

## EXAM REGULATIONS

- 1 It is the responsibility of the entrant to read and abide by these regulations and to ensure that all those connected with the examination are aware of all relevant information. Entries will be accepted by Rockscool only in accordance with these regulations and our terms and conditions, and in all matters the decision of Rockscool is final.
- 2 Rockscool exams are open to all candidates, irrespective of age and without previously having taken any other grade in the same subject in accordance with our Equal Opportunities policy.
- 3 Full payment and relevant documentation must be submitted, via the Rockscool online entry system, on or before the chosen exam period's closing date. If late entries are received a £15 fee will be applied to each candidate
- 4 The late fee is non-refundable and does not guarantee that Rockscool can fit the exam in the current exam period. Rockscool reserves the right to defer the exam until the next available period once it has been clearly ascertained that no space is available in the current period.
- 5 Rockscool reserves the right to withhold the release of examination results and certificates until any outstanding fees are cleared. This will include any fees incurred for changing exam dates or upgrading exams.
- 6 Sessions within the exam period may include any date between the start and end of that period inclusive of school days, weekends and school holiday periods. Entrants must indicate clearly on their application if they are not available for any part of these.
- 7 Entrants are requested to provide a minimum of 21 days availability when applying for a Rockscool exam. Entrants who do not provide this cannot be guaranteed an exam in their chosen period.
- 8 Entrants will be responsible for supplying to Rockscool accurate candidate information. Any changes to candidate information or availability will only be accepted in writing by email or letter:
- 9 Names on certificates will be as on the candidate/s exam appointment. A £10 fee will be charged if:
  - a) Any amendments to the name are made after production of certificates due to error in the information given to Rockscool
  - b) A replacement certificate is requested due to loss or damage
- 10 Cancellation of an exam will result in loss of the exam fee. Full or partial refunds will only be given at the discretion of the Rockscool senior management.
- 11 Any changes to an exam date or time after it has been scheduled will incur a sliding scale of fees.  
£15 – more than one month before the exam  
£25 – within fourteen days of the exam  
Any changes to an exam schedule can only be made by a Rockscool Exams Officer:
- 12 If the entrant wishes to move an exam to another exam period once it has been scheduled they will incur a charge of half the exam fee.
- 13 Photocopying of any material to facilitate page turns in the exams is allowable. Examiners will not be able to page turn for candidates.
- 14 Candidates wishing to use digital Rockscool materials in the exam must ensure that the metronome and scroll bar are switched off.
- 15 Candidates must bring two copies of music to the exam for any Free Choice Pieces. Scores must be fully staff notated and backing tracks must be without the examined part.
- 16 Only the examiner and the candidate are allowed to be present in the examination room. Exceptions to this will be Rockscool moderators, official Rockscool approved translators and official Rockscool approved assistants of special needs candidates. Teachers and parents will not be allowed into the room during the exam.
- 17 Any entrants who have candidates with special educational needs must notify the Rockscool office of any special provision needed prior to the exam. Written medical evidence must be provided to Rockscool at time of application.
- 18 Rockscool operates a quality assured appeals process. Full details of this appeals process and appeals form can be found at [www.rockscool.co.uk](http://www.rockscool.co.uk)

**All prices effective from 1st January 2014 and all fees quoted are inclusive of VAT**