

Rockschool Private Music Exam Centre Terms and Conditions Agreement (TCA)

Please read these Terms and Conditions carefully before applying to become a Private Rockschool Exam Centre. Your approval to be a Rockschool Private Music Exam Centre is conditional on your acceptance of and compliance with these terms.

The centre will provide:

- Examination Room
- Warm up Room
- Waiting area
- Equipment (as specified)
- Stewarding

By entering into this Terms and Conditions Agreement with Rockschool Ltd, the Exam Centre will:

- 1) Provide the equipment specified on the official exam schedule.
- 2) Ensure that the audio playback facilities are of sufficient power to be heard by candidates.
- 3) Ensure that the equipment is in good working order, complete and has had a valid PAT test where necessary.
- 4) Ensure that the premises are open for the time that has been agreed in this document (see: "Hours of Booking").
- 5) Ensure that examination rooms are laid out ready for the exams when the examiner arrives.
- 6) Ensure that the waiting area is properly managed and that any external noise should be kept to an absolute minimum.
- 7) Ensure that a member of staff connected with the centre is available throughout the session should any problems arise. The member of staff must remain on site at all times.
- 8) Advise Rockschool of any changes to the agreed terms and conditions in writing at least one exam period prior to the implementation of any such changes.
- 9) Be prepared to allow visits by a representative of Rockschool at any time (it is usually mandatory for the first visit to be completed prior to the first session of exams).
- 10) Submit a final list of candidates no later than 2 weeks before the agreed exam date.

Equipment

It is the centre's responsibility to check that the equipment requested on the exam schedule is provided on the exam day. The requirements for each examination are provided on the next page. Centres must ensure that the equipment provided is in good working order and is fit for use during examinations. All equipment must be PAT tested where necessary.

Stewarding

Rockschool require that a member of staff connected with the centre is available throughout the session should any problems arise. The member of staff must remain on site at all times.

The centre representative would also be expected to:

- Ensure that examination rooms are laid out ready for the exams when the examiner arrives.
- Greet candidates on arrival.
- Show candidates to the warm up room and examination room.
- Have a comprehensive understanding of all equipment provided on the exam day.
- Make any alterations to the equipment requested in the schedule.

Centre Requirements

- Examination room. This should be large enough to allow 3 metres between candidate and examiner
- 1 large table and 1 chair for the examiner
- 1 chair and 2 music stands for the candidate
- Small PA system and CD player situated such that it can be operated by the examiner
- **Guitar Exams:** 1 guitar amplifier with footswitch and jack-to-jack lead
- **Bass Exams:** 1 bass amplifier and jack-to-jack lead
- **Drum Exams:** 1 drum kit (kick, snare, 2 x raised toms, floor tom, hi-hat, 2 crash cymbals, ride cymbal, adjustable stool)
- **Piano and/or Keyboard Exams:** Digital Piano with a sustain pedal, and/or an upright or grand piano. If provided it must be in tune at concert pitch (A440) prior to the exam session.
- **Vocal Exams:** 1 vocal PA, microphone, stand and lead
- For Grade 6-8 exams, a keyboard will be required.

Hours of Examination

Rockschool examinations will normally run between: **09:00 – 17:00**. Please note that Rockscool will require the premises to be open 30 minutes before the first examination.

Access to Premises

Exam centres in UK and Ireland should be aware that access to the venue may be requested at any time by a Rockscool representative or by the relevant regulatory authority for the purposes of monitoring regulated and accredited qualifications. The regulatory authority for England is Ofqual, for Wales are Qualification Wales and for Scotland is SQA Accreditation.

Health and Safety

All centres must have valid public liability insurance. Rockscool also request that the location of fire exits and details of the fire drill are available to examiners and candidates. All exam centres must have a first aid kit onsite at all times.

Centre's Name and Address	
Web-site / e-mail / phone	
Print Name of Authorised Person	
Title	
Date	