

Trinity College London Face to Face **GRADED** Practical Examinations

Name of Candidate: _____
(According to NRIC or Passport – In Block Letters)

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

Dates **NOT AVAILABLE** for examination : _____
(Note : If available dates provided are insufficient, we will only be able to allocate to the nearest date.)

Once the Appointment Slip is issued to the candidate, the Examination Schedule is considered **FINAL**.

NO CHANGES WILL BE ALLOWED, unless for the following reasons :

- Medical Reasons **OR** - Overseas **School** Trips **OR** - School Examinations

However, there will be a fee of S\$40.00 payable for any examination reschedule within the current examination session, except for medical reasons or compassionate reasons for immediate family members.

Candidates are required to submit supporting documents for any of the above reasons. However, changes will still depend on the availability and approval from the local examination office, **TCM Examinations Pte. Ltd.** The local exam office has the right to verify the validity of the supporting documents submitted and will do its best to meet the candidate's requests **but this CANNOT be guaranteed**. The exam office will not be able to accept any request for examination reschedule 10 days before the examination date except for medical reasons or compassionate reasons for immediate family members.

According to the syllabus, if the candidate is ill and unable to attend the exam of the **current** exam session, original copy of medical proof has to be forwarded to TCM Examinations Pte. Ltd. within 14 days from the examination date. Trinity College London will then issue a 50% re-entry voucher after verification. This voucher can be used for the next exam session within 12 months of the original exam date upon payment of 50% of the exam fees current at the date of entering for the next exam session.

➤ **Step 2** (Tick the appropriate boxes) –

➤ I will **personally** collect the following from - *Tick your preferred choice :*

Collection Venue : Parkway Parade The Centrepoint, Orchard

The Original Examination Report *(after the whole current exam session)*

The Examination Certificate *(approximately 10 to 12 weeks after collecting the examination report)*

The Original Examination Report & Certificate **together** *(approximately 10 to 12 weeks after the whole exam session)*

Scan a copy of the examination report(s) and email to me first and then notify me once the certificate(s) has arrived, so that I can collect both the examination report(s) and the certificate(s) at the same time. *(This service is only extended to a maximum of 5 candidates).*

OR

➤ I want to **RECEIVE** the following by **registered courier mail** (with a charge) at the mailing address provided on the application form attached –

I understand that my examination report may be folded and may be at risk of being lost in the mail. However, I will not hold TCM Examinations Pte. Ltd. responsible for any damages caused and non-arrival of my exam report(s) after it has been posted by mail.

Original Examination Report & Certificate together *(approximately 10 to 12 weeks after the whole current exam session)*

Scan a copy of the examination report(s) *(This service is only extended to a maximum of 5 candidates)* and email to me first and then when the certificate(s) has arrived, please kindly send them to be by registered courier mail with a charge.

By Registered Courier Mail (Mail/Admin charge of \$8.00 for Singapore / \$20.00 for Overseas)

IMPORTANT Information :

- Candidates **MUST** bring along copies of their pieces (Not Handwritten) on the examination day.
- Candidates **MUST** always refer to the syllabus or the website for the latest updates.

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

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

(Graded Reg. 2023)



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

Tel: 6247 7750 Fax: 6344 7345 www.tcmexams.com

Entry form for solo graded and certificate exams in drama and performance subjects

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.

Space is given for details of 12 candidates. If you have more than 12 candidates, additional forms must be used. Each 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 teacher or school varies between one group of candidates and another
- candidates are being entered at different centres.

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**)

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/drama-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 _____

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's exam regulations which are published at trinitycollege.com/drama-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.

Singapore Representative: TCM Examinations Pte. Ltd.
80 Marine Parade Road #03-08 Parkway Parade
Singapore 449269
t: 65-6247 7750 e: info@tcmexams.com

C About the exam

For exam dates please contact your local representative, or for UK entries go to trinitycollege.com/drama-entry

Centre name _____

Month of exam _____ Year _____

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

Give dates or times when you or your 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 need provision form for each candidate this applies for. The form can be downloaded from trinitycollege.com/drama-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

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/drama-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
PC	Performance Certificate / Professional Certificate in Communication Skills

Subject codes

Drama

MTS	Musical Theatre (solo)
CSS	Communication Skills (2010)
CSI	Communication Skills (2019)
PTS	Performing Text
ACT	Acting
PAS	Performance Arts (solo)
SDS	Speech and Drama

Performance Certificates

PCF	Foundation
PCI	Intermediate
PCA	Advanced

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 - NRIC / PP: _____ 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 _____
Unique learner number (see note) _____ NCN (see note) _____

Candidate 2 - NRIC / PP: _____ 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 _____
Unique learner number (see note) _____ NCN (see note) _____

Candidate 3 - NRIC / PP: _____ 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 _____
Unique learner number (see note) _____ NCN (see note) _____

Candidate 4 - NRIC / PP: _____ 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 _____
Unique learner number (see note) _____ NCN (see note) _____

Candidate 5 - NRIC / PP: _____ 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 _____
Unique learner number (see note) _____ NCN (see note) _____

Candidate 6 - NRIC / PP: _____ 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 _____
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 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 subject as it appears in the relevant syllabus/specification (eg Musical Theatre (solo)).

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 group and pair exams: you must use the separate group and pair 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/drama-regulations)

Unique learner number

In the UK, candidates studying for the Government Diplomas are able to submit solo drama and performance 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

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

Fees

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

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

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 - NRIC / PP: _____ 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 _____

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

Candidate 8 - NRIC / PP: _____ 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 _____

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

Candidate 9 - NRIC / PP: _____ 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 _____

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

Candidate 10 - NRIC / PP: _____ 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 _____

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

Candidate 11 - NRIC / PP: _____ 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 _____

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

Candidate 12 - NRIC / PP: _____ 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 _____

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

Please refer candidates to 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 subject as it appears in the relevant syllabus/specification (eg Musical Theatre (solo)).

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 group and pair exams: you must use the separate group and pair 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/drama-regulations)

Unique learner number

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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 Area Representative.