



LUKE PICKETT

EXAMINATIONS POLICY

Issued: July 2019

Review Date: July 2021

Graded Music Exams

Luke Pickett is not obliged to enter pupils for instrumental/vocal exams but exams can have a number of benefits:

- They give an assessment of the pupil's level of achievement
- They offer a useful appraisal of a pupil's playing and give areas for future learning
- They motivate pupils to practise
- They give a clear route of progression for pupils
- Through the National Qualifications Framework they offer valuable points towards entry to Higher Education

When to enter pupils for exams

Luke Pickett will not enter a pupil for an exam unless he is confident that the pupil is capable of passing the exam and will be suitably prepared by the exam date. Equally, pupils will not be entered for any examination, competition or public performance without the prior consent of the Pupil (or the Pupil's parent/carer). Before entering a pupil for an exam the pupil should:

- be comfortable with the techniques required for the exam e.g. tonguing, vibrato, high notes etc.
- have learnt all the technical requirements for the exam e.g. the scales, aural skills etc.
- be aware of the requirements of the exam.
- have a learning plan for the term of the exam so that s/he, his/her parents/carers and Luke Pickett are clear about what needs to be done and when in order to cover the whole syllabus.
- have a written list of any books etc. that they may need to help prepare for the exam
- understand what will happen on the exam day.

How to enter pupils for exams

In some schools, arrangements can be made for pupils to enter through the school; in most cases, Luke Pickett will make arrangements with the examining board. He will try to attend the exam on the day, but this cannot be guaranteed. Luke Pickett is not an accompanist and pupils (or their parents/carers) should make suitable arrangements with an accompanist for at least one rehearsal and the exam itself. This will involve an additional cost. Luke Pickett can offer contacts if necessary.

Administration and record keeping procedure for examinations

Where Luke Pickett makes his own entries to the exam board he will follow this procedure:

- Write to parents in the term before the exam. A sample letter is in Appendix 1.
- Arrange to have payment from the parents/carers at least a week before the entry date. Payment of the fee indicates the parent/carer's agreement to be entered for the exam.
- Keep a record of all payments received and of the payment sent to the exam board.
- To make sure there is no room for allegations of financial irregularity, a copy of exam records may be lodged with a suitable person at the school in question.
- Ensure that parents and pupils know where and when the examination will be held.
- Ensure that pupils and parents understand what the examination will consist of.
- Ensure that parental and pupil expectations are realistic.

In order to succeed in their exam it is essential that pupils practise regularly. Pupils will be told what and how to practice and should cover all the scales and pieces during each practice session. There may also be aspects of sight-reading and aural to learn.

It is necessary for pupils to have the original (not photocopied) music during the exam, including piano accompaniments. Parents/carers must ensure this is in order in plenty of time; Luke Pickett will not be responsible for music arrangements.

Requesting Additional Fees

Should it be necessary to ask parents/carers for additional fees (examination, or music festival fees) this will be done in writing. Payment will be requested by cheque, BACS transfer or Paypal and full and accurate records will be kept. A copy of these records may be lodged with a suitable person at the school in question. Luke Pickett will not purchase music on behalf of pupils.

Exam Results

The result of the exam is usually available around three weeks after the exam. Luke Pickett will email the results as soon as they are received. The certificate will be available at the school the pupil attended at the time of the exam, early in the following term.

Review

This policy will be reviewed biennially.

Signed: 

Date: July 2019

Mr Luke Pickett
Peripatetic Teacher



Appendix 1

Exam Letter



e: luke@lukepickettmusic.co.uk

w: lukepickettmusic.co.uk

f: [lukepickettmusicteaching](https://www.facebook.com/lukepickettmusicteaching)

Dear Parent/Carer

..... has made good progress in his/her lessons and is ready to take the examination. The exam will take place in between and I will confirm the date and time when I hear from the exam board. The venue will be:.....

The fee is £..... and a BACS transfer should be made to with '..... Exam' as the reference. Alternatively you can provide a cheque made payable to 'Mr L Pickett'. This should be returned to me with the agreement slip attached no later than in order to complete the entry form before the closing date. You will need to arrange for to practice his/her pieces with an accompanist and for the accompanist to attend the exam. I would recommend contacting Tony James (Jnr.) on 01225 351272. A fee will be applicable for this, to be agreed between you. If you have any problems please let me know and I will try to recommend an alternative.

You will need to excuse from school in good time to get to the exam centre allowing 15 minutes for him/her to warm up and for tuning. You will be responsible for’s travel arrangements. I will try to attend, but this depends on what time the exam is arranged for.

The result of the exam is usually available three weeks after the exam. I will email you the results as soon as I receive them. The certificate will be available at the school attended at the time of the exam, early in the following term.

In order to succeed in his/her forthcoming exam it is essential that practices for minutes on at least days during the week. will be told what and how to practice and should cover all the scales and pieces during each practice session. There may also be aspects of sight-reading and aural to learn. It is necessary for to have the original (not photocopied) music during the exam, including piano accompaniments. Please ensure this is in order in plenty of time. Thank you for your co-operation and support.

Yours faithfully

Mr L Pickett
Peripatetic Teacher



PLEASE RETURN TO: MR L PICKETT

Via email to luke@lukepickettmusic.co.uk, or hard copy to the school office.

I agree to my child,, being entered for the exam during the term 20..... I will make arrangements for his/her accompanist and to attend the exam centre at the appropriate time.

I have sent a BACS transfer, dated, for £.....*

I enclose cheque number for £.....*

* Delete as appropriate

I acknowledge that for my child to succeed in the exam he/she must practise regularly.

My email address is

I will collect the certificate from School.

I will ensure that I have original copies of the following music books (piano and solo parts) in time for the exam:

.....

My child is not available on the following dates between and (inc. Saturdays):

.....

.....

.....

Signed: (Parent/Carer) Date

