

ICMA^{UK}

progressive music examinations

freephone 0800 089 1219
(office hours)

Regulations & Information

1st January 2020 until further notice

icma-exams.co.uk
admin@icma-exams.co.uk

GENERAL & LEGAL INFORMATION

It is the responsibility of applicants, teachers and candidates to ensure that they are working from the current regulations and syllabuses. ICMA cannot accept responsibility for any situation arising due to working from out-dated information. The website should not be considered as current.

Teachers and applicants are responsible for disseminating information sent by email and/post to other teachers in their organisation and to students and candidates. A signed entry form and submitted on-line entry confirms that all concerned have received, read, understood and promise to abide by the current regulations, syllabuses and updates issued.

Neither ICMA nor the authors of ICMA publications can be held responsible for the consequences of any action taken on the basis of information given therein.

SUBJECTS

We will do our best to meet instruments/subjects not listed.

Set syllabuses (List A) are available as email attachments (PDF files) for the following subjects:

Piano
Keyboard
Home Organ
Classical Organ

Violin

Flute
Clarinet
Saxophones

Trumpet/Cornet/Flugel Horn

Singing
Contemporary Vocals
Pop Vocals
Musical Theatre - Vocals

Guitars (Classical, Acoustic, Electric, including Rock)
Bass Guitar

Kit Drumming

Scottish Fiddle

Research
Composing

Theory of Music (Grades 1-6)

Performance Assessments
Live Video Assessments
Recorded Video Assessments
Ensembles

Medals (Inter-Grade)
Pre-Diploma (Post-Grade 8)
DipMusT/P Diplomas
Fellowship Diplomas
DASM Diploma
PPICMA Diploma

GRADES, MEDALS, CERTIFICATES & DIPLOMAS

PRACTICAL *Direct entry permitted

*Initial	Entry Level Grade Examination (selected subjects only)
*Grades 1-8	Progressive Grade Examinations
Medals	Inter-Grade Examinations (music)
*Performance Assessments	Progressive Grade Assessments
*Pre-Diploma – Recitalist/Teacher	Post-Grade 8 / Pre-Diploma Examination (music)
*Dip -	Diploma for Teachers / Performers
FDip -	Fellowship Diploma for Teachers / Performers
*FDip - (direct entry where permitted)	Fellowship Diploma by Direct Entry
*DASM	Advanced Diploma Programme for Musicians
*PPICMA	Advanced Diploma for Performers

THEORY (Music)

*Grades 1-6	Progressive Written Grade Examinations
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HONORARY

HonFICMA
HonFMus(ICMA)
HonProfDipMusEd(ICMA)

APPROVAL OF MUSIC (Alternative B)

Teachers and candidates are encouraged to select and submit for approval their own choice of pieces based on the standard set by the pieces in the set lists – ‘List A’. All except vocals - a scan of the pieces and completed application form should be emailed to our admin address. Alternatively (and vocals) - a copy of the piece(s), completed application form, and SAE should be sent to relevant address as listed on the form. If a programme of music is approved, the form will be authorised. This should be retained, and shown to the examiner. Once a piece has been approved, it is not necessary to approve the piece for subsequent entries within 5 years. This process is time consuming and we ask applicants to restrict each submission to one sheet – 12 pieces. Candidates are permitted to mix pieces from the set lists and Alternative B choices. Pieces set by other boards may be presented without prior approval, provided the piece(s) is not already set by ICMA at a different grade. However, candidates must bring evidence to present to the examiner that the piece(s) presented is set for the same grade by that board in the form of a copy of the actual syllabus. Failure to comply with this requirement may result in disqualification.

ENTRY, DATE OF EXAMINATION & CANCELLATION OF ENTRY

Before preparing candidates for examination, teachers are advised to check that we are able to meet their requirements in terms of geography, candidates numbers and viability. Candidates may enter at any grade, or more than one grade, on their own behalf if 18 years or over, or by their teacher, parent or guardian if under 18 years. Examinations are held throughout the year on dates agreed with the applicant*, subject to examiner availability, and the viability of the session, regardless of its length. **Completed entry forms must be received at least four weeks before the earliest requested date of examination** - this is a minimum period, and applicants are encouraged to submit entries well in advance of the minimum period. See below reference fees. A signed entry/application form confirms that the applicant has read, understands and agrees to abide by the current regulations and syllabus requirements. Candidates cannot be withdrawn or substituted, and options cannot be changed, once the entry form has been received. However, in accordance with The Consumer Contracts Regulations 2013 and The Consumer Rights Act of 2015, applicants

have the right to cancel the whole entry within 14 days of entering into the contract – ie from the signed date entered on the entry form. ICMA can refuse an entry, without assigning any reason, in which case the fee will be returned.

FEES

We offer various payment methods but, **exam fees must be received within four days of receipt of the entry form – no exceptions.** Failure to do so will invalidate the entry.

AGE RESTRICTIONS

ICMA operates an equal opportunities policy. However, musical maturity being part of the assessment in all Advanced and Post-Grade 8 examinations, it is **recommended** but not a requirement that candidates for DipMus are at least 15, FDipMus at least 17 and DASM & PPICMA at least 19 years of age.

OVERSEAS (including islands off mainland UK)

Where there is no local examiner, entry forms must be received at least six weeks before the earliest requested date of examination, and there must be a total of at least five hours examining per overseas visit. Overseas applicants are requested to consider carefully the wisdom of arranging examinations during the UK winter season or the host country's winter season as air travel is likely to be disrupted.

SPECIAL ASSESSMENT PROVISION

A publication entitled 'Special Assessment Provision' is available, with details of the arrangements for candidates with difficulties such as dyslexia, sight problems, and hearing problems. Special assessment requirements should be notified well in advance of the examination. Where there are other circumstances that, in the view of the applicant, may affect a candidate's performance, they should be recorded on the examination schedule, giving full details.

PLACE AND DURATION OF EXAMINATIONS

Examinations are usually held in the teacher's/candidate's house/studio/church/school/college, which should be a safe environment, quiet, warm and well lit. Provision should be made for candidates/teachers/applicants/parents to wait out of earshot. On signing the entry/application form, the applicant becomes responsible for holding any necessary public liability insurance as required, and indemnifies ICMA and its individual examiners from any civil legal action as a result of damages or accidents to any person or property within the examination venue.

In the examination room, minors may be accompanied by an adult (but not the candidate's teacher), who must not interrupt nor interfere with the examination procedure. Many, but not all, practical examination sessions will be recorded in audio to aid training, moderating and the appeals procedure. Unless ICMA advertises a fixed date and venue - 'a centre' - serving teachers over a wide local area, the session is considered to be an 'examiner visit', and ICMA is unable to meet any costs incurred in the hiring of rooms/halls/facilities etc.

There must be at least 2 hours' examining, (excluding transfer candidates) – applicants unable to meet the 2 hour minimum requirement and teachers/candidates outside the UK may wish to consider our Webcam or DVD exams but applicants with less than the minimum

can often be accommodated if there is an examiner in the area. Written theory examinations are exempt from the 2 hour requirement. All entries are subject to examiner availability. Applicants are encouraged to co-ordinate/amalgamate entries with others in their area. Candidates are not permitted to take into the examination room any item that is not exam related. Bags, coats, instrument cases, phones and all electronic devices should be left with a responsible person. Times allocated for each exam are listed below but may be varied at the examiner's discretion:

GRADES

Initial	-	9 minutes
Grade 1	-	15 minutes
Grade 2	-	16 minutes
Grade 3	-	17 minutes
Grade 4	-	18 minutes
Grade 5	-	19 minutes
Grade 6	-	21 minutes
Grade 7	-	22 minutes
Grade 8	-	23 minutes

MEDALS

JBM	-	8 minutes
JSM	-	9 minutes
JGM	-	10 minutes
SBM	-	11 minutes
SSM	-	13 minutes
SGM	-	14 minutes

PERFORMANCE ASSESSMENTS

Grade 1	-	6 minutes
Grade 2	-	7 minutes
Grade 3	-	8 minutes
Grade 4	-	9 minutes
Grade 5	-	10 minutes
Grade 6	-	12 minutes
Grade 7	-	13 minutes
Grade 8	-	14 minutes
Pre-Diploma	-	25 minutes

DIPLOMAS

DipP/Bib/Speech	40 minutes
Dip (Teacher)	1 hour
Double Dip (Teacher)	1.5 hours
FDip Section 2	28 minutes
PPICMA	- 1 hour

PHOTO ID

Candidates attending a centre as an **external** candidate where (s)he is not known by the person hosting the exam session, must present to the host photographic proof of identity in the form of a passport, driving license, bus pass, birth certificate with attached authenticated photo or other suitable form of identification. Results and certificates will not be released until this has been verified.

WRITTEN EXAMS

Candidates will be examined at a teacher's home/studio, or at a candidate's home/school, without expense to ICMA. Applicants/candidates should nominate a third party adult invigilator (a person who does not teach or is not a relative of any candidate) to whom the papers will be sent (to a third party address) for secure keeping until the exam date. The name and address of this person should be written in the space provided on the entry form. It will be the duty of this person, and any deputies that (s)he may appoint, to invigilate throughout the whole period of the examination, and to sign a declaration to confirm this.

WRITTEN SUBMISSIONS

Essays, dissertations and theses should be submitted preferably as PDF email attachments

LIST OF FEES

The published list of fees is revised annually, effective for examinations to be held on or after 1st January each year, regardless of when the entry is received. Schools and colleges in the

maintained sector in England and Wales confirm that the fees are not publicly funded and where they are paid by students / parents / guardians / sponsors, they are provided voluntarily. In substantiated cases of genuine hardship, ICMA may consider assistance with examination fees on a case by case basis.

ABSENCE AND TRANSFER

A candidate who is absent through no fault of their own, or unforeseen circumstances eg illness, may transfer at the same level and in the same subject at the next session only. In all cases, a transfer fee is payable at the next session – see List of Fees. Absence due to inadequate preparation does not qualify. Where no reason for absence is offered, a transfer will not be permitted. Substitutions cannot be made for absentees or any other candidate. Entered candidates cannot be withdrawn and the full fee is payable. Also, refer to 'Place and Duration' regarding transfer candidates.

MUSIC

Candidates should perform from originals, although tablets may be used, backed up by originals. Editions other than those suggested may be used, but simplified versions are not acceptable. Teachers' markings, which may be of use in Option B11 (Theory Questions), should be erased effectively. Repeats (other than DS/DC) must not be observed unless the piece is unusually short. A performance may be stopped when the examiner has heard sufficient to make an assessment. As publishers may alter the content, it is advisable to check that a prescribed piece is listed before purchasing a music book. Publishers take music out of print without notice and this is beyond our control. A list of music publishers is available separately. Applicants are requested to read the section on music provided for the examiner's use in 'Guide for Applicants'

CAN I START AGAIN PLEASE?

If things are going badly, the examiner might suggest that a candidate starts again. Examiners are frequently asked, "can I start again please?" Examiners understand that candidates can be nervous and will probably allow a restart. However, more than one request is not allowed and the examiner may suggest that the candidate picks up from where they stopped or from a suitable starting place. From Grade 4, once the half-way mark of the piece is passed, examiners will not permit a restart and candidates must find a way of continuing to the end.

ACCOMPANIMENTS

Accompaniments are compulsory when included in the printed music, and should be performed by a competent player. However, recorded or sequenced accompaniments may be used, but it is the candidate's responsibility to ensure that the equipment and quality of recording is suitable for examination purposes. If the examiner deems either to be unsuitable, s/he has the right to direct the candidate to play unaccompanied. Candidates are responsible for providing their own accompanist/equipment. There is no provision in the examination for additional setting-up time. The examiner will not act as accompanist or technical assistant. In subjects where the choice includes some unaccompanied music, at least two pieces performed should have an included accompaniment.

EXAMINERS

ICMA uses generalist examiners who assess the musicality of the performance they hear.

Reference to technical matters may be made in the report, as appropriate. It is strictly forbidden to contact an examiner direct.

CRITERIA and MARKS

A publication entitled 'Criteria for Assessment' is available as a PDF file.

0-69 Fail
70-74 Pass
75-79 Upper Pass
80-84 Pass with Merit
85-89 Pass with Upper Merit
90-94 Pass with Distinction
95-100 Pass with Upper Distinction

'Distinction' is endorsed by a red seal on Grade certificates.

Medal & Recitalist Examinations: 0-79 Fail, 80-100 Pass.

'Recorded' Medals: Candidates must pass all four sections.

Practical Examinations: Candidates must pass the performance section in order to gain an overall pass. Candidates gaining the minimum pass mark or over, but failing the performance section as a whole, will fail overall.

DipMusT Examination: Candidates must pass Demonstration & Teaching and the Rudiments Paper in order to gain a pass.

RESULTS

The result of an examination will be recorded on a report form and sent to the applicant as soon as possible. You are advised to retain the report as there is no duplicate. When possible, we will email a provisional list of results to applicants shortly following the exam session. As these results are provisional pending the receipt of the actual reports for checking, we advise applicants not to divulge the results to their candidates. Provisional means that the additions need to be checked; the examiner's marks are final unless an appeal is made.

CERTIFICATES/DIPLOMAS/PLAQUES

Successful candidates will receive a certificate via the applicant, and candidates gaining a 'Distinction' at any level may purchase an engraved plaque with ICMA logo. A pass at any level does not imply suitability for a professional career in music/any branch of the music industry/teaching or eligibility for courses/further study.

To avoid fraud, the issuing and re-issuing of certificates is governed by law:

Duplicate certificates will be issued at ICMA's discretion only and will incur a charge. They will be endorsed 'Duplicate'.

Certificates damaged in the post must be returned and they will be re-issued free of charge.

Certificates with incorrect details due to inaccurate information supplied will be re-issued and will incur an admin charge. The incorrect version must be returned to ICMA.

Certificates with incorrect details due to ICMA's clerical error will be re-issued free of charge.

A certificate or certificates not received will be re-issued upon receipt of a signed declaration by the candidate if 18 or over, or by the candidate's parent/guardian if under 18, stating that they have not received a certificate, and will be free of charge.

Please see also 'List of Fees'.

ACADEMIC DRESS

Academic dress (cap, gown and hood) is available to purchase for all diplomas.

RE-ENTRY

Diploma candidates only may re-enter within six months for the section(s) failed. Only one further attempt is allowed, and all sections must be taken at the same session. Candidates must bring their previous report form to the examination and state on the entry form which section(s)/part(s) are to be re-examined. After this, candidates may enter for the whole examination in the usual way. Grade candidates may retake the whole examination as many times as they wish but sectional re-entry is not available for grade exams.

DISQUALIFICATION

Any candidate failing to offer the correct syllabus/set piece/approved piece, or failing to honour the regulations or syllabus requirements, will be liable to disqualification. The fee will not be refunded.

COMPLAINTS PROCEDURE

Complaints regarding the conduct and/or result of an examination should be made in writing (not email), by the applicant only, addressed to the Registrar, and should reach the office within seven days of receipt of the report form, accompanied by a **copy of the report form concerned and its associated original certificate, if issued**. If the complaint is substantiated, at the discretion of the Chief Examiner, the candidate(s) will be permitted either to enter again at the next session only, without further fee, or have their mark(s) adjusted. In the light of this, it may be necessary to offer the same option to more or all candidates at the centre. If the complaint is unsubstantiated, the certificate, if issued, will be returned with a written response. Unresolved disputes will be referred to the External Arbitrator.

ACCESS TO HIGHER EDUCATION

A document entitled 'Access to Higher Education' including advice on UCAS points is published and available as a PDF file. ICMA exams are not part of the National Qualifications Framework.

COMMUNICATION and POSTAL ITEMS

A list of the postal address, telephone numbers and email address is available. Unless otherwise stated, do not use a 'sign for' postal service. Please have postal items checked by the post office for weight and size. Royal Mail requires us to collect underpaid items from the sorting office and these items also incur a surcharge. Therefore, an admin fee (see List of Fees) is payable by the sender before such items are collected. ICMA cannot accept

responsibility for any item(s) lost in the post. Applicants, teachers, candidates and parents are not permitted to contact examiners direct. All communications must go through ICMA. This is a strict regulation.

MOBILE PHONES & ELECTRONIC DEVICES

Mobile phones and electronic devices are not permitted in the examination room.

CHILD PROTECTION

ICMA has a responsibility for the welfare and safety of children in its temporary care, and has a Child Protection Policy including a Code of Practice to which all working for and on behalf of ICMA are committed.

EQUAL OPPORTUNITIES

ICMA supports the principle of equal opportunities and access, and opposes discrimination on the basis of sex, marital or civil partnership status, gender reassignment, race, disability, sexual orientation, religious belief, employment status and age. Being committed to equal opportunities, ICMA will take every possible step to ensure that candidates are treated equally and fairly in respect of these matters. Every application/entry will be handled efficiently and fairly. ICMA may require details of age and gender, of candidates up to and including the age of 17 years. This information is not passed to examiners, and the EO policy will not be compromised.

GENERAL DATA PROTECTION REGULATION (GDPR)

ICMA is registered with the Information Commissioner's Office (ICO) and holds data records securely and in accordance with the GDPR 2018. Data is not stored on our central system but on removable external drives and stored securely. Candidates, teachers, applicants, contacts and enquirers are asked to give permission for ICMA to process and store personal data by actively opting in. ICMA will not pass details on to any other individual/company/organisation. Further information is available on the ICO website: www.ico.org.uk

The GDPR includes the following rights for individuals:

- the right to be informed
- the right of access
- the right to rectification
- the right to erasure
- the right to restrict processing
- the right to data portability
- the right to object
- the right not to be subject to automated decision-making including profiling

PRIVACY STATEMENT

Your Personal Data

ICMA will be what is known as the 'Controller' of the personal data you provide to us. Our address is: ICMA Kemp House 152 - 160 City Road London EC1V 2NX

What we need

Unless otherwise agreed with you, we will only collect basic personal data about you. This information includes your name, qualifications, home address, email address and phone number(s).

Why we need it

We need to know basic personal data in order to provide you with the services you have engaged us to provide, and to assert our right to be recompensed in return for these services as per the agreement we have with you. We will not collect any personal data from you that we do not need in order to provide and oversee the services we have agreed to provide you with.

What we do with it

All the personal data we hold about you will be processed ICMA in the UK. Basic information is also shared with the examiner(s). No other third parties will have access to your personal data unless there is a legal obligation for us to provide it. We will take all reasonable steps to ensure that your personal data is processed securely.

How long we keep it

We will generally keep your personal data in perpetuity. If you consent to marketing, any information we use for this purpose will be kept with us until you notify us that you no longer wish to receive this information.

What we would also like to do with it

We would like to send you information about our services (updates), by telephone and/or email.

PROFESSIONAL MEMBERSHIP

ICMA encourages teachers and performers to become members of a professional body offering legal cover and advice, public liability insurance, seminars and professional development. ICMA recommends the Incorporated Society of Musicians.

ADDITIONAL PUBLICATIONS

Reference should be made to individual subject syllabus, and the following:

- Entry Procedure
- Options
- Additional Information for Applicants
- Additional Information for Candidates
- Additional Information for DipMusT Candidates
- Special Access Provision
- Access to Higher Education
- Criteria for Assessment
- Music Publishers
- Current 'Update' information

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