



ST. CECILIA EXAMINATIONS

IMPORTANT EXAMINATION INFORMATION FOR 2019

(Retain this document for reference throughout the year and refer to updates on our website)

SCSM 2019 EXAMINATIONS

Examinations are scheduled to take place at centres throughout Australia, New Zealand Asia and Europe during 2019. Examination sessions may vary between countries and centres. The enclosed list of dates as well as national and regional entry forms provide up-to-date information. The Late December session is only available for centres within Tasmania. Alternative sessions to those listed may be arranged upon request and will depend on candidate numbers.

VALID SYLLABUSES

As from **1st January 2019** the following syllabuses are valid. Examiners will always refer to these updated syllabuses when conducting examinations. Discard outdated syllabuses and request new copies or download from our websites. Valid syllabuses are:

All Keyboard	- 12th Imprint August 2017
Strings	- 5th Imprint August 2017
Woodwind	- 3rd Imprint May 2015
Singing	- 5th Imprint August 2017
Diplomas & CMT	- 5th Imprint August 2017
Classical Guitar	- 3rd Imprint February 2016
Contemporary Guitar	- 3rd Imprint January 2018
Brass Syllabus	- 2nd Imprint October 2017
Theory of Music	- 1st Imprint January 2013

Other syllabuses available include Musicianship & Precision Reading; Instrumental and Choral Ensemble; Certificate of Performing Arts (*to be extended through all grades during 2019*); Electronic Organ. Harp and Recorder syllabuses are currently being constructed.

2019 ENTRY FORMS

All teachers receive grade entry forms valid for examinations conducted during 2019 only. Photocopy additional copies as required or download from the SCSM website. Closing dates and grade fees are listed on the entry form. Separate diploma entry forms and fee details are also available. *Discard all previous forms.* Entry may also be made by post or on-line at **www.st-cecilia.com.au** or **www.stcecilia.co.nz** On-line payments by credit card incur a 2% surcharge.

COMPLETION OF ENTRY FORMS

Teachers who instruct their students to enter independently should ensure that all information is correctly and accurately provided. Students and their parents are often unsure of the correct entry protocol. Errors and omissions may be corrected but additional fees will apply. Care should be taken completing the GRADE column and/or CONCERT CERTIFICATE column. Please do not mix theory, practical and musicianship exam entries - use separate entry forms for each. All communications will be directed to teachers and not to parents or individual students.

CONCERT / RECITAL CERTIFICATE EXAMINATIONS

Teachers and candidates should check the requirements carefully especially in relation to exam timing, stagecraft, dress and written programs. In order to fulfill timing requirements, candidates may include more than one piece within an item listing. Items should be chosen from the Grade syllabus and must not be abridged or shortened versions. All movements of sonatas, suites etc. should be performed according to the syllabus requirements - omissions of movements or sections of pieces will reduce the total result. Where space permits, small audiences are welcomed.

PERFORMANCES FROM MEMORY

St. Cecilia encourages accurate, memorized performances for all examinations. Candidates may even be awarded additional marks. There is no compulsory memory component for any St. Cecilia examination however, including diploma examinations.

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EXAMINATION CLOSING DATES

Please adhere to the examination closing dates which are printed on each grade entry form and our website. Whilst we make every effort to accept late entries, a fee of \$50 per entry form (regardless of number of candidates) must be charged in order to cover the additional administrative costs.

EXAMINERS' GENERAL NOTES

After each examination session, teachers may request a complimentary copy of the "Examiners' General Notes". These notes are a summarized compilation of observations made by examiners during their examining sessions.

ACCOMPANIED SOLO INSTRUMENTS & SINGING

Students from Grade One onwards are assessed on their ensemble ability with the piano (or other) accompaniment. It is therefore in the student's interest to arrange appropriate professional accompanists for their examination. At least **three of the four works** must be accompanied.

REQUESTS FOR PIECES NOT LISTED IN THE SYLLABUS

Before submitting, check that pieces are not already listed elsewhere in the syllabus. Allow at least four weeks for an assessment to be given. Evidence of permission being granted e.g. email or letter must be attached to the candidate's appointment form. Results will be delayed if written evidence is not provided and results will consequently be affected.

APPOINTMENT FORMS

Teachers are required to complete all information legibly and accurately on the student's examination Appointment Form. Original forms only (not copies) are accepted. The **syllabus** page number must be listed. Forms which have not been correctly completed will delay the examination and may place the student under unnecessary stress. Accurate timings are required for all Concert and Recital examinations and form a major part of the assessment. Lost appointment forms may be replaced but additional administration fees apply. Ensure students/parents are aware of their exam details well in advance of their appointment.

TRANSFERRING BETWEEN SESSIONS

Students/Teachers may request a same grade/instrument transfer to another available session **within the same calendar year i.e. January to December** by submitting a new entry form with payment of \$50 per candidate prior to the closing date. The student's original appointment form must also be returned. Candidates who feel they need more time for preparation or those who are unable to attend their appointment due to last minute travel or other plans will benefit from this arrangement. In case of illness or accident, medical certificates are not required. Retrospective transfers are not permitted.

INSURANCE & PUBLIC LIABILITY

St. Cecilia is not responsible for damage or accident in private studios and homes where examinations may be taking place. Appropriate property as well as public liability insurance should be valid. All effort must be made to ensure the safety and security of the students, examiners and teachers who are present.

PHOTOCOPYING OF MUSIC

St. Cecilia Examinations abides by the *Code of Fair Practice* in all matters relating to the photocopying of music. Students who present for an examination must have their own original copies. Evidence in writing of appropriate permission must be provided for the examiner when requested. Examiners are required to report the use of unauthorized photocopied material. Please visit www.apra-amcos.com.au for further information and downloading of appropriate forms.

St. Cecilia Examinations wishes everyone a successful and enjoyable 2019 teaching year!