



UNIVERSITY OF  
**WEST LONDON**

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LONDON COLLEGE OF MUSIC EXAMINATIONS

# Early Learning Syllabus

Certificates for children aged three to six years

2013 - 2017



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# **LCM Examinations**

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# London College of Music Examiners

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\* denotes Senior Examiner in Music † denotes Senior Examiner in Drama and Communication

[This list was correct at the time of printing.]

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# London College of Music

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The London College of Music (LCM) is one of the largest specialist Music and Performing Arts institutes in the UK. It has a long history of music education dating back to 1887, when it was situated in Great Marlborough Street, London, where the college began as an examination body. In 1991 LCM became part of Thames Valley University, which was renamed the University of West London in 2011.

The London College of Music offers an impressive range of innovative courses, respected worldwide and delivered with creativity and passion by practising industry experts. Courses include Performance and Composition, Popular Music Performance and Recording, Performing Arts, Music Management, Music Technology and Theatre Production.

Further information about full-time programmes for undergraduate and postgraduate students, in addition to the Junior College, is available from:

- the UWL Learning Advice Centre - tel: 020 8579 5000; email: [learning.advice@uwl.ac.uk](mailto:learning.advice@uwl.ac.uk)
- the Faculty of the Arts office - tel: 020 8231 2304; email: [music@uwl.ac.uk](mailto:music@uwl.ac.uk)
- [uwl.ac.uk/music](http://uwl.ac.uk/music)

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## London College of Music Examinations

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External examinations have been awarded by the London College of Music since the institution's founding in 1887. Today, examinations are held throughout the United Kingdom, Republic of Ireland and at many overseas centres, and are unique in the graded examinations world in being awarded by a university.

LCM's graded and diploma examinations in most subjects are regulated by Ofqual, which serves as a UK governmental stamp of approval and quality assurance, confirming parity of standards with other similar examinations boards. Furthermore, the resulting mapping of LCM Examinations onto the QCF (Qualifications and Credit Framework) means that candidates applying to UK universities through the UCAS system can increase their points tariff if they have been awarded a Pass or higher at Grades 6-8 in an accredited subject.

LCM Examinations are distinctive, both in the qualifications offered and in the administration and running of the exams. We have retained the well-known traditional atmosphere and qualities of the London College of Music: informality, friendliness and approachability, although set in a fully professional and modern context. We are small enough that enquiries to the head office can be dealt with speedily and efficiently, and we are able to get to know many of our representatives and teachers personally by name. Examiners pride themselves on being friendly and approachable, ensuring candidates are put at their ease and are thus able to perform to their full potential; yet they are professional, applying thorough and objective assessment criteria in forming their judgements.

Our range of syllabuses and exam formats is exceptionally wide. Examinations may be taken in piano, all orchestral instruments, classical singing, music theatre, popular music vocals, guitar, electronic keyboard, electronic organ, drum kit, percussion, church music, Irish and Scottish traditional music, jazz (piano, wind and brass), ensemble, early learning, theory (both classical and popular) and composition. Examinations in acoustic, electric and bass guitars are offered in partnership with the Registry of Guitar Tutors (RGT). Our diplomas are internationally recognised and include composition, conducting, thesis and theoretical diplomas as well as performing and teaching diplomas in all instruments, across four levels.

We offer a number of pre-Grade 1 Step exams. Graded exams include a viva voce element, which encourages candidates to think, both technically and critically, about the music they perform in the exam. Syllabuses contain a wide range of repertoire options, sometimes including an own choice element.

We offer the very popular *Leisure Play* option, where candidates perform four pieces but do not attempt any of the additional components of the exam.

Recent additions to the range of exam formats are the *Recital Grades*, allowing candidates to enter for a graded exam focusing entirely, or predominantly, on performance, and the *Performance Awards*, assessed via DVD submission.

Graded and diploma syllabuses are available free of charge via our website, or on request from the LCM Examinations office and local representatives.

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# 1. Syllabus introduction

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## 1.1 Coverage of this syllabus

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This London College of Music Examinations syllabus is designed to prepare students for the following examinations awarded by University of West London Qualifications:

- Early Learning Individual Examinations
- Pre Preparatory Examinations in Piano and Recorder
- Early Learning Group Examinations

## 1.2 Validity of this syllabus

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This syllabus is valid from 1 January 2013 until 31 December 2017.

## 1.3 Availability of examinations and entry details

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Practical examinations take place throughout the year according to location. In the UK and Ireland, practical examinations are held three times a year at public centres: Spring (March/April), Summer (June/July) and Winter (November/December). The dates when each year's sessions begin and end are published in the preceding Autumn. Completed entry forms, together with full fees, must be submitted to the representative of the chosen examination centre on or before the closing date, as listed on entry forms. The representative is responsible for devising the timetable.

In addition, LCM conducts examinations at schools, colleges and teaching studios on a private centre basis, provided the practical grade entries total at least five hours' examining time, and any venue-related costs are covered by the applicant. The co-ordinating teacher is responsible for timetabling the examination day. Some flexibility is possible, and teachers are invited to telephone LCM Examinations on 020 8231 2364 to discuss the arrangements in advance.

## 1.4 Duration of examinations

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Early Learning Individual	Pre Preparatory Piano & Recorder	Early Learning Group
10 mins	10 mins	20 mins

## 1.5 Candidates with particular needs

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Information on assessment, examination and entry requirements for candidates with particular needs is published in the document *Equality of Opportunity, Reasonable Adjustments and Special Consideration*. Copies are available free of charge via our website, or on request from the LCM Examinations office.

## 1.6 Progression

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After Early Learning assessments, children may progress to Steps and then Grades, in a wide range of Music and Drama & Communication subjects. Syllabuses are available from LCM Examinations (details on page 2).

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## 2. Syllabus content

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### 2.1 Syllabus overview

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London College of Music recognises the excellent work being done in kindergartens, in nursery and infant school reception classes introducing children to music and developing their interactive oral communication skills. This brings enormous educational and social benefits as well as enjoyment.

This syllabus is designed for these young children, to provide encouragement and a basis for assessment in music and speech at very early stages of development. At all three Stages, the development of skills and confidence is the main aim.

The following assessments are offered:

#### Individual

- Early Learning Individual: Stage One, Stage Two, Stage Three
- Pre Preparatory: Piano, Recorder

#### Group

- Early Learning Group: Stage One, Stage Two

#### The teacher

In order to provide as relaxed an environment as possible, the teacher may come into the exam room with each candidate.

#### The assessment report

This will be compiled during the examination and couched in positive terms.

- Early Learning: The report will not include marks but will award Pass, Merit or Distinction.
- Pre Preparatory: Marks are given, and successful candidates are awarded a Pass (65-74 %), a Pass with Merit (75-84 %) or a Pass with Distinction (85-100 %).

#### The certificate

- Early Learning: All children who complete the assessment will receive at least a Pass certificate.
- Pre Preparatory: Candidates achieving a Pass or higher will receive a certificate.



## 2.2 Early Learning Individual

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### Stage One

The candidate will:

1. Exchange greetings and introductions with the examiner.
2. Speak a nursery rhyme or sing a song from memory. Movement and gesture may be included in the performance.
3. EITHER (a) Perform a prepared descriptive animal mime, to show an observation of animal movement.  
OR (b) Perform a short elementary piece on any instrument.

*The examiner will look for concentration and real involvement from the candidate.*

### Stage Two

The candidate will:

1. Exchange greetings and introductions with the examiner.
2. Speak a nursery rhyme or poem of similar standard or sing a song from memory. Movement and gesture may be included in the performance.
3. EITHER (a) Perform a prepared mime to show an occupation or a sequence of events, to demonstrate mood, e.g. happy or sad.  
OR (b) Perform a short elementary piece on any instrument.

*The examiner will look for concentration, eye contact, involvement and enjoyment from the candidate.*

### Stage Three

The candidate will:

1. Give a simple, personal introduction of themselves during a conversation which will be led by the examiner. The candidate may bring one or two family photographs or a favourite possession as stimulus.
2. EITHER (a) Speak a poem, action rhyme or nursery rhyme of their choice.  
OR (b) Sing a nursery rhyme or a simple song.
3. EITHER (a) Act a brief drama speech in character (maximum 10 lines).  
OR (b) Speak a contrasting second poem, action rhyme or nursery rhyme of their choice.  
OR (c) Perform an elementary piece on any instrument.

*The examiner will look for concentration, enjoyment, and the ability to respond to simple questions.*

## 2.3 Piano Pre Preparatory

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Candidates will find all the required material for the examination in:

- LCM Piano Handbook 2013: Pre Preparatory (LL249)

Degree of difficulty: five-finger position, without hand shifts. No accidentals.

In order to reassure candidates, a parent or teacher is allowed to be present (in a SILENT capacity).

### **Component 1 – Exercises**

**25 marks**

Candidates should play ALL of the following:

Gliding with RH and LH, Couples, Pitter Patter, Slur and Bounce, Opposites, Stamping and Dancing.

### **Component 2 – List A Pieces**

**20 marks**

Candidates should play ANY TWO of the following:

Wheels on the Bus, Bobby Shaftoe, Ye Banks and Braes, Oh Susanna, Like the Blue Danube.

### **Component 3 – List B Pieces**

**40 marks**

Candidates should play ANY TWO of the following:

London Bridge, Hot Cross Buns, Little John, Oranges and Lemons, Old MacDonald.

### **Component 4 – Recognition of Notes**

**15 marks**

Notes C - G in the Treble Clef and C - F in the Bass Clef to be recognised.

## 2.4 Recorder Pre Preparatory

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Candidates will find all the required material for the examination in:

- LCM Kindergarten Recorder Examination, Pre Preparatory (LL11830)

### **Component 1 – Exercises**

**25 marks**

Candidates should play all five exercises contained in the book.

### **Component 2 – Studies**

**20 marks**

Candidates should play both the studies contained in the book.

### **Component 3 – Pieces**

**40 marks**

Candidates should play TWO pieces chosen from the five contained in the book.

### **Component 4 – Recognition of Notes, Signs and Time Signatures**

**15 marks**

Candidates will be asked to name/explain notes, values, signs and time signatures, as listed in the book.

## 2.5 Early Learning Group

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Teachers may prefer to enter children as a group. A group of between 5 and 9 in number is considered suitable. Each child should wear a large name badge. On successful completion of the examination a single report will be issued. Each child taking part in the group will receive a certificate. Teachers are expected to take an active part in the children's work during the examination and are invited to work 'in role' in all three sections.

*The examiner will look for:*

- *involvement by the children*
- *response to other members of the group*
- *control, but not inhibition, by the teacher*
- *ability to complete the examination*
- *ability and willingness to talk to the examiner about the examination work, and subjects that arise from it*
- *coherence in the progress of the examination work*

There are two stages:

### Stage One

1. The candidates will perform an action rhyme, singing/acting game, as a group. Untuned percussion may be used. The songs from such books as *Okki Tokki Unga* are useful and suitable. The teacher may direct the group and prompt.
2. The candidates will take part in a story told by the teacher. For instance, the house building and 'huffing and puffing' in *The Three Little Pigs*, or to 'show the group' Cinderella trying on the slipper. There are many methods where children are included in the story-telling techniques used by the teacher.
3. The examiner will sit with the children and talk with them about the work presented.

### Stage Two

1. The candidates will perform an action rhyme, singing/acting game as for Stage One. Each child should stand in his/her place in the group. For this stage the examiner will expect that memory is clear, and that the children are able and willing to co-operate as a group with very little prompting from the teacher.
2. The candidates will take part in an original 'game' during the examination. This should be devised by the teacher and 'played' before the examination so that it is familiar to the children. It is envisaged that the teacher will be 'in role' and that there will be no props. The title of the 'game' could be 'The Birthday', 'The Tea Party', 'A Visit to the Zoo', 'A Trip to the Seaside', 'The New Baby' or a similar title devised by the teacher. It is not acceptable to base this part of the examination on a film or television programme.
3. The examiner will talk to the children about the work presented and other subjects which arise.

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## 3. Awarding and reporting

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### 3.1 Issue of results

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A written report will be compiled for each examination. Candidates will be informed of the result of examinations as soon as possible, and not later than four weeks after the examination date, by post. Representatives are not allowed to issue results over the telephone.

Certificates are normally dispatched within eight weeks of the date of the examination, but very often they will be received sooner than this.

This time is necessary to ensure that all results are properly standardised and have been checked by LCM Examinations. (*See Regulation 27.*)

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## 4. Regulations and information

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These regulations cover all examinations in Music Performance, Music Theatre, and Music Literacy (Theory). They do NOT cover examinations administered in partnership with the Registry of Guitar Tutors or the Examinations Registry, although some information concerning Popular Music Theory is included below.

1. **Validity of syllabus:** Please refer to individual syllabuses and repertoire lists for the dates when each syllabus or repertoire list may be used.
2. **Examination dates (Public centres):** Practical examinations take place throughout the year according to location. In the UK and Ireland, practical examinations are held three times a year at public centres: Spring (March/April), Summer (June/July) and Winter (November/December). The dates when each year's sessions begin and end are published in the preceding autumn. Overseas candidates should contact their local representative for details of examination dates. Associate, Licentiate and Fellowship diplomas may only be taken at a recognised Diploma Centre. Please contact the LCM Examinations office or consult the website ([uwl.ac.uk/lcmexams](http://uwl.ac.uk/lcmexams)) for details of your nearest representative.
3. **Examination dates (Private centres):** Examinations are conducted at schools, colleges and private teaching studios where preparation for LCM Examinations supports and complements the course, provided there are sufficient entries to make the visit viable, and any venue-related costs are covered by the applicant. Exams may be held at any time at private centres. The co-ordinating teacher is responsible for timetabling the examination day. Please contact LCM Examinations for further details.
4. **Examination dates (Theory):** Written examinations are held in April, June and November each year. Theoretical Diplomas are held in June only. Exact dates are printed on the entry forms.
5. **Entry procedure:** Closing dates for entry, for each examination session, are listed on the entry forms. Overseas candidates should consult their local representative for the closing dates. Entries must be submitted to the local representative of the Centre where the candidate wishes to take the exam; NOT centrally to the LCM Examinations office. Entries may not be submitted by fax. Please note that, while LCM Examinations will make every effort to accommodate requests for practical exam dates, no guarantee can be made that such requests will be met.  
*Classical Guitar Exams:* Step and Grade examination entries must be submitted to LCM Examinations on an original Registry of Guitar Tutors entry form, found in the back of the Handbook for each grade. This is the only method of obtaining a valid entry form. Handbooks may be ordered from the Registry of Guitar Tutors. Exceptions are made for 'siblings' and 're-entry'; special forms are available from LCM Examinations.  
*Popular Music Theory:* Entries must be submitted to the Examinations Registry on an original Examinations Registry entry form, found in the Handbook for each grade. This is the only method of obtaining a valid entry form. Handbooks may be ordered from the Examinations Registry. Exceptions are made for 'siblings' and 're-entry'; special forms are available from LCM Examinations.
6. **Late entries:** These may be accepted up to seven days after the last date of entry. Each entry must be accompanied by the current late fee for each candidate. No entry will be accepted if it is received at a later date.
7. **Conditions of entry:** LCM Examinations reserves the right to refuse entry to any candidate without giving a reason. The right to postpone or cancel the entry of any candidate is reserved. Entries are accepted subject to the regulations stated in this syllabus. Entry for examination constitutes an agreement on the part of the candidate to abide by the regulations.
8. **Fees:** A complete table of current UK examination fees is printed on the examination entry forms each year. Overseas fees are obtainable from the regional representative. Cheques, bankers' drafts, etc. must be made payable to University of West London. Fees cannot be refunded, nor entries postponed to a later examination session. Candidates not attending examinations for which they have entered, unless for a reason covered under the Special Consideration policy (see Regulation 34), will forfeit their fees.  
*Popular Music Theory:* A list of current fees is printed by the Examinations Registry each year. Cheques, bankers' drafts, etc. must be made payable to the Examinations Registry.
9. **Pre-requisite qualifications (approved prior learning):** Candidates may enter for any graded examination, leisure play examination or performance award without having taken any preceding examination. There are no pre-requisites for these exams. Refer to diploma syllabuses for pre-requisite requirements.

10. **Substitutions:** Only candidates officially entered will be accepted for examination. Substitution of a candidate in place of a candidate originally entered will not be allowed.
11. **Transfers:** Transfer of candidates from one centre to another will not be considered unless there are exceptional circumstances which have been approved prior to the transfer by LCM Examinations. Transfers will only be administered on receipt of the transfer fee.
12. **Examination appointments:** An Attendance Notice detailing the date, time and venue of the examination will be issued to each candidate, via the correspondence address on the entry form, not later than two weeks before the date of the examination. This should be retained by the candidate, and handed to the attendant on the day of the examination. LCM Examinations should be informed immediately if there are any errors on the Attendance Notice. An incorrect grade or subject cannot be changed on the day of the exam, and spelling corrections will incur a fee if notified after the issue of the certificate. Candidates should arrive at the venue no later than 15 minutes before the scheduled time of the examination.
13. **Conditions at public centres:** A quiet room will be provided. Every effort will be made to ensure that the candidate is not disturbed by outside noise. The room will be of a moderate size, but with sufficient room to enable candidates to perform effectively. A good quality, tuned piano, with a stool, will be provided. A music stand will be provided for instrumentalists. Guitarists should bring their own footstool. Electronic Keyboard candidates should bring their own keyboard stand, if required; however, a table and power source will be provided. A waiting room will be provided, and a warm-up room where available.
14. **Electronic/digital instruments:** Good quality digital pianos may be used for examinations up to Grade 8 level. They may NOT be used for diplomas (except Jazz, Music Theatre, and Irish and Scottish Traditional diplomas). Where a digital piano is used, centres must inform all candidates and/or teachers at the time of entry. Electronic drum kits may NOT be used in examinations, unless with prior approval from the Chief Examiner in Music.
15. **Examination procedure:** The examination components will normally be conducted in the order shown in the syllabus, unless the candidate requests otherwise. Examiners will normally offer a brief warm-up period of approximately 1 minute to candidates taking Grade 5 or higher. Where other candidates require warm-up time, the examiner should be informed accordingly. For sight reading components, candidates will be given approximately one minute's preparation time, during which they may study and try out short sections of the extract, but they may not play the complete extract through until asked to do so by the examiner. (NB. This does not apply to tests in Electronic Keyboard and Organ examinations, where different guidelines apply).
16. **Admission to the examination room:** Practical examinations are conducted in closed conditions. No-one, apart from the candidate and the examiner(s), is allowed into the examination room *with the following exceptions:*
- an accompanist, who may be present *only* for those parts of the examination where they are required;
  - for candidates aged 12 and under who are using pre-recorded backing tracks, an adult operating the playback equipment, who may be present *only* for those parts of the examination where they are required (*see Regulation 23*);
  - an approved person, such as a parent or teacher, in Early Learning or Pre Preparatory examinations;
  - an approved person, such as a parent or teacher, or a language interpreter, where this concession has been granted prior to the examination as the result of a request for reasonable adjustments for a candidate with specific needs (*see Regulation 35*);
  - a chaperone for Music Theatre candidates (*see Music Theatre syllabus guidelines*);
  - an audience for FLCM recitals (*see individual syllabuses for further guidelines*);
  - an instrumental or vocal ensemble for Conducting examinations.
- Page-turners are NOT allowed, unless in exceptional circumstances, and with prior approval from the Chief Examiner in Music. (*Please see Regulation 22a below*).
- No-one is permitted to listen to examinations at the door.
17. **Use of music in examinations:** With the exception of certain examinations (see below), candidates must use published editions of all music performed in the examination, whether published by LCM Examinations or by other publishers. Where a certain published edition is listed in the syllabus repertoire, candidates may use any alternative published edition of the music, provided that this is not a simplified version. Candidates should ensure that they have obtained all the necessary music before submitting an entry. Where a candidate wishes, or is required, to perform from memory (e.g. in Music Theatre exams), published editions of the music must still be available for the examiner's reference. Diploma candidates must bring additional copies of the music for the examiners' reference; photocopies may be used for this purpose. *NB. Candidates are not required to use or provide published editions in the following examinations: Popular Music Vocals, Irish and Scottish Traditional Music.*

18. **Performance of repertoire:** All repertoire should be performed exactly as indicated in the published edition (with the exception of repeats: see *Regulation 19*). Music which is published with an accompaniment must be performed with that accompaniment. Music may not be altered, abridged, or cut except where such provision is made in the particular syllabus.
19. **Repeats:** Performance of repeats is at the candidate's discretion. In general, shorter repeats should be included, but longer repeats (e.g. full exposition of a sonata form movement) should not be played. *Da Capo* and *Dal Segno* signs should be observed.
20. **Fingering:** Specified fingerings in LCM or other publications should be taken as suggested guidelines only. Alternative fingering will not be penalised by examiners unless it adversely affects the musical result.
21. **Tuning:** Candidates may obtain assistance (from their accompanist) with tuning their instruments up to Grade 5. From Grade 5 onwards, candidates should tune their own instruments. Examiners will not provide tuning assistance.
22. **Use of photocopies:** The use of photocopied music by candidates or accompanists, unless authorised by the publisher or copyright holder, will not be permitted in the examination *with the following exceptions*:
- a photocopy of a page of a work for ease of performance due to a difficult page turn;
  - a photocopy of a piece for the examiner's reference, provided the performer is using his or her own published edition;
  - an enlarged or modified photocopy for candidates with specific needs, provided the original edition is also brought to the examination and presented to the examiner (see *Regulation 35*).
- All such photocopies will be retained by the examiner, and destroyed at the end of the day's examinations. Compliance with copyright law is the responsibility of the candidate. However, failure to comply will lead to disqualification and no marks or certificate being awarded.
- NB. Printouts of *legal* internet downloads are acceptable.
23. **Accompaniment:** It is the candidate's responsibility to provide a suitable accompanist, if required, for the examination. LCM Examinations cannot provide or recommend accompanists. Pre-recorded backing tracks may NOT be used except in the following circumstances:
- in Music Theatre, Popular Music Vocals, Drum Kit, Tuned Percussion or Jazz examinations;
  - where a piece specified in the syllabus is published with a pre-recorded backing track;
  - with the prior approval of LCM Examinations.
- Where pre-recorded backing tracks are used, candidates are responsible for bringing and operating their own equipment. For young candidates (aged 12 and below), an adult may be present to operate the equipment (see *Regulation 16b*).
24. **Stopping candidates:** Examiners may, at their discretion, stop a candidate at any part of a practical examination if the candidate has exceeded the time allowed for that part of the examination.
25. **Exemptions:** No exemptions are allowed from any part of any examination. Where an examination component is not attempted, a mark of 0 will be awarded.
26. **Recording of examinations:** A random selection of examinations is recorded for purposes of archiving, standardisation and examiner training. LCM Examinations undertakes not to disseminate such recordings in any way whatsoever beyond these purposes. The recording equipment used is unobtrusive and does not affect the examination procedure. Such recordings may not be used or referred to at any stage in connection with any enquiry, appeal or complaint about the examination, either by the candidate or by LCM Examinations.
27. **Examination results and certificates:** A written report will be compiled for each examination. Candidates will be informed of the result of practical examinations as soon as possible, and not later than four weeks after the examination date, by post. Theory results will be sent several weeks after the written examination date. Representatives are not allowed to issue results over the telephone. Certificates for successful candidates are normally dispatched within eight weeks of the date of the examination, but very often they will be received sooner than this. Replacements of lost or destroyed certificates can normally be provided, subject to proof of the result, the applicant's identity, and payment of the appropriate current fee. An *Application for Replacement Certificate* form should be submitted. The form can be found on the LCM Examinations website, and is available on request from the LCM Examinations office.
28. **Graded qualifications:** Certificates issued for graded examinations are not intended to imply that the holder is qualified to teach, nor do they give the holder the right to use any letters after his or her name.
29. **Diplomas in teaching:** LCM Diplomas in Teaching do not confer Qualified Teacher Status (QTS) on the holder.

30. **Diploma completion period:** Diploma candidates must complete all the requirements of the examination within a 3-year period, in order to be awarded the qualification. Details of components of examinations which may be carried forward on re-entry are detailed in individual syllabuses.
31. **Academic dress:** Holders of diplomas may wear academic dress as follows:  
 DipLCM, DipMusLCM: Gown  
 ALCM, AMusLCM: Gown and Cap  
 LLCM, LMusLCM: Gown, Cap and Licentiate Hood  
 FLCM: Gown, Cap and Fellowship Hood  
 Academic dress is available for hire or purchase from the official robemaker:  
 Wm. Northam & Company Ltd, Henry Crabb Road, Littleport, Ely, Cambridgeshire CB6 1SE (tel. 0870 2401852).  
 A Form of Authority, obtainable from LCM Examinations, should accompany all orders.
32. **Enquiries and appeals:** Information about lodging enquiries and appeals against results is contained in the document *LCM Examinations Appeals Procedure*, available from LCM Examinations. Initial enquiries must be made in writing, enclosing a copy of the examiner's marksheet.
33. **Equal opportunities:** Entry for examinations is available, and assessment is carried out, on an equal and fair basis to all candidates, regardless of origin, status or background. The full policy is contained in the document *Equality of Opportunity, Reasonable Adjustments, and Special Consideration*, available on request from the LCM Examinations office.
34. **Special consideration (including absence through illness):** Candidates who are unable to take an examination at the scheduled time, for medical reasons, will be permitted to re-enter for the same examination on payment of half the current fee. A signed doctor's letter indicating the reason, accompanied by the Attendance Notice for the original exam, must be submitted with the entry form on re-entry. The letter must make clear that the candidate was incapacitated on the day of the scheduled examination. Candidates who are unwell on the day of the examination, but elect to take the exam nonetheless, will not be granted any special consideration in terms of assessment, and will not be eligible for a half-fee re-entry. Candidates who are unable to take an examination for compassionate reasons (e.g. death of a relative) are also covered under this policy. The full policy is contained in the document *Equality of Opportunity, Reasonable Adjustments, and Special Consideration*, available on request from the LCM Examinations office.
35. **Reasonable adjustments (candidates with specific needs):** LCM Examinations is particularly sensitive to the requirements of candidates with specific needs, and encourages them to enter for examinations. There is a wide range of special procedures which can be put in place for such candidates. Full details and accompanying documentation MUST be included at the time of entry; examiners are not able to consider such documents if submitted for the first time on the day of the examination. Full details of this policy are contained in the document *Equality of Opportunity, Reasonable Adjustments, and Special Consideration*, available on request from the LCM Examinations office.
36. **Language:** All examinations are conducted in English. A translator may be used, with prior approval from the Chief Examiner in Music.
37. **Syllabus requirements and infringements:** It is the candidate's responsibility to obtain, and comply with, the current syllabus. Please note that certain syllabuses and endorsements contain particular conditions and requirements. Where candidates are entered for examinations by teachers, the teacher should ensure that candidates are entered in accordance with the current syllabus requirements. Where there are variations without prior agreement, marks may be adjusted or deducted, and in serious cases, candidates may be disqualified.
38. **Changes to syllabuses:** LCM Examinations follows a policy of consistent improvement and development and may, without notice, update its regulations, syllabuses and other publications. Where a repertoire piece not published by LCM Examinations is taken out of print by the publisher, LCM Examinations will seek to provide an alternative as soon as possible. Where alterations, additions and/or deletions to syllabuses take place, LCM Examinations cannot accept responsibility for informing candidates and teachers of such changes except through *Forte* (the LCM Examinations newsletter) and the normal reprinting process.
39. **Availability of syllabuses:** A wide range of examinations and subjects is offered, across the full range of Music, and Drama and Communication. All syllabuses and repertoire lists are available free of charge via the LCM Examinations website, and from the LCM Examinations office and local representatives.