

## **DIOCESES OF BRENTWOOD AND CHELMSFORD: DEANS' CHORISTER AWARD**

### **REGULATIONS**

The examination is in one part (there is no separate religious knowledge section) and falls into three sections: -

- i) Performance
- ii) Sight reading and ear tests
- iii) Viva voce

In addition, to confirm their commitment to their choir, each candidate must supply a written testimonial form his/her choir trainer, countersigned by vicar/parish priest/minister/Director of Music/head teacher.

1. The syllabus shows the maximum mark and minimum pass mark for each test. For an overall pass the candidate must gain 60% of the available marks for the whole examination. Successful candidates will be classified as follows: -

Pass: at least 60% of the total available marks – 60 marks

Merit: 75 marks

Distinction: 85 marks

2. Candidates must bring to the examination one additional copy, for the examiner's use, of all work prepared (e.g. hymn book, psalter, chant book, anthem). They should also bring the attendance notice which must be given to the examiner.
3. 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.

### **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 Deans' 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 Deans' 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 Deans' 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.