

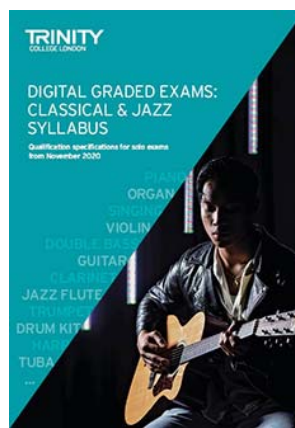
# Trinity College London **DIGITAL GRADED** Practical Examinations

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](mailto: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 - MUST** Read through the Digital Grade Syllabus from the Trinity Website, <https://www.trinitycollege.com/qualifications/music/digital-music-grades/classical-jazz-digital-grades>



- **Step 2** - Get your **original** music books/scores and any supporting documents (if required) ready.
- **Step 3** - Prepare your exam pieces and choose your set of technical work. (Always refer to the Digital Graded Syllabus from the Trinity Website)
- **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.
- **Step 5 - Exam Pieces** - Your books / legally downloaded copies of music scores must be in shot when you film your performance. Please make sure they are 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 before you start your exam performance, ensuring that the watermark is clearly legible, so the examiner can confirm the purchase.
- **Step 6 - Technical Work (Scales/Broken Chords/Arpeggios) and Bowing/Vocal Exercises** - Before you begin this part of the technical work and exercises, which you are required to do so, you must close your music and remove it from your book stand/music stand. You may use a list of the scales/triads/broken chords/ arpeggios you are performing but no information other than their titles, hand specification, range, dynamics and articulations should be written here. **You must hold this list up to the camera before placing it on the book stand/music stand.**
- **Step 7** - Ensure you have collated all the supporting documentation required (eg scans of music if they are not in the Trinity exam pieces book, etc. Please see the relevant syllabus for the full list of song choice.

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

(Pls Turn Over)

- **Step 8 - 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 9 - Pay Exam Fees by PayNow to UEN No. 201633178Z**
- **Step 10 - Email this set application form and proof of payment to [digital@tcmexams.com](mailto:digital@tcmexams.com)**
- **Step 11 - Receive login details for your one continuous take video submission.**
- **Step 12 - Once the **submitter** has received the log in details, **MUST COMPLETE the following** in the TRINITY Online Platform **within 14 days** –**

  - i. Fill in an online submission form within the platform with customised fields for the exam that candidates are taking.
  - ii. Upload the **one continuous take** video not more than 1GB
  - iii. Upload scan copies of music scores (reduced size) **only** if candidates are playing pieces that are not in the Trinity exam pieces book.
  - iv. For relevant performances, submitters must provide the documentation in one single file.

- **Step 13 - When the submitter has submitted the exam, he/she will receive an email confirmation. The exam will now be marked by a Trinity examiner, and the feedback and mark 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.

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

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

Date : \_\_\_\_\_

Office Use :

Branch/Receipt No. \_\_\_\_\_ Date : \_\_\_\_\_ Attended by : \_\_\_\_\_

(Grade Reg. 2023)



80 Marine Parade Road. #03-07 Parkway Parade. Singapore 449269

Tel: **6247 7750** Whatsapp : **9827 7316**

[digital@tcmexams.com](mailto:digital@tcmexams.com)

[www.tcmexams.com](http://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](http://trinitycollege.com/data-protection)

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

Space is given for details of 12 candidates. If you have more than 12 candidates, additional forms must be used. Each form must be signed by the person making the entry and the total fees on each form must be written in the space provided. All completed forms should be stapled together. You should make **one** payment to cover the entries on all the forms. **Cheques should be made payable to TCM Examinations Pte. Ltd.**

A separate form must be used when:

- candidates are to be examined on different exam dates
- the name of the school varies between one group of candidates and another
- candidates are being entered for practical and for theory exams
- candidates are being entered for different disciplines at specialist sessions.

For information about entering for Rock & Pop exams, please visit [trinityrock.com/book](http://trinityrock.com/book)

**Send completed entry forms to your local representative.** Do not send entries to Trinity's central office, unless advised to do so by staff at that office.

## 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 candidates 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 candidates 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](http://trinitycollege.com/music-regulations)

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

For exam dates please contact your local representative, or for UK entries go to [trinitycollege.com/UK-music-entry](http://trinitycollege.com/UK-music-entry)

Centre name \_\_\_\_\_

Month of exam \_\_\_\_\_ Year \_\_\_\_\_

Practical / Written (Please circle only one, eg **Practical**)

Give dates or times when the candidates are **not** available:

## D Name of school

Complete this section if you want the name of the school on certificates.

School \_\_\_\_\_

## E Candidates with special needs

Number of special needs provision requests \_\_\_\_\_

Please complete a special needs provision form for each candidate this applies for. The form can be downloaded from [trinitycollege.com/music-csn](http://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.

Please ensure the special needs box is ticked against each provision needed (see section G).

## F Total fees

Payment of \_\_\_\_\_ enclosed for total fees.

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.

## 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.

Circle **either** practical **or** written exam. You must not mix practical and written entries on the same form.

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

Details of your local representative can be found at [trinitycollege.com/worldwide](http://trinitycollege.com/worldwide)

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

### Name of school

Give the name of the candidate's school, if required on certificates.

### Candidates with special needs

Please indicate the number of 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 must 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](http://trinitycollege.com/music-csn) for more information.**

### Total fees

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

## Grade/level codes

IN	Initial
01	Grade 1
02	Grade 2
03	Grade 3
04	Grade 4
05	Grade 5
06	Grade 6
07	Grade 7
08	Grade 8
FC	Foundation Certificate
IC	Intermediate Certificate
AC	Advanced Certificate

## Subject codes

FBA	Accordion (Free Bass)	EUP	Euphonium	PNO	Piano
SBA	Accordion (Standard Bass)	FLG	Flugelhorn	PAC	Piano Accompanying
AGR	Acoustic Guitar	FL	Flute	PLE	Plectrum Guitar
BTN	Baritone	HRN	French Horn	REC	Recorder
BBB	B flat Bass	HRP	Harp (Initial & Grades 1-3)	SAX	Saxophone
BT	Bass Trombone	JCL	Jazz Clarinet	SNG	Singing
BSN	Bassoon	JFL	Jazz Flute	SND	Snare Drum
VCL	Cello	JSX	Jazz Saxophone	TEN	E flat Tenor Horn
CL	Clarinet	NHP	Non-Pedal Harp (Grades 4-8, FC, IC & AC)	TMP	Timpani
GTR	Classical Guitar	OB	Oboe	TBN	Trombone
COR	Cornet	ORC	Orchestral Percussion	TPT	Trumpet
SPC	E flat Soprano Cornet	OGN	Organ	TBA	Tuba
DB	Double Bass	PHP	Pedal Harp (Grades 4-8, FC, IC & AC)	TUN	Tuned Percussion
DRM	Drum Kit			VLA	Viola
EBB	E flat Bass			VLN	Violin
EK	Electronic Keyboard			TY	Theory of Music

**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 \_\_\_\_\_

## G Candidate details

For each candidate, please give the full name as it should appear on the certificate.  
Underline the FAMILY NAME clearly below the line.

### Candidate 1

Please tick if this is the candidate's first entry

Full name

Date of birth  Male / Female  Special needs?   
D D M M Y Y M or F (Please tick, if applicable – see section E)

Subject  Grade  Subject code  Fee  Fee type

For drum kit only. Tick if left handed set-up is required  NRIC / PP No. :

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

### Candidate 2

Please tick if this is the candidate's first entry

Full name

Date of birth  Male / Female  Special needs?   
D D M M Y Y M or F (Please tick, if applicable – see section E)

Subject  Grade  Subject code  Fee  Fee type

For drum kit only. Tick if left handed set-up is required  NRIC / PP No. :

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

### Candidate 3

Please tick if this is the candidate's first entry

Full name

Date of birth  Male / Female  Special needs?   
D D M M Y Y M or F (Please tick, if applicable – see section E)

Subject  Grade  Subject code  Fee  Fee type

For drum kit only. Tick if left handed set-up is required  NRIC / PP No. :

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

### Candidate 4

Please tick if this is the candidate's first entry

Full name

Date of birth  Male / Female  Special needs?   
D D M M Y Y M or F (Please tick, if applicable – see section E)

Subject  Grade  Subject code  Fee  Fee type

For drum kit only. Tick if left handed set-up is required  NRIC / PP No. :

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

### Candidate 5

Please tick if this is the candidate's first entry

Full name

Date of birth  Male / Female  Special needs?   
D D M M Y Y M or F (Please tick, if applicable – see section E)

Subject  Grade  Subject code  Fee  Fee type

For drum kit only. Tick if left handed set-up is required  NRIC / PP No. :

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

### Candidate 6

Please tick if this is the candidate's first entry

Full name

Date of birth  Male / Female  Special needs?   
D D M M Y Y M or F (Please tick, if applicable – see section E)

Subject  Grade  Subject code  Fee  Fee type

For drum kit only. Tick if left handed set-up is required  NRIC / PP No. :

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

If you are entering more than six candidates, please tick here and continue on the back page.

Add up the total fees for this form and insert the amount here:

(Remember to include the entries on the back page.)

TOTAL FEES

## Notes

### Candidate details

Please refer candidates to [trinitycollege.com/data-protection](http://trinitycollege.com/data-protection) for information about how Trinity will use their personal data.

Write in each candidate's 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 E**.

Write in the instrument or subject as it appears in the relevant syllabus (eg Piano, E flat Bass).

Write in the grade for each candidate – see table on previous page.

Write in the subject code for each candidate's exam – see table on previous page.

**NB** No codes have been given for Piano Duet or other group exams: you must use the separate group and duo exams entry form for these candidates.

Show the fee for each candidate, and indicate the type of fee:

**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](http://trinitycollege.com/music-regulations))

If information on fees is required, please contact your local representative – details at [trinitycollege.com/worldwide](http://trinitycollege.com/worldwide). Fees for exams in the UK and Ireland can be found at [trinitycollege.com/UK-music-entry](http://trinitycollege.com/UK-music-entry)

### Unique learner number

In the UK, candidates studying for the Government Diplomas are able to submit solo music graded exams 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](http://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](http://trinitycollege.com/data-protection)

### Fees

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## G Candidate details

For each candidate, please give the full name as it should appear on the certificate.  
Underline the FAMILY NAME clearly below the line.

### Candidate 7

Please tick if this is the candidate's first entry

Full name \_\_\_\_\_

Date of birth        
D D M M Y Y

Male / Female    
M or F

Special needs?   
(Please tick, if applicable – see section E)

Subject  Grade  Subject code   Fee  Fee type

For drum kit only. Tick if left handed set-up is required  NRIC / PP No. : \_\_\_\_\_

Unique learner number (see note) \_\_\_\_\_ NCN (see note) \_\_\_\_\_

### Candidate 8

Please tick if this is the candidate's first entry

Full name \_\_\_\_\_

Date of birth        
D D M M Y Y

Male / Female    
M or F

Special needs?   
(Please tick, if applicable – see section E)

Subject  Grade  Subject code   Fee  Fee type

For drum kit only. Tick if left handed set-up is required  NRIC / PP No. : \_\_\_\_\_

Unique learner number (see note) \_\_\_\_\_ NCN (see note) \_\_\_\_\_

### Candidate 9

Please tick if this is the candidate's first entry

Full name \_\_\_\_\_

Date of birth        
D D M M Y Y

Male / Female    
M or F

Special needs?   
(Please tick, if applicable – see section E)

Subject  Grade  Subject code   Fee  Fee type

For drum kit only. Tick if left handed set-up is required  NRIC / PP No. : \_\_\_\_\_

Unique learner number (see note) \_\_\_\_\_ NCN (see note) \_\_\_\_\_

### Candidate 10

Please tick if this is the candidate's first entry

Full name \_\_\_\_\_

Date of birth        
D D M M Y Y

Male / Female    
M or F

Special needs?   
(Please tick, if applicable – see section E)

Subject  Grade  Subject code   Fee  Fee type

For drum kit only. Tick if left handed set-up is required  NRIC / PP No. : \_\_\_\_\_

Unique learner number (see note) \_\_\_\_\_ NCN (see note) \_\_\_\_\_

### Candidate 11

Please tick if this is the candidate's first entry

Full name \_\_\_\_\_

Date of birth        
D D M M Y Y

Male / Female    
M or F

Special needs?   
(Please tick, if applicable – see section E)

Subject  Grade  Subject code   Fee  Fee type

For drum kit only. Tick if left handed set-up is required  NRIC / PP No. : \_\_\_\_\_

Unique learner number (see note) \_\_\_\_\_ NCN (see note) \_\_\_\_\_

### Candidate 12

Please tick if this is the candidate's first entry

Full name \_\_\_\_\_

Date of birth        
D D M M Y Y

Male / Female    
M or F

Special needs?   
(Please tick, if applicable – see section E)

Subject  Grade  Subject code   Fee  Fee type

For drum kit only. Tick if left handed set-up is required  NRIC / PP No. : \_\_\_\_\_

Unique learner number (see note) \_\_\_\_\_ NCN (see note) \_\_\_\_\_

Add up the total fees for these entries and carry forward the amount to the inside page. c/fwd

## Notes

### Candidate details

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Write in each candidate's 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 E.

Write in the instrument or subject as it appears in the relevant syllabus (eg Piano, E flat Bass).

Write in the grade for each candidate – see table on previous page.

Write in the subject code for each candidate's exam – see table on previous page.

**NB** No codes have been given for Piano Duet or other group exams: you must use the separate group and duo exams entry form for these candidates.

Show the fee for each candidate, and indicate the type of fee:

**F** Full fee

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

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### Fees

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**Cheques should be made payable to TCM Examinations Pte. Ltd. .**

**If you are entering more than 12 candidates, please use additional entry forms. These should be stapled to the first form and sent together to your local representative.**