
ABRSM PRACTICAL EXAMINATION REGISTRATION FORM**ENTRY REQUIREMENTS AND PROCEDURES**

1. Candidate must submit the following:
 - ABRSM Practical Registration Form
 - Collecting Child from Examination Venue Form with authorized person's copy of valid id
 - Registration fees
 - Photocopy of valid passport or Kuwaiti civil id
 - Photocopy of the Grade 5 theory result, if you are registering for practical Grade 6 and above

APPLICATION DEADLINE**Thursday, 06 September 2018**Kindly visit www.britishcouncil.com.kw for our office opening hours**SPECIAL ARRANGEMENTS AND SPECIAL NEEDS**

Special arrangements are made to allow candidates with substantial and long-term disabilities to gain access to the examination venues, demonstrating their attainment in the best possible examination conditions. Any special arrangements like needs in terms of physical access to the exam room; extra time; alternative tests; alternative formats; visual aids; communication aids etc must be notified to the British Council team during registration. For more information kindly contact the customer services team. A health form (available from our customer services desk) and a covering letter explaining the details of the access arrangement requirements with the supporting recent medical evidence should be submitted by **Thursday, 06 September 2018**.

TIMETABLE

Once we receive the practical examination schedule from ABRSM:

- Candidates registered directly with British Council will receive an email notification with the exam schedule details
- An email notification with the exam schedule details will be sent to the music teachers who will in turn forward the same to their respective candidates

EXAMINATION RESULTS AND COLLECTION OF CERTIFICATES

- Certificates will be ready for collection 2 months from the date of exams. An email notification intimating the above will be sent out to candidates and teachers closer to the deadline dates.

FURTHER INFORMATION:

- For further information and past papers, please access the ABRSM website:
<https://kw.abrsm.org/en/exam-support/>

FEE INFORMATION

Grade	Instrument	Total KD	Tick as appropriate
Prep Test		36.250	
Grade 1		41.250	
Grade 2		45.000	
Grade 3		48.750	
Grade 4		50.000	
Grade 5		57.500	
Grade 6		61.250	
Grade 7		67.500	
Grade 8		81.250	
ARSM		117.500	
Performance Assessment		57.500	
Ensemble: Primary		58.750	
Ensemble: Intermediate		65.000	
Ensemble: Advanced		78.750	

****If you are registering for more than one instrument/grade, please tick the relevant boxes in the same application form and pay the respective fees.***

(Please attach a copy of your Grade 5 theory result, if you are registering for Practical Grade 6 and above.)

CANCELLATION/REFUND POLICY:

No cash refund request is accepted. However, a re-entry voucher for the same exact board fee and exam grade can be issued upon board approval.

RE ENTRY VOUCHER:

In accordance with Regulation 9, the candidate is permitted to re enter for an exam in the same subject and in the same or in a higher grade/level, at a reduced fee.

Vouchers issued are now valid only until 31 December. Please note that you will be required to pay any increase in cost resulting from a change in exam fees since the voucher was issued. No further re-entry vouchers will be issued for any exam.

This voucher has no cash value and is non-transferable.

For Office Use Only		
CS staff initials	Date / /	Total amount paid KD
WBS	M/127/007/03	

CHILD PROTECTION

The British Council recognises that we have a fundamental duty of care towards all of the children we engage with, including a duty to protect them from abuse. We achieve this through compliance with UK child protection laws and relevant laws in each of the countries we operate in, as well as by adherence to the United Nations Convention on the Rights of the Child (UNCRC) 1989.

Parents/legal guardians of candidates are responsible for dropping their children to the exam venue at the reporting time and collecting them at the end of the exam.

DISCLAIMER

The British Council prides itself on providing quality service and will take all reasonable steps to make sure that the examinations take place on time and are properly conducted. To help us to do this, please ensure that you are familiar with the arrangements and any relevant regulations concerning your examination. The British Council cannot, however be held responsible for events or circumstances, which are outside its control or for any error, fault or omission by an examining board or any other third party.

DECLARATION BY CANDIDATE:

- I certify that the information on this form is complete and accurate to the best of my knowledge and that I have referred to the syllabus specifications to ensure that I am registering for the correct subject.
- I understand that British Council is not responsible for any clash between ABRSM exam dates and school examination dates/school working hours.
- I understand that Fees are neither refundable nor carried forward to next examination session. Refund requests based on medical reasons or other exceptional circumstances will be forwarded to the examination and processed based on board decision.

DATA PROTECTION FAIR COLLECTION NOTICE

Under the terms of the United Kingdom's Data Protection Act - 1988, the British Council is required by law to manage any personal information you give us about yourself or your child securely and only for the purposes we have specified below:

- To maintain academic and educational records of our customers.
- To maintain accurate financial records.
- To register our customers.
- To be able to cater for any special needs our customer may have.
- To provide academic records for our candidate' sponsors where applicable.
- To distribute information to customers.
- We may want to use your information to send you details of British Council activities, services and events (including social events) which you might find of interest.

You have the right to ask for a copy of the information we hold on you, for which we may charge a fee, and the right to ask us to correct any inaccuracies in that information.

If you do want to see a copy of your information, please contact the Data Protection Team by e-mail at dataprotection@britishcouncil.org, or send in your request to, the Data Protection Team, The British Council, 10 Spring Gardens, London SW1A 2BN or your local British Council office.

By signing this, you agree to allow the British Council to collect and process this information for the purpose specified above which may involve the transfer of your data to another British Council Office or other parties as outlined above.

CANDIDATE SIGNATURE		DATE	
PARENT/GUARDIAN SIGNATURE		DATE	

BY TICKING THIS BOX, YOU AGREE TO RECEIVE FURTHER DETAILS OF THE BRITISH COUNCIL ACTIVITIES, SERVICES, PROMOTIONS AND EVENTS.

COLLECTING CHILDREN FROM EXAMINATIONS VENUE

Dear Parent,

Your child's safety is our priority, therefore we are pleased to share with you the arrangement for how children will depart from their examination venue.

Children aged 15-17 can leave the venue alone

Children aged 11-14 can be collected by an AUTHORISED PERSON* or can leave the venue alone IF parents provide written consent (below)

YES, I give consent for my child to leave the Examination Venue unaccompanied

Children aged 10 or less must always be collected by an AUTHORISED PERSON*

*** AUTHORISED PERSONS** - Please note the following information carefully:

Authorised Persons can be either **adults aged 18 +** or **siblings aged 14 +**

The Authorised Person must bring one of the following ID types (or a clear photocopy):

Civil ID Passport Driver's license

If coming by car, the Authorised Person must give themselves sufficient time to find a parking space and be ready to collect on time.

You can tell us more than one name for the Authorised Person if you wish.

Authorised Person Name	Contact No of the authorised person	Relationship to your child (mother, brother, sister, driver etc.)	Age (if Authorised Person is a sibling)

We appreciate your support to ensure the safety of all children at our examination venues. If you need to make changes to this information, please let us know at least 3 working days before the Examination date.

Many thanks
Examinations Department
British Council Kuwait

Child's name: _____ **Age on day of exam:** _____

Parent's name: _____ **Practical Grade:** _____

Parent's signature: _____ **Date:** _____