

GuildExam

Australian GUILD Music & Speech Exam Board

2016
EXAM
FEES
(Malaysia)

Music Examinations

	<u>Practical</u>	<u>Written</u>
Grade/Level Preliminary	RM 210	-
Grade/Level 1	RM 240	RM 120
Grade/Level 2	RM 290	RM 130
Grade/Level 3	RM 310	RM 140
Grade/Level 4	RM 330	RM 180
Grade/Level 5	RM 370	RM 200
Grade/Level 6	RM 420	RM 230
Grade/Level 7	RM 480	RM 240
Proficiency Certificate/Level 8	RM 560	RM 260
Professional Performance	RM 1050	-
Diploma in Public Performance	RM 1700	-
Associate Diploma & AMus	RM 1450	RM 500
Licentiate Diploma & LMus	RM 1900	RM 550
Licentiate (<i>Principal Teaching</i>)	-	RM 350
Fellowship Diploma	RM 3350	-

Speech Examinations

Introductory (Group)	RM 810	Grade/Level 1	RM 240
Step 1	RM 210	Grade/Level 2	RM 290
Step 2	RM 220	Grade/Level 3	RM 310
Step 3 / Beginner Level	RM 230	Grade/Level 4	RM 330
School Leavers Cert	RM 510	Grade/Level 5	RM 370
Associate (<i>Practical</i>)	RM 1450	Grade/Level 6	RM 420
Associate (<i>Written</i>)	RM 400	Grade/Level 7	RM 480
Licentiate (<i>Practical</i>)	RM 1900	Proficiency Certificate	RM 560
Licentiate (<i>Written</i>)	RM 430	Proficiency Cert (<i>Written</i>)	RM 260

- Exemption / Late Entry Fee RM 100

**Closing Date : 31st Mac for May/June Practical Session
31st Aug for Nov/Dec Practical + Theory Session**

Regional Office :

GUILD EXAM PLT

5-5, ONE AVENUE, Jalan Masjid PJU6A, Off Persiaran Bandar Utama, 47400 Petaling Jaya, Selangor, Malaysia.
Tel : +603-7727 3992 Fax : +603-7727 1769 Email : info@guildexam.com Web : www.guildexam.com

Examination Rules & Regulation

1. Examination Submission

- Examination entry is open to all irrespective of age and any instrument offered by the GUILD.
- All entries must be made on the official GUILD entry form.
- **All information on the Entry Form will be strictly confidential.**
- Use a separate entry form for Theory and Practical Examinations.
- Entry made in the name of one candidate MAY NOT be transferred to another candidate.
- In Music Practical Examinations Entry, please clearly state whether a student is entering for the **Grade** or **Level** examination. E.g. Grade 1 or Level 1. Grade Examinations consists of the pieces and technical requirements such as scales, sight reading, and aural test. Level examinations consist of the pieces and a portfolio on the pieces.
- **Please observe the examination closing dates:-**
 May/June - **31 March**
 November/December - **31 August**
- Applications submitted after the published closing date are subject to a Late Entry charge of RM100/= per application.
- Please attach any relevant mark sheets or certificates for students taking Proficiency Certificate and Diplomas. The pre-requisites are found in the syllabus.

2. Payment of fees

- No examination entry is recorded until the full fees for the entries have been paid. Current year fee list must be used. There is no substitution of fees from one candidate to another or any refund of fees.
- All fees must be paid in **Cheque/ Bank Draft/ Online Transfer**. Payable to “**GUILD EXAM PLT**” **Public Bank Account No : 3183350136**. Email (info@guildexam.com) or Fax (03 7727 3992) your bank-in slip together with exam registration form to us.
- One cheque/bank draft/online transfer for the total amount of the entries. Do not send separate entry cheques for each candidate.

3. Notification of examination dates, time and venue

- It's the responsibility of the teacher / school to contact the GUILD Office for actual examination dates & time if they have not received the examination appointment slips by 1st May for May/June Session or 1st November for Nov/Dec Session. The GUILD will not be responsible for any examinations missed.
- Candidates are expected to be in attendance at the examination venue **AT LEAST FIFTEEN MINUTES** before the appointed time.
- **Practical Exam Date :-**
 NORTH (Perlis, Kedah, Penang, Perak) - within 14 days from 2nd week Monday of May / Nov
 CENTRAL (Selangor, Kuala Lumpur) - within 14 days from 3rd week Monday of May / Nov
 EAST (Terengganu, Pahang) - within 14 days from 3rd week Monday of May / Nov
 (Sabah, Sarawak) - within 14 days from 4th week Monday of May / Nov
 SOUTH (Seremban, Malacca, Johor) - within 14 days from 1st week Monday of June / Dec

Practical Exam Candidate MAY NOT interchange examination time or venue without prior permission from the GUILD office. Late comers will not be allowed to infringe on the time period of another candidate or to otherwise disrupt time schedules.

- **Theory Exam Date** is on second Saturday of November (unless for some religious purpose such as SDA, it will hold on the next day which is Sunday). Theory Exam Candidate who arrives 30 minutes after the exam begins will not be allowed to enter.
- All candidates must bring their examination slip together with their Identity Card or Birth Certificate or Passport (for foreign candidates) for verification on the examination day.
- The GUILD reserves the right to cancel an examination venue at any one centre, candidates are then required to go to the nearest or an alternative examination venue.
- Schools under the GUILD Network wishing to use their premises as Examination Centre can be accepted if they meet the examination room/studio requirements and have entered sufficient number of candidates.

4. Candidates who are absent or withdraw from examinations

- **Absent candidates** from an examination to which they have been called and notified, will forfeit the fees paid. The only exceptions to this are in the event of a death in the family, illness or accident or for religious purposes. An appropriate certificate or letter should be obtained and submitted to the GUILD together with the examination slip within 7 days from the original examination date in order to obtain a half fees re-entry permit.
- The half fees re-entry permit is valid for 1 year from the date of absent. It allows candidates to re-enter the exam for the same or higher grade together with the correct exam fees. Example :-

E.g. 1 A student absent on May/June exam (Grade 5, exam fees paid RM260) and wishes to retake the exam in Nov/Dec, then the candidate will have to pay
 $RM\ 260 \div 2 = RM130$

E.g. 2 A student absent on the May/June exam (Grade 5, exam fees paid RM260) and wishes to retake the exam next year May/June (next year Grade 5 exam fees is RM270), then the candidate will have to pay $RM270 - (RM260 \div 2) = RM140$.

E.g. 3 A student absent on May/June exam (Grade 5, exam fees paid RM260) and wishes to take Grade 6 (exam fees RM300) in Nov/Dec, then the candidate will have to pay $RM300 - (RM260 \div 2) = RM170$

5. Accompanists, Minus One, Page Turners, Support Equipment & Others

- For certain instruments where an accompanist is necessary, a candidate must bring in their own accompanist. The candidates teacher may act as the accompanist but under no circumstances will the examiner act as one. Other than the accompanist, no other person may accompany the candidate to the examination room. The candidate is required to make any page turns themselves.
- Candidates who require using backing tracks to accompany their music must bring their own CD and CD player.
- The GUILD will provide a Piano & Digital Piano, Basic Drum Kit (additional percussion must be brought by the candidate) in the exam room. As for other instruments, the candidates have to bring their own instrument. Eg – Modern Guitarist will need to bring own amplifier, foot stool and music stands, etc.
- Photocopies of examination pieces are strictly not allowed. It is the responsibility of the candidate to apply for copyright permission from the copyright holder. A candidate can choose to perform from memory; however a copy of the music should be available for review by the examiner.

6. Special request

- Special Requests such as candidates with special needs should be indicated at the “*Special Request Column*” found on the exam entry form. However, the GUILD **cannot guarantee to fulfil these requests.**

A. Applicant's Information

Name: _____
(as per Identity Card or School Registered name)

Address: _____
Postcode: _____ State: _____ Country: _____

Telephone (House): _____ Telephone (Office): _____
Handphone: _____ Email: _____

B. Candidate's Information

Please tick one : Separate form for theory and practical : [] Theory [] Practical

<u>Candidate's Name</u>	<u>Grade or Level *</u>	<u>Subject</u>	<u>Fee (RM)</u>

* Please indicate **Grade** exam (Scale, Pieces, S.Reading, Ear Test, G.Knowledge) or **Level** for Performance exam (Pieces & Summary), example G3 or L3 or Associate Diploma

C. Examination Information

Centre name: _____ Exam session: _____

Special Request: _____

Total exam fees: _____ in cheque/ draft no: _____

I agreed to abide the GUILD Examination Rules and Regulation

Signature: _____

Date: _____