

## EXAMINATION REGULATIONS

The examination is in two parts-

i) MUSIC - Performance

- Sight-singing, ear tests, and viva voce.

ii) RELIGIOUS KNOWLEDGE.

1. The maximum marks for each test are shown against each test. In order to pass the candidate must achieve 60% of the available marks in each Part of the examination. Successful candidates will be classified as follow:-  
**Pass** - at least 60% of the total available marks in each Part of the examination. (60 in Music, 30 in Religious Knowledge)  
**Merit** - a Pass in both Parts and a total of at least 115 marks in both Parts obtained at one session  
**Distinction** - a Pass in both Parts and a total of 125 marks in both Parts obtained at one session
2. Should a candidate fail in just ONE part, that part may be re-taken at not more than two subsequent examinations upon written application to the Awards Administrator. A small fee will be payable for a re-sit and this will be indicated in the results letter.
3. Candidates must bring to the examination one extra copy of all the prepared work, the hymn book, psalter, chant book, anthem, and Bible for use by the examiners, and the attendance notice to be given to the Administrator.
4. The project is a requirement of the Religious Knowledge section and is to be completed by all candidates. It should be submitted to the Administrator as directed on the application form. (Paragraph 8 in Administration section also refers)
5. If the prospective candidate suffers from dyslexia, the choir-trainer should make this known, in writing, at the time of application. Dyslexic candidates should provide documentation from an authoritative body: i.e. Educational Psychologist, or teacher with RSA (SpLD) Diploma. If the choir-trainer is made aware after the application has been submitted that a candidate is dyslexic, s/he should contact the Administrator in sufficient time prior to the closing date for the session of the examination. The related areas of disability may then be discussed and any appropriate allowances made for the individual concerned. Specific arrangements available for dyslexic candidates are detailed in the Award's Policy and Guidelines for Examining Dyslexic Candidates, available from the Administrator on request. Any special provision made for individual candidates will not jeopardise the integrity of the examination and, once made, the candidate will be assessed as found on the day of the examination.

### 6. APPEALS PROCEDURE

Choir trainers are asked to understand that, in the interests of preserving the value of the awards to candidates who win them, and to maintain reasonable equivalence with similar awards in other areas, it is necessary to set defined standards for succeeding in these awards. Unfortunately it is occasionally the case that a candidate, however well prepared, does not come up to the required level. It should also be remembered that, whilst examiners do their best to put choristers at ease, candidates may occasionally not perform as well as expected on the examination day. In entering for an award, the candidate and Choir Trainer are deemed to accept the judgement of the examiners. In exceptional circumstances appeals may be considered according to the following procedure.

1. Appeals must be made in writing to the Administrator by the person who entered the candidate, setting out in detail the grounds on which the appeal is lodged.
2. UNDER NO CIRCUMSTANCES IS THE EXAMINER TO BE CONTACTED DIRECTLY.
3. To cover expenses, appeals must be accompanied by a fee of £10 (the cheque to be made payable to Bishops' Chorister Award). In the event that the appeal is successful the fee will be refunded.
4. Appeals must be lodged within 7 days of receiving the results. This is to ensure that the circumstances of the examination remain fresh in everyone's memory.
5. Appeals which simply question the mark awarded, without given grounds, will not be accepted. Two broad grounds for appeal which may be typically considered are:
  - i. the candidate being expected to do something which is outside the scope of the syllabus, or
  - ii. clear inconsistency between the written comments and the marks awarded.
6. If an appeal is received, it will be considered by the Administrator, the Chairman and the Examiner. One of

two outcomes will result:

- i. the mark originally awarded may be confirmed, or
  - ii. the candidate may be offered a re-examination with a different examiner at a mutually convenient time. The outcome of any such re-examination will be deemed final.
7. The Administrator will notify the outcome of the appeal, in writing, to the person who lodged the appeal. The target time for resolving appeals is 21 days from date of receipt.
  8. In the event that the appeal outcome is 6 (i) above, a final appeal may be made in writing to the Chairman of the Bishops' Chorister Award (address on application) setting out in detail the grounds on which the appeal is lodged, no later than 7 days after receiving the outcome of the first appeal. The Chairman will appoint an appropriate independent adviser to assess the grounds for the final appeal. A response will be issued by the adviser, whose decision is final. If the appeal is successful a re-examination - without further leave to appeal - , or alternatively a full refund of the entry fee, will be offered. In the event that the Chairman is the examiner involved, then the Committee of the Bishops' Chorister Award will nominate an appropriate deputy.
  9. Appeals will be considered only for candidates who have failed. No appeal will be considered regarding the level of mark awarded to a candidate who has passed.