

## Terms and Conditions for Instrumental Grade Exams at Gloucestershire Academy of Music

**1. Introduction** These terms and conditions govern the instrumental grade exams at Gloucestershire Academy of Music (GAM). By registering for an exam, you agree to comply with these terms.

### **2. Registration**

- To register for an exam, you must complete the application form via our online portal and pay the appropriate fee.
- Registration is only confirmed upon receipt of payment.
- Exam entries are subject to availability and capacity. GAM reserves the right to refuse an application if necessary.

### **3. Exam Dates and Times**

- The dates and times for exams will be scheduled by GAM, and participants will be notified in advance.
- GAM reserves the right to alter the exam schedule, if necessary, with prior notice to the candidates. If the candidate is unable to attend the proposed reschedule then a full refund is applicable.

### **4. Fees**

- The fee for each instrumental grade exam and optional accompanist is outlined on the GAM application portal.
- Fees are non-refundable once the registration has been confirmed, except in exceptional circumstances at GAM's discretion.

### **5. Preparation and Eligibility**

- Candidates must prepare the required pieces and scales as outlined in the syllabus for their chosen instrument and grade level.
- GAM recommends that candidates be sufficiently prepared before entering the exam.
- Candidates should have the recommendation from their teacher that they are ready to take the exam.

### **6. Cancellations and Rescheduling**

- In the event of illness or other extenuating circumstances, the candidate may request to reschedule their exam.
- Requests to cancel or reschedule must be made in writing at least 7 days prior to the scheduled exam date.
- GAM reserves the right to cancel or reschedule exams for unforeseen reasons. In such cases, candidates will be offered a rescheduled date or a full refund.

### **7. Exam Results**

- Exam results will be issued within a specified timeframe after the exam date. Results will be sent via email or made available for collection at Barbican House.
- Feedback on performance will be provided where applicable.

### **8. Conduct During Exams**

Gloucestershire Academy of Music Registered in England No. 2796427 – Registered Charity No. 1085708  
Barbican House, Barbican Road, Gloucester, GL1 2JF 01452 668592

[www.glosacadmusic.org](http://www.glosacadmusic.org) [info@glosacadmusic.org](mailto:info@glosacadmusic.org)

- Candidates must arrive at the exam location at least 15 minutes before the scheduled time.
- Candidates are expected to follow all instructions given by the examiners and GAM staff during the exam process.
- Any disruptive behaviour during the exam will not be tolerated and may result in disqualification from the exam.

## 9. Data Protection

- GAM will collect and store personal information for the purpose of processing the exam registration, conducting the exam, and communicating results.
- Personal data will be handled in accordance with GAM's privacy policy and relevant data protection laws.

## 10. Liability

- GAM takes all reasonable care to provide a safe and suitable environment for exams. However, GAM accepts no liability for any personal injury, loss, or damage to property during the exam process.
- Candidates are responsible for ensuring that their instrument is in good working order before the exam.

## 11. Changes to Terms and Conditions

- GAM reserves the right to modify these terms and conditions at any time. Any changes will be communicated to candidates and published on the GAM website.

## 12. Governing Law

- These terms and conditions are governed by the laws of England and Wales. Any disputes arising from these terms will be subject to the exclusive jurisdiction of the courts of England and Wales.

## 13. Contact Information

- For any questions or concerns regarding the instrumental grade exams, please contact us at [info@glosacadmusic.org](mailto:info@glosacadmusic.org) or visit our website at [www.glosacadmusic.org](http://www.glosacadmusic.org).

By registering for an instrumental grade exam at Gloucestershire Academy of Music, you acknowledge that you have read, understood, and agree to abide by these terms and conditions.

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