



ST. CECILIA EXAMINATIONS

IMPORTANT EXAMINATION INFORMATION FOR 2024

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

SCSM 2024 EXAMINATIONS

Examinations are scheduled to take place at centres throughout Australia, New Zealand Asia and Europe during 2024. Sessions vary between countries and centres. National and regional entry forms provide up-to-date information. Alternative sessions to those listed may be arranged upon request. SCSM Examinations reserves the right to change examination formats should candidate numbers not be economically viable.

VALID SYLLABUSES

Current syllabuses are available for download from both our websites www.st-cecilia.com.au and www.stcecilia.co.nz Hard copies are available on request. Examiners will use the current syllabuses during examinations, so it is important to discard any out-of-date versions.

2024 ENTRY FORMS

Grade entry forms valid for examinations conducted during 2024 and included with the 2024 mailout. Print 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. Entry may also be made on-line at www.st-cecilia.com.au or www.stcecilia.co.nz

COMPLETION OF ENTRY FORMS

Teachers are ultimately responsible for entering their students into St. Cecilia examinations. Students who enter independently of their teacher should ensure that all information is accurately provided. Errors and omissions will cause delays. Care should be taken completing the type of examination students are entering e.g. *Grade, Concert Certificate, CPA, Showcase etc.* Do not mix theory and practical exam entries - use separate entry forms for each. All communications will be directed to teachers and not to parents or individual students.

EXAMINATION CLOSING DATES

Examination closing dates are printed on each grade entry form and on our website. Whilst we make every effort to accept late entries, a late fee of \$55 per entry form is charged in order to cover the additional administrative costs.

CONCERT / RECITAL CERTIFICATE / SHOWCASE 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 welcome.

PERFORMANCES FROM MEMORY

St. Cecilia encourages accurate, memorized performances for all examinations including diplomas. There is no compulsory memory component for any St. Cecilia examination however.

MISINTERPRETATION OF SYLLABUS REQUIREMENTS AND ITEM ERRORS

We strongly advise teachers to follow the syllabus requirements accurately and carefully. Misinterpretation of the syllabus requirements including item errors will cause loss of marks as well as delays in the issuing of reports and certificates.

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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 in order for a complete assessment to be made.

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 affected and delayed if written evidence is not provided.

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. Appointment forms must be brought to the examination. Ensure students/parents are aware of their exam details well in advance of their appointment.

TRANSFERRING BETWEEN SESSIONS / MEDICAL CERTIFICATES

Teachers may request a same grade/instrument transfer to another available session *within the same calendar year* by submitting a new entry form with payment of half the scheduled examination fee per candidate. The student's original appointment form should be returned. Candidates who need more time for preparation or who are unable to attend their appointment due to last minute travel or other plans will benefit from this arrangement. In the case of illness or accident, original medical certificates, clearly stating the medical ailment and dated within 7 days of the examination, should be presented. A re-entry permit may be issued which provides a 50% reduction of the same grade fee. The re-entry permit is valid for a six-month period from the date of issue. St. Cecilia reserves the right not to issue re-entry permits.

INSURANCE & PUBLIC LIABILITY

St. Cecilia is not responsible for damage or accidents in private studios and homes where examinations may be taking place. Appropriate property and public liability insurance should be valid. All effort must be made to ensure the safety and security of students, examiners and teachers who are present. Teachers are provided with details of correct etiquette expected of their students when visiting other Studios/Venues for examination purposes.

PHOTOCOPYING OF MUSIC

St. Cecilia Examinations abides by the *Code of Fair Practice* in all matters relating to the photocopying of music. Examiners are required to report the use of unauthorized photocopied material. Please visit www.apra-amcos.com.au for further information.

*St. Cecilia Examinations Intl. wishes everyone a successful and enjoyable
2024 teaching year!*