

Completing this form

Please read carefully the notes alongside each section.

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

This form should be used for groups of three or more candidates, and all pair entries.

A separate form must be used for each group. Space is given to list the names of up to eight candidates in the group. If you have more than eight candidates in one group, please continue on a separate sheet. Additional sheets should be stapled to the entry form.

Send completed entry forms to your Local Area Representative. Do not send entries to Trinity's central office, unless advised to do so by staff at that office. **Cheques should be made payable to Trinity College London.**

Do not fax entries under any circumstances.

Notes

A Applicant's details

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, e.g.)

Applicant's 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 College London cannot accept responsibility if the information given is inaccurate.

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

Data protection

Please refer candidates to our website www.trinitycollege.com for information about how Trinity will use their personal data.

B About the exam

For exam dates see www.trinitycollege.com/dramaentry (UK entries) or contact your Local Area Representative.

Centre name _____

Month of exam _____ Year _____

Give dates or times when you or your candidates are **not** available:

About the exam

Write in the name of the centre at which you want to take the exam.

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 candidates are **not** available for exam because of prior commitments.

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

C Group details

Group name _____
Subject _____ Grade _____ Subject code _____ Fee _____ Fee type _____

D Participants' details

Candidate 1

Please tick if this is the candidate's first entry

Date of birth _____ Male / Female _____ Special educational needs? _____
D D M M Y Y M or F (Please tick, then give details in Section F)

Full name _____

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

Candidate 2

Please tick if this is the candidate's first entry

Date of birth _____ Male / Female _____ Special educational needs? _____
D D M M Y Y M or F (Please tick, then give details in Section F)

Full name _____

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

Candidate 3

Please tick if this is the candidate's first entry

Date of birth _____ Male / Female _____ Special educational needs? _____
D D M M Y Y M or F (Please tick, then give details in Section F)

Full name _____

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

Candidate 4

Please tick if this is the candidate's first entry

Date of birth _____ Male / Female _____ Special educational needs? _____
D D M M Y Y M or F (Please tick, then give details in Section F)

Full name _____

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

Candidate 5

Please tick if this is the candidate's first entry

Date of birth _____ Male / Female _____ Special educational needs? _____
D D M M Y Y M or F (Please tick, then give details in Section F)

Full name _____

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

Candidate 6

Please tick if this is the candidate's first entry

Date of birth _____ Male / Female _____ Special educational needs? _____
D D M M Y Y M or F (Please tick, then give details in Section F)

Full name _____

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

Candidate 7

Please tick if this is the candidate's first entry

Date of birth _____ Male / Female _____ Special educational needs? _____
D D M M Y Y M or F (Please tick, then give details in Section F)

Full name _____

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

Candidate 8

Please tick if this is the candidate's first entry

Date of birth _____ Male / Female _____ Special educational needs? _____
D D M M Y Y M or F (Please tick, then give details in Section F)

Full name _____

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

For more than eight participants please tick here. Write the names on a separate sheet and staple it to the entry form.

Notes

Group details

Write in the name given to the group. Please try to make sure that this name easily identifies the group and is unique ('Group 2' is not a good name).

Write in the subject as it appears in the relevant syllabus (e.g. Musical Theatre (group)).

Write in the level for the exam – see table on next page.

Write in the subject code for the exam – see table on next page.

Show the fee for the exam, 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 See late-entry procedure in the Information and regulations section of the syllabuses)

Cheques should be made payable to Trinity College London.

Participants' details

Write in each candidate's full name. This will be the name printed on certificates.

You must confirm the names of candidates taking part on the day of the exam: a list of candidates should be handed to the examiner at the time of the exam. This is particularly important in the case of large groups.

Tick the box if the candidate has any special educational needs requirements that should be taken into account. Further details must be given in **Section F**.

Unique learner number

In the UK, candidates studying for the Government Diplomas are able to submit pair Drama 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.

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.

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 _____

E Name of teacher or school

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

Teacher _____

Qualifications _____

School _____

F Candidates with special educational needs

Candidate's name _____

Special educational needs (e.g. partially sighted) _____

Requirement (e.g. large-print sight reading) _____

Braille certificate required? Yes / No (Please circle your answer, e.g. (Yes))

Please include a Special Educational Needs Provision form for each candidate with your entries to explain the nature of the special needs in as much detail as possible. This is available to download from www.trinitycollege.com, from your Local Area Representative, or from Trinity's central office. Appropriate supporting documentation must also be supplied, e.g. psychologist's report for dyslexia.

G Total fees and applicant's signature

Payment of _____ enclosed for total fees.

I agree to abide by the regulations of Trinity College London as published in the Information and regulations section of the syllabuses.

Signature _____ Date _____

Notes

Name of teacher or school

Include here the name of the teacher, if required on certificates.

Please show the teacher's qualifications in the order required on certificates. Up to 50 characters – letters (upper and lower case, as appropriate), spaces and punctuation, including parentheses – can be included.

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

Candidates with special educational needs

Please indicate the requirements of candidates with special educational 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 Educational Needs Provision form will have to be signed by a parent/guardian of the candidate or a duly authorised agent.

The Special Educational Needs Provision form and proof of the special needs must accompany the entry.

Total fees and your signature

Write here the total fees covered by all entry forms being submitted.

The person named in Section A must sign and date each form. This constitutes an agreement to abide by Trinity College London's exam regulations which are published in the syllabuses.

Cheques should be made payable to Trinity College London.

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
BR	Young Performers Bronze
SI	Young Performers Silver
GO	Young Performers Gold

Subject codes

AIP	Acting in Pairs
CHO	Choral Speaking
GDD	Group Drama (devised)
GDS	Group Drama (scripts)
CSG	Group Communication Skills
MTP	Musical Theatre in Pairs
MTG	Group Musical Theatre
MPR	Musical Theatre in Production
PAP	Performance Arts in Pairs
PAG	Group Performance Arts
APR	Performance Arts in Production
SHG	Group Shakespeare
SHP	Shakespeare in Pairs
PPR	Plays in Production

Performance Certificates

YP	Young Performers
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General notes

Receipt If a receipt is required, please fill in your name on the receipt at the bottom of the opposite page. Receipts will be issued only if your name is filled in and a stamped-addressed envelope is sent with the entries.

Fees Exam fees are printed on a separate sheet enclosed with this entry form. If the fee sheet is missing, another copy may be obtained from your Local Area Representative or from Trinity's central office.

