

## Regulations and Information

### Examination dates (public centres)

Practical examinations take place throughout the year according to location. In the UK and Ireland, practical examinations are held during three exam sessions at public centres: Spring, Summer and Winter. The dates when each year's sessions begin and end are published in the preceding autumn and are available on the website. Dates for other countries are fixed locally and overseas candidates should contact their local representative for details of examination sessions. Please contact the LCM Examinations (LCME) office or consult the website ([lcme.uwl.ac.uk/information/session-dates](http://lcme.uwl.ac.uk/information/session-dates)) for details of your nearest representative. Associate, Licentiate and Fellowship diplomas may only be taken at a recognised Diploma Centre.

### Examination dates (private centres)

Examinations can be conducted at private venues (eg schools, colleges and private teaching studios) provided there are sufficient entries to make the visit viable. LCME will send an examiner to the premises but will not cover any venue-related costs. Exams at private centres can be held outside of public exam sessions provided the entries and fees reach the LCME office six weeks prior to the requested date. If, however, the chosen date does fall within a public exam session then the applicable closing deadline must be adhered to. The coordinator is responsible for timetabling the examination day. Please contact LCME for further details.

### Examination dates (theory)

Written examinations are normally held in April, June and November each year. Theoretical Diplomas are offered in June only. Exact dates are available on the website in advance.

### Entry procedure

Closing dates for entry for each session are listed on the website ([lcme.uwl.ac.uk/information/session-dates](http://lcme.uwl.ac.uk/information/session-dates)). Overseas candidates should consult their local representative or the website for the closing dates. Entries must be made online where possible. If a paper entry form is used then a surcharge is payable. Paper entries must be submitted to the local representative of the centre where the candidate wishes to take an exam – not centrally to the LCME office. Every effort will be made to accommodate requests for practical exam dates.

### 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. Entries may be made after this point subject to availability at the chosen centre and prior approval from the LCME office. The fee for such entries is double the standard fee.

### Conditions of entry

Entries are accepted subject to these exam regulations. The right to postpone or cancel the entry of any candidate is reserved. Entry for examination constitutes an agreement on the part of the candidate to abide by the regulations and to accept the assessment of the examiner.

### Fees

A complete list of current UK and Ireland examination fees is available on the website ([lcme.uwl.ac.uk/information/entry-fees](http://lcme.uwl.ac.uk/information/entry-fees)). Overseas fees are obtainable from the local representative or the LCME office. Payment by credit or debit card is preferred. Cheques, banker's 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, will forfeit their fees.

### Pre-requisite qualifications

Candidates may enter for any Graded, Recital, Leisure Play or Performance Award examination without having taken any preceding examination. Refer to relevant diploma syllabuses for pre-requisite requirements.

### **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.

### **Transfers**

Transfer of candidates from one centre to another will only be considered where there are exceptional circumstances, approved in advance of the transfer by LCME. Transfers will only be administered on receipt of the transfer fee.

### **Examination appointments**

An Attendance Notice detailing the date, time and venue of the examination will be issued to each candidate, via email if provided, not later than two weeks before the date of the examination. This should be retained by the candidate and handed to the attendant (or examiner) on the day of the examination. LCME should be informed immediately if there are any errors – including an incorrect grade or subject – on the Attendance Notice. Changes cannot be made on the day of the exam. Candidates should check that their name on the Attendance Notice is exactly as they wish it to be on the certificate; 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.

### **Conditions at public centres**

Every effort will be made to ensure that the candidate is not disturbed by outside noise in the examination room. The room will be of a suitable size, with sufficient space 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 and stand (if required) – a power source will be provided. A waiting room will be provided and a warm-up room where available. Where applicable, candidates should check whether an amplification system and microphone are available.

### **Electronic/digital instruments**

Good quality digital pianos may be used for piano examinations up to Grade 8. They may not be used for piano diplomas. Where a digital piano is used, centres should 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.

### **Use of plastic instruments**

Use of plastic instruments may be permitted up to Grade 3 with approval from the Chief Examiner in Music.

### **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 1 minute to prepare, 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 (different guidelines apply to tests in Electronic Keyboard and Organ and some Guitar examinations).

### **Admission to the examination room**

Practical examinations are conducted in closed conditions. No one, apart from the candidate(s) and the examiner, is allowed into the examination room with the following exceptions:

- From time to time a second examiner may be present (either in the room or via video-link) for quality assurance or training purposes. Video-links will be live-streamed and not recorded.
- An accompanist, who may be present only during those parts of the examination for which they are required.
- Candidates aged 12 and under are permitted to have a designated 'sound technician' present to operate playback equipment, who may be present only during those parts of the examination for which they are required. Candidates older than 12 are expected to operate their own backing tracks unless permission has been obtained in writing in advance from LCME.

- A pre-approved parent or teacher, in Early Learning or Pre-Preparatory examinations where candidates are below the age of six. Pre-approval from LCME must be sought at the time of entry.
- An approved person, such as a page-turner, language interpreter or helper, where this concession has been granted in writing prior to the examination by request of the representative or booker or as the result of a request for reasonable adjustments for a candidate with specific needs
- A chaperone for Musical Theatre candidates.
- It is a condition that anyone from the above who is allowed into the examination room will assume a passive role.
- An audience for FLCM recitals by prior agreement
- An instrumental or vocal ensemble for conducting diplomas

It is not permitted to listen to examinations at the door.

### **Use of music in examinations**

Candidates must use reputable editions of all music performed in the examination, whether published by LCME or by other publishers – legal downloads are acceptable. Where a certain published edition is listed in the syllabus, candidates may use any alternative edition of the music, provided that it 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 (eg in Music Theatre or Popular Music Vocals exams), published editions of the music should 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.

Candidates are not required to use or provide published editions in Irish or Scottish Traditional examinations.

Candidates taking Acoustic Guitar, Rock Guitar or Ukulele are not required to bring published editions of free choice pieces to the examination.

### **Performance of repertoire**

All repertoire should be performed as indicated in the published edition. Music which is published with an accompaniment must be performed with it. Music must not be altered, abridged or cut except where such provision is made in the particular syllabus, or where the performance convention allows (eg Music Theatre, Electronic Keyboard and Organ, popular and jazz styles).

### **Repeats**

Shorter repeats should be observed and longer repeats (for example, full exposition of a sonata form movement) are at the candidate's discretion. Da Capo and Dal Segno signs should be observed as should the normal conventions in a minuet or scherzo and trio. All repeats should be observed for Acoustic Guitar, Rock Guitar and Ukulele.

### **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.

### **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. Candidates may obtain assistance from their examiner with tuning their instruments up to Grade 3 in all Guitar and Ukulele examinations, except Classical Guitar.

### **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 work for ease of performance due to a difficult page turn
- A photocopy of a piece for the examiner's reference, provided the candidate is using their own published edition
- An enlarged or modified photocopy for candidates with specific needs, provided the original edition is brought to the examination and presented to the examiner

All photocopies will be retained by the examiner and destroyed.

Compliance with copyright law is the responsibility of the candidate. However, failure to comply may lead to disqualification and no marks or certificate being awarded.

Printouts of legal downloads are acceptable.

### **Accompaniment**

It is the candidate's responsibility to provide a suitable accompanist for the examination, if required. LCME cannot provide or recommend accompanists. Pre-recorded backing tracks may not be used, except in the following circumstances:

- Music Theatre, Popular Music Vocals, Drum Kit, Tuned Percussion, Jazz, Rock Guitar, Ukulele grades and Electric and Jazz Guitar Performance Diplomas
- Where a piece specified in the syllabus is published with a pre-recorded backing track
- With prior approval of LCME

Where pre-recorded backing tracks are used, candidates are responsible for bringing their own equipment; it is acceptable to have someone present to operate it in the appropriate parts of the examination. Candidates taking Rock Guitar, Ukulele, Electric and Jazz Guitar Performance Diplomas are not required to bring playback equipment to the examination.

### **Stopping candidates**

Examiners will only stop a candidate if the time allowed for the examination has been significantly exceeded.

### **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.

### **Recording of examinations**

All face to face examinations are audio recorded for internal LCME use only (e.g. archiving, standardisation, appeals and examiner training). The recording equipment used is unobtrusive and does not affect the examination procedure. Recordings are retained in accordance with current University policy and are for internal use only and will not be released.

### **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. 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. A replacement certificate form should be completed and submitted via the website ([lcme.uwl.ac.uk/information/replacement-certificate](http://lcme.uwl.ac.uk/information/replacement-certificate)).

### **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 their name.

### **Diplomas in teaching**

LCM diplomas in teaching do not confer Qualified Teacher Status (QTS) on the holder.

### **Diplomas 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.

### **Academic dress**

Holders of diplomas may wear academic dress as follows:

- DipLCM, DipMusLCM: gown
- ALCM, AMusLCM: gown and cap
- LLM, 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. ([www.williamnortham.com](http://www.williamnortham.com)). A Form of Authority, obtainable from LCME, should accompany all orders.

### **Enquiries and appeals**

Information about lodging enquiries and appeals against results is contained in the Enquiries and Appeals Procedure document available from the website ([lcme.uwl.ac.uk](http://lcme.uwl.ac.uk)). Initial enquiries must be made in writing, preferably by email, within a month of the candidate being notified of the result, enclosing a copy of the report form.

### **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 Equality of Opportunity, Reasonable Adjustments and Special Consideration Policy document available from the website ([lcme.uwl.ac.uk](http://lcme.uwl.ac.uk)).

### **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. Evidence indicating the reason, accompanied by the Attendance Notice for the original exam, should be submitted with the entry form on re-entry. The evidence must make clear that the candidate was incapacitated on the day of the scheduled examination. Candidates who are unwell on the day of the exam, 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 (for example, death of a relative) will be allowed a transfer to another session. The full details of this policy are contained in the Equality of Opportunity, Reasonable Adjustments and Special Consideration Policy document available from the website ([lcme.uwl.ac.uk](http://lcme.uwl.ac.uk)).

### **Reasonable adjustments (candidates with specific needs)**

LCME 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 can be found in the Equality of Opportunity, Reasonable Adjustments and Special Consideration Policy document available from the website ([lcme.uwl.ac.uk](http://lcme.uwl.ac.uk)).

### **Language**

All examinations are conducted in English except where a translator is used, with prior approval from the Director of Examinations.

### **Syllabus requirements and infringements**

It is the candidate's responsibility to obtain and comply with the requirements of 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 LCME reserves the right in serious cases not to issue a result.

### **Changes to syllabuses**

LCME follows a policy of consistent improvement and development and may update its regulations, syllabuses and other publications from time to time. Where a repertoire piece not published by LCME is taken out of print by a publisher, LCME will seek to provide an alternative as soon as possible. Where alterations, additions and/or deletions to syllabuses take place, teachers and candidates will be informed through the normal channels, including on our website and in the LCME magazine.

### **Availability of syllabuses**

A wide range of examinations and subjects is offered across the full range of music, drama and communication. All syllabuses and repertoire lists are available free of charge via the LCME website, office and from local representatives.

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