

## Exam Regulations

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1. Rockschooll exams are open to all persons, irrespective of age and in accordance with our Equal Opportunities policy.
2. Full payment and relevant documentation must reach the offices of Mr Christodoulos Vassiliades five weeks prior to the exam dates. The dates of the exam period may be inclusive of weekends and school holiday periods. Rockschooll cannot guarantee an exam for any applications received after this date. If late entries are received and accepted, an 8 Euro fee will be applied to *each* candidate
3. Exam entries may not be transferred from one candidate to another.
4. Any changes to the examination schedules will incur a fee.
5. Cancellation of an exam will result in loss of the exam fee unless as a result of illness or injury. Such cases must be substantiated by a medical certificate.
6. Names on certificates will be as on candidate's acknowledgement letter. Replacement certificates will incur a charge of 8 Euros.
7. On application, candidates may state times within an exam period when they are unavailable. However, Rockschooll cannot guarantee to avoid all such dates.
8. Rockschooll reserves the right to defer exams until the next available exam period. After one deferral, an exam is guaranteed at an exam centre chosen by Rockschooll. This may not be your local centre.
9. If a candidate wishes to defer their exam once it has been scheduled they will incur a charge of half the original exam entry fee.
10. No refunds will be given.
11. Photocopying of any material to facilitate page turns in the exams is allowed and the copies will be retained by the examiner. Photocopying for any other reason is prohibited under copyright law.
12. Candidates must bring in two copies of music for the free choice piece. One must be an original copy of the tune to be performed, and must be a second copy for the examiner, which may be a photocopy. If there is no music available, a zero mark may be given for the piece. Any queries in writing should be addressed to the Director of Operations at least two weeks prior to the exam date.
13. No teacher, or other person, may be present during the preparation of a candidate's Quick Study piece. Any assistance given to a candidate may result in disqualification from the examination.
14. Only the examiner and candidate are allowed to be present in the examination room, with the exception of moderators appointed by Rockschooll and teachers/assistants of special needs candidates, agreed by Rockschooll in advance.

15. Free choice backing tracks provided by the candidate must be without the examined part. If an unacceptable backing track is submitted, a zero mark may be given for the piece.

16. All band exams are for the advertised instruments only. No backing CDs may be used in the exam.

17. Any special needs candidates must notify the Rockscool office of any provisions needed prior to the exam.

18. On occasion an examiner may conclude an element of an exam when enough has been heard to reach a balanced assessment.

19. Replacement certificates may be obtained by successful candidates. All replacement certificates will be marked as such and will incur a charge of 8 Euros.

20. Rockscool operates a quality assured appeals process. All appeals must be made in writing no later than 14 days after receipt of result. There are two criteria for formal appeals. These are:

- Appeals in respect of errors in procedure
- Appeals in respect of errors in matching comments to marks awarded.

Second levels of appeal will be charged at a standard fee of 30 Euros, payable to Rockscool Ltd. Any successful appeals will be refunded in full.

**Full details of Rockscool Ltd's appeal process are available from the Rockscool office or website.**

Revised: May 2008