



1. Your application

* Answer required

Centre type that best represents your institution:*

State school	State subsidised school	Private school	Municipal school
Infant school	Primary school	Secondary School	Further Education College
Music school	Drama school	Dance school	Conservatoire
Language School (summer school only)		Language school (permanent)	
Vocational school	Teacher training centre	University	Parent/teacher association
Extracurricular service	Summer school		
Other (please specify)			

Do you already work with other exam boards?*

Yes No

If so, for which exam boards?* - Only mandatory if 'yes' above

How did you learn about Trinity?*

Meeting	Trinity visit	Trinity website
Advertisement	Referral	Email
Other - please specify		

2. Your application

* Answer required

Official name of your institution (as it appears on official documents)*

Trading name of your institution (as it is known to the public)*

Would you like a specific centre name to appear on candidates' certificates?

Company/Charity no.

National Centre no. (NCN if applicable)

VAT number

UTR (Freelancers only)

Registered Office Address*

Town*

Province/County

Country*

Postcode*

Tel

Fax

Website

Social media, e.g. Twitter/Facebook links

What year was your centre established?*

Names of Company Directors (if applicable)

Name

Name

Name

Centre representative - Please nominate a person who can deal with official correspondence with Trinity and, if your application is accepted, has legal authority to sign your Registered Exam Centre Agreement.

Name*

Job Title*

Address*

Country*

Email*

Tel/Fax*

Exam Administrator details - (main day to day contact point with Trinity)

Name*

Job Title*

Address*

Country*

Email*

Finance Email (if applicable)

Tel/Fax*

3. Centre location, facilities and exam details

* Answer required

Is this already a Registered Exam Centre with Trinity? If so, please state your Trinity centre registration number*

Yes No

if YES

Trinity centre registration number

if NO

Have you previously been a Registered Exam Centre with Trinity?*

Yes No

If yes, when did you cease being a centre?

What was your centre registration number (if known)?

Exam venue

Address*

Town*

Province/County

Country*

Postcode*

Tel

Fax

Website

Is the exam venue your permanent location?*

Permanent location*

Temporary for the period of the exams only*

Does your centre operate all year round?*

Yes No

How frequent are your courses?

Access, amenities and transport links for this exam venue*

Do you have disabled access at the venue? Yes No

If yes, please describe what amenities you provide for disabled students*

What modes of transport are available to candidates to get to the exam venue?

Exam details

Which qualifications do you wish to add your offer?

Tick box

English language

Graded Exams in Spoken English (GESE) Qualifications

Integrated Skills in English (ISE) Qualifications

Trinity Stars

UK ESOL Skills for Life

Music

Music Practical Grade and Certificate exams (Classical and Jazz)

Music Theory Grade exams / Music Diplomas in Theory and Composition

Music Diplomas in Performance and Teaching (Trinity ATCL, LTCL, FTCL)

Rock & Pop

Drama

Young Performers Certificate

Graded Exams in Drama

Drama Diplomas (Trinity ATCL, LTCL, FTCL)

Dance

Diploma in Dance Teaching and Learning (Children and Young People)

ATCL Performing (Contemporary Dance)

Please confirm that you meet our venue requirements for the exams you have selected. You can check that you meet **Trinity's Venue Requirements** by using our **Venue Requirements Checklist** which is attached to this application form.

This proposed venue meets **Trinity's Venue Requirements** for the chosen exams.

Please attach a **sketch of your venue floorplan, giving approximate dimensions and naming each exam room, waiting area, and reception area.***

Please attach a photograph of each exam room, in exam setting.*

PLEASE NOTE THAT WE WILL NOT ACCEPT ANY APPLICATIONS WHICH DO NOT INCLUDE FLOORPLANS AND A PHOTO OF EACH EXAM ROOM

Please include any further details you believe relevant to the registration of this centre:

4. Teacher, student and exam session information

* Answer required

If you have chosen Language exams:

Please specify the English exam levels that your institution wishes to offer according to the Common European Framework of Reference

Pre A1	A1	A2	B1	B2	C1	C2
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If you have chosen Music exams:

Please specify the Grades/levels that your institution wishes to offer according to the relevant Trinity College London syllabus

Initial - Grade 3 (Foundation)	Grades 4-5 (Intermediate)	Grades 6-8 (Advanced)	ATCL diploma	LTCL diploma	FTCL diploma
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Trinity Exam sessions - please give us an indication of your preferred dates*

Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sept	Oct	Nov	Dec
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About your students at this centre*

How many students are there at your institution?

Age range of your students

Does your centre hold any current accreditation that might be relevant to the exams you wish to offer?*

No Yes

If so, please give details:

Estimated number of Trinity candidates to the exam venue per annum*

Maximum exam room capacity for written exams at this centre - please count 1 candidate to 1 desk only*

Exam room 1:

Exam room 3:

Exam room 2:

Exam room 4:

Would you be prepared to accept external candidates from other teaching establishments?

Yes No

If so, how many per exam session?

Do you intend to prepare candidates to take Trinity exams?*

Yes No

Which course do you intend to offer?

What is your teachers' lowest qualification level for the subject you intend to offer?*

Please give details:

Do you offer training/development opportunities to your teachers?*

No Yes

If so, please give details:

5. Declaration

I declare that the information supplied in this Application Form and the accompanying documents is correct and true.

By submitting this application form, you consent to the processing of this personal data for the purposes stated below.

Name:*

Job Title:*

Any personal data (see <http://www.trinitycollege.com/site/?id=9>) collected under this form will be used for the purpose of processing this application and managing your subsequent relationship with us as a Registered Exam Centre. Except as agreed by you or where required by law, Trinity will not disclose such personal information to third parties other than persons involved in the provision of examination services to Trinity or for statistical purposes.

Thank you for completing this application to become a registered Trinity Exam Centre.

We will send you the result of your application as soon as possible. If your application is accepted, you will receive the contract by post or by email.

- Where the contract is received by email please follow the instructions contained in the email to sign the contract.
- Where the contract is received by post, both copies should be signed, with one copy returned by post to Trinity College London.

APPENDIX

VENUE REQUIREMENT CHECKLIST

You can assess if your centre will meet Trinity's exam Venue Requirements by going through the checklists that apply to your chosen exams and venue. Please note that more than one checklist may apply.

Checklist for all exams, practical and written

Separate waiting room provided (for practical exams in music and drama, this must not be adjacent to the exam room)

Storage area for candidate belongings (bags, etc.)

Printing facilities for exam materials, e.g. appointment slips as required

Internet wifi access for examiners

Does your organisation have measures in place to deal with child abuse?

Checklist for all written exams only

Guidelines for the written exam room layout is available [here](#).

Number of exam rooms available

Total candidate capacity of exam rooms, when the room is set up in exam layout

Secure (lockable) storage for exam papers

Desks and chairs available for invigilators

Individual desks and chairs for candidates

Wall clock visible to all candidates

Whiteboard / blackboard visible to all candidates

Checklist for all spoken Language exams

Electrical supply in each exam room

Table and two chairs for examiner and candidate to conduct interviews

FOR GESE only:

Does the exam room have wireless internet?

Checklist for all Drama and Dance exams

Sound proof warm-up room available

Exam room:

Audio player with good quality speakers for backing tracks

Electrical supply in all exam rooms

Desk and chair for examiner

Sufficient space for practical exam

Checklist for all Classical and Jazz Music exams

This is a basic checklist. Full guidelines are available at www.trinitycollege.co.uk/venue

Warm up room provided

Exam room requirements:

Soundproofed exam room(s), or a good distance from waiting/warmup areas, so that sound does not carry

Large desk and chair for examiner (minimum 140cm x 75cm)

Music stand and chair available for each candidate.

It is essential that instrumental and vocal candidates have eye contact with their accompanists.

Electrical supply and connections in exam rooms for any electrical equipment required such as examiner tablet/laptop, audio playback equipment, and extension leads as required.

Audio player with appropriate playback facilities and amplification for CD backing tracks. Backing tracks may be used in place of piano accompaniment for all exams up to and including Grade 3, and jazz woodwind and drum kit exams up to Grade 8.

Instrument-specific requirements:

For all grade and certificate music exams for instruments and voice (excluding percussion):

- Acoustic piano (upright, baby grand or grand piano) with a minimum of 85 keys, tuned in the range A=438 Hz to 442 Hz. Digital pianos or Clavinovas meeting Trinity's specifications may be used by candidates in grade 5 and below, or for accompaniment for any grade
- Adjustable piano stool

For Diploma exams in solo piano:

- Acoustic grand piano.

For Diploma exams requiring piano accompaniment:

- Acoustic piano (upright, baby grand or grand) as specified above. Digital pianos or Clavinovas are not acceptable.

For all grade and certificate music exams in percussion and Drum Kit:

Full guidelines are available at www.trinitycollege.co.uk/PercussionandDrumKitVenue

For all grade and certificate music exams in drum kit only:

- Snare drum with adjustable drum kit size stand (not orchestral)
- 3 toms, high/medium/low
- Bass drum (18-22")
- Hi hat (12-14")
- Ride cymbal (18-22")
- 2 crash cymbals (14-18")
- Splash for Grade 5-8

The minimum distance between the examiner's chair and the drum kit should be 3 metres

Electric drum kits that produce all timbral and dynamic variety demanded by the score may be used by candidates in grade 5 and below

Adjustable drum stool

For all grade and certificate exams in timpani and tuned percussion only:

Snare drum: Orchestral snare drum and stand

Timpani: 3 /4 /5 timpani

Tuned percussion: Xylophone, Glockenspiel, Vibraphone, Marimba as needed

For all grade and certificate exams in organ:

Conventional pipe organ, pipeless analogue electronic organ, or a computer organ

Checklist for all Rock & Pop Music exams

This is a basic checklist. Full guidelines are available at www.trinitycollege.co.uk/RockandPopVenues

Warm up room provided

Exam room(s)

Soundproofed exam rooms, or a good distance from waiting/warmup areas, so that sound does not carry

Large desk and chair for examiner

Music stand and chair available for each candidate

Electrical supply and connections in exam rooms for any electrical equipment required such as examiner tablet/laptop, audio playback equipment, and extension leads as required

Audio player with appropriate playback facilities and amplification for backing tracks

Small mixer to connect to the examiner's laptop for playing backing tracks

Instrument-specific requirements:

Bass: suitable amplifiers

Drums:

Full Drum kit (five piece):

- Snare drum with adjustable drum kit size stand (not orchestral)
- 3 toms, high / medium / low
- Bass drum (18-22")
- Hi hat (12-14")
- Ride cymbals (14-18")
- Splash for Grades 5-8

Adjustable drum stool

Electric drum kits that produce all timbral and dynamic variety demanded by the score may be used by candidates up to and including grade 5.

The minimum distance between the examiner's chair and the drum kit should be 3 metres

Guitar: suitable amplifiers

Keyboard: digital keyboard / stage piano and stool:

- At least 5 octaves
- Full-size keys
- Sustain pedal (from Grade 3)
- touch sensitivity option (from Grade 3)

Vocals: Microphones, adjustable stand and suitable amplifiers