the candidate has any special needs requirements. See section F.

Candidates with special needs

Please be aware that no concession can be made in the marking of the exam.

If the candidate is under 16 years of age the special needs provision form will have to be signed by a parent/guardian of the candidate or a duly authorised agent.

The special needs provision form and proof of the special needs (if required), must accompany the entry. Please see trinitycollege.com/music-csn for more information.

Unique learner number

In the UK, candidates studying for the Government Diplomas are able to submit Associate diplomas towards the Additional/Specialist Learning unit of these qualifications. To enable the transfer of exam data to the relevant bodies, candidates/centres must submit their unique learner number as part of the entry process. For more information explaining how we use your information please see trinitycollege.com/data-protection

National centre number (NCN)

For UK applicants: If you teach your candidates for a school or a college please add the national centre number so that we can pass on the information to the Department for Education, for inclusion in the achievement and attainment tables. This data is passed to the Department for Education in confidence. For more information explaining how we use your information please see trinitycollege.com/data-protection