

REF: REGISTRATION FOR THE ASSOCIATED BOARD OF THE ROYAL SCHOOL OF MUSIC (ABRSM) THEORY EXAMINATIONS.

- 1 The registration period is between 1st July and 31st July. .All entries from the institutions should be submitted to the KNEC for processing so that they can be forwarded to the ABRSM Board before the deadline. **Late entries will not be received.**
2. Private candidates should register for the examinations at their respective DEO's offices, whilst institutional candidates can register at their institutions. Candidates should not send their entries directly to KNEC offices.

3. FEES

Local fees

- 3.1 All candidates must pay a local fee of Ksh.1,500/= irrespective of the grade entered, in the form of a bankers cheque, addressed to: Kenya National Examinations Council, P. O Box 73598-00200 City Square, Nairobi.
Money orders, Personal Cheques and Institutional cheques will **not** be accepted. CASH payments are **NOT** accepted.

3.2 ABRSM Fees

Institutional candidates should note the ABRSM fees required as shown on the ABRSM fees leaflet per grade, according to ABRSM fees leaflet issued annually and pay the relevant fee through their institutions. The fees should be remitted to KNEC as follows:

3.21 Institutional candidates

- (i) Institutions should arrange to obtain ABRSM fees in sterling pound (£) cheque from the bank for their candidates, addressed to the ABRSM Board.
- (ii) The fees proforma for institutional candidates should be completed for accurate analysis of the fees required.

3.22 **Private candidates.**

- (i) Candidates registering under Provincial Director of Education/District Education Officer (PDE/DEO) should obtain their own sterling pound cheques from the bank addressed to the ABRSM Board.
- (ii) Each candidate should complete the fees proforma for private candidates, which should be shown at the bank to facilitate the issue of the STG cheque/draft
- (iii) The PDE/DEO will enter candidates on the ABRSM Board entry sheet only after they have submitted their fees proforma with the ABRSM fees and the local fees.

3.3 All required details on the fees proforma should be provided.

4. **EXAM DATES AND VENUE**

The PDE's/DEO's and Institutions should compile addresses of all candidates registered for any future communication. It is important to inform all the candidates during registration time, the examination date and venue, for candidates to avoid missing the examinations. It will be the responsibility of the candidates to check with the institution/PDE/DEO for any further information. The Council will not write to individual candidates

5. **SUBMISSION OF ENTRIES TO KNEC**

5.1 After the registration exercise is completed, heads of the institutions/PDE's/DEO's or their nominees should submit in person the following documents to the council:

- 5.1.1 ABRSM entry forms (Board sheets) – in duplicate
- 5.1.2 Fees proforma – in duplicate.
- 5.1.3 ABRSM Bankers cheques in sterling pound and a photocopy of it.
- 5.1.4 KNEC local fee bankers cheque.

5.2 Institutional or private candidates ABRSM fees and local fees cheques should be attached to the appropriate fees proforma.

5.3 Entries **MUST NOT** be sent by post.

6. **APPROVAL OF ABRSM CENTRES**

All new centres must receive formal approval from the KNEC. Candidates from institutions which have not yet been approved as centers will be expected to register for

the examinations under their Provincial Director of Education or District Education Officer.

7. ISSUE OF RESULTS AND CERTIFICATES

Once the results have been received from ABRSM, KNEC will dispatch them to the relevant institutions/PDE's/DEO's. Candidates should check for their results and collect their certificates from the respective centres through which they registered for the examinations