

Directorate Music

Circular 1 | 2017



UNISA



university
of south africa

DIRECTORATE MUSIC

CIRCULAR 1/2017

PAGE

From the desk of the Acting Deputy Director (Professional).....iii

SECTION A CONTACT AND BANKING DETAILS

1.	Contact details and office hours	1
2.	Unisa banking information	2
3.	Communication	2

SECTION B EXAMINATION REGISTRATION AND ADMINISTRATION

1	Examination entry fees: 2017	2
2.	Other fees	2
3.	Issuing of academic record and declaration.....	3
4.	Teacher accreditation	3
5.	The Protection of Personal Information Act 4 of 2013	4
6.	Closing dates for entries: 2017	4
7.	Registration.....	4
8.	Completion of examination entry forms and submission of documents.....	5
9.	Method of payment	6
10.	Acknowledgement of registration	6
11.	Personal information amendments.....	7
12.	Examination entries through the Unisa Music Foundation.....	7
13.	Examination dates: 2017	7
14.	Transfers.....	8
15.	Cancellations and cancellation fees.....	9
16.	Language of communication	9
17.	Results	10

SECTION C PRACTICAL EXAMINATIONS

1.	Examination Dates and Times	11
2.	Examination Venues.....	11
3.	Examination Procedures	12
4.	Examiners	12
5.	Examination Requirements.....	13
6.	Notifications for Specific Instruments.....	15
7.	Other Examination/Assessment Options.....	16
8.	Supplementary Practical Examinations.....	17
9.	Exemptions	18
10.	Practical Examination Results 2016: Average marks per Grade	18
11.	Other Publications for Practical Examinations.....	19

SECTION D WRITTEN EXAMINATIONS

1.	Venues and Dates.....	20
2.	Registration Information.....	20
3.	Examination Procedures.....	21
4.	Syllabus Requirements.....	21
5.	Supplementary written examinations.....	22
6.	Theory of Music Results 2016: Average marks per Grade.....	22
7.	Theory of Music Support Material.....	23

SECTION E SPECIAL AWARDS

1.	Roll of Honour.....	23
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SECTION F UNISA MUSIC AS SUBJECT FOR MATRIC

1.	Conditions.....	23
2.	Registration.....	24

SECTION G PUBLICATIONS

1.	Order Form for Music Examination Publications.....	24
2.	Buying from Unisa Press: Direct Sales.....	24
3.	Mail Orders.....	24

SECTION H WINNERS OF UNISA MUSIC SCHOLARSHIPS 2016

Scholarships and Prizes 2016.....	25
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SECTION I MUSIC COMPETITIONS IN 2017

1.	Unisa South African Music Scholarship Competition 2017.....	27
2.	2 nd Unisa National Voice Competition 2017.....	27

ANNEXURES

FORM A Accreditation Application - Personal Information.....	29
FORM B Request for Exemption.....	30
FORM C Application for approval of an Alternative Work.....	31
FORM D Request for Transfer of a Music Examination to another Examination Centre/Session.....	32
FORM E Request for Issuing of an Academic Record and Subject Declaration.....	33
FORM F Request for access to a copy of a Theory of Music examination script.....	34

3 January 2017

Dear Music Teacher

Although 2016 was a very turbulent year for most South Africa universities, we have been fortunate to have had reasonable stability here at Unisa.

At the Directorate Music 2016 took off with a bang! The new Piano syllabus (2016 until further notice) was introduced and the new Pregrade 1 – Grade 7 Piano examination albums were released. This was followed by the presentation of introductory courses on the new Piano albums, which were held in Pretoria, Johannesburg, Parow, Worcester, George, Port Elizabeth and Bloemfontein, and which were repeated in Pretoria and Parow. An exciting buzz filled the air at the courses and attendees came from as far afield as Namibia.

The 13th Unisa International Piano Competition was a phenomenal success, and the Classical and Jazz sections were won by Daniel Ciobanu (Romania) and Addison Frei (USA), respectively. Both of the winners will be touring South Africa shortly and their concerts are not to be missed.

As we enter 2017 it gives me great pleasure to announce that we are introducing Jazz Trumpet and Jazz Trombone examinations, effective from the second examination session of 2017, and that the Jazz Drumset examinations are now available up to Grade 8 level.

A number of courses and workshops will be presented and the first to be presented in 2017 will be a course on repertoire from the new Grade 8 Piano syllabus. Information regarding all the courses and workshops will be made available via our newsletters and SMSs, and other exciting developments in the Directorate Music will be announced at a later stage.

We have also introduced a new fillable electronic entry form which can either be submitted electronically, or be printed and couriered to the Directorate Music. The proof of payment, consent forms and all other supporting documents must be emailed to musicexamregistrations@unisa.ac.za

July 2017 will be a very exciting month for the Unisa Music Foundation as the 2nd Unisa National Voice Competition will be taking place in the ZK Matthew Great Hall from 8 – 15 July 2017.

Have a wonderful year and enjoy making music in 2017!

Kind regards



Sean Adams
Deputy Director: Professional (Acting)
Directorate Music

SECTION A CONTACT AND BANKING DETAILS

1. CONTACT DETAILS AND OFFICE HOURS

- 1.1 The offices of the Directorate Music are situated on the 5th level of the OR Tambo Administration Building, Unisa Main Campus, Muckleneuk Ridge, Pretoria. The offices are open Monday to Friday from 07h45 to 15h00 for music examination registrations and enquiries.
- 1.2 All written enquiries in connection with music examinations and related matters should be addressed to The Director, Directorate Music, PO Box 392, Unisa 0003.
- 1.3 The web address of the Directorate Music is www.unisa.ac.za/music
- 1.4 Specific enquiries may be directed to the following personnel:

Type of enquiry	Telephone number	Email	Contact Person
ADMINISTRATION Entry forms, circulars, invigilators, music examination centres, examination results, certificates, transfers, changes in address, changes in music teachers, incorrect spelling of names and refunds.	012 429 2804	ranthmp@unisa.ac.za	Ms Patricia Rantho
	012 429 2800	modistk@unisa.ac.za	Ms Thalitha Modiselle (if teacher surname starts with A, B, E-P)
	012 429 2656	liebecl@unisa.ac.za	Ms Colleen Liebenberg (if teacher surname starts with C, D, Q-Z)
	012 429 2949	moroblu@unisa.ac.za	Ms Ursula Morobane
LOGISTICS Special requests and dates regarding Practical music examinations. Music examiners.	012 429 2583	isaaccl@unisa.ac.za	Ms Collette Isaacs
PROFESSIONAL Syllabi, teacher accreditation, alternative pieces and all other professional matters; <i>Musicus</i> .	012 429 2615	adamssa@unisa.ac.za	Mr Sean Adams Acting Deputy Director (Professional)
	012 429 2913	shortme@unisa.ac.za	Ms Madeleine Short
THEORY OF MUSIC Requirements and exemptions.	012 429 2615	adamssa@unisa.ac.za	Mr Sean Adams Acting Deputy Director (Professional)
GENERAL Music Scholarship Competitions and other enquiries not mentioned above.	012 429 2615	adamssa@unisa.ac.za	Mr Sean Adams Acting Deputy Director (Professional)
UNISA PRESS - Mail orders and music publications. - <i>Musicus</i> orders.	012 429 3515	morodjm@unisa.ac.za	Mr Johannes Morodi
	012 429 2953	thearl@unisa.ac.za	Ms Laetitia Theart

2. UNISA BANKING INFORMATION

Unisa's banking details are as follows:

Bank: Standard Bank
 Account holder: University of South Africa - Income
 Account no: 01 155 4622
 Branch code: 010645
 Swift code: SBZAZAJJ (for international deposits)
 Reference: Refer to page 6, par. 9



3. COMMUNICATION

- 3.1 To ensure a speedy response, always include your registration number, email address and cell phone number when making an enquiry. You will get a response within 48 hours.
- 3.2 When registering students, please indicate your preferred street address for courier deliveries of certificates.

SECTION B EXAMINATION REGISTRATION AND ADMINISTRATION

1. EXAMINATION ENTRY FEES: 2017

Grade or Level	Theory of Music	Practical	Performance level assessments
Pregrade 1	R 205	R 455	R 225
Grade 1	R 275	R 470	R 240
Grade 2	R 310	R 495	R 275
Grade 3 & Choir/Ensemble (Elementary)	R 335	R 540	R 340
Grade 4	R 390	R 630	R 390
Grade 5	R 445	R 700	R 420
Grade 6 & Choir/Ensemble (Intermediate)	R 500 ¹	R 805	R 490
Grade 7	R 595 ¹	R 935	R 535
Grade 8 & Choir/Ensemble (Advanced)	R 685 ¹	R 1125	R 630
Two Pianos Grade 8	-	R 2060	-
Performer's Assessment	-	-	R 1 485

¹Students who wish to enter for one paper only or have already passed one of the papers only pay 50% of the registration fees.

2. OTHER FEES: 2017

Retrieval of old records prior to 1988	R 180
Retrieval of old records passed in 1988 or later	R 120

Late registration fee (per registration form) plus additional fee per student	R 200 R 25
Amendments to entries	R 60
Transfer fee per student	R 220
Transfer fee on medical grounds*	R 220
Remarking of scripts	50% of entry fee
Issuing of report of marks per script	R 130
Issuing of examiner's report	Full entry fee
Copy of an examination script	R 60



3. ISSUING OF ACADEMIC RECORD AND DECLARATION

- 3.1 Duplicate certificates may not be printed. Only a declaration and a copy of the academic record may be issued.
- 3.2 Records prior to 1988 must be manually retrieved from the archives, hence the associated cost of R180. Records from 1988 or later can be retrieved from the database at a cost of R120. Payments must be made prior to the search and is non-refundable.
- 3.3 Proof of payment must be accompanied by FORM E (page 33) as well as a certified copy of the identity document and marriage certificate (if applicable).

4. TEACHER ACCREDITATION

- 4.1 In line with University quality assurance requirements, all teachers entering students for Unisa Music Examinations must be accredited as Unisa music teachers.
- 4.1.1 Students entering Unisa music examinations must study with an accredited Unisa music teacher.
- 4.1.2. Teachers who have not applied for accreditation must complete the teacher accreditation application process (see FORM A, p 29) before registering students.
- 4.1.3 Teacher accreditation is complete upon your receipt of a letter of confirmation from the Directorate Music. This letter will contain the teacher's registration number which will enable the teacher to register students for the Unisa music examinations.
- Please do not attempt student registration before your letter of confirmation is received. Student registrations will not be processed and a **10% handling fee** will be charged if unaccredited teachers attempt to register students.
- 4.1.4 The 2017 request for Teacher Accreditation applies only to those teachers who have not yet been accredited. Teachers do not need to re-apply for accreditation if they have already been accredited.
- 4.2 Teachers who wish to apply for accreditation must complete FORM A (see p 29) and attach the following documents:
- 4.2.1 CV (especially detailing music qualifications and music teaching experience)
- 4.2.2 certified copy of highest music qualification obtained
- 4.2.3 certified copy of ID
- 4.2.4 certified copy of marriage certificate/official supporting documents (if the last names differ on qualifications and ID documents).



- 4.2.5 All teachers who have graded music examination qualifications must attach a certified copy of their matric certificate to the application.
- 4.3 No faxed or email copies of documents will be accepted.
- 4.4 Applications for teacher accreditation will be processed on an on-going basis, however:
 - 4.4.1 For teachers who wish to enter students for the first session of 2017, the teacher accreditation application must be received no later than 3 February 2017. Applications for teacher accreditation received after 3 February 2017 will be processed for the 2017 second session registration.
 - 4.4.2 For teachers who wish to enter students for the second session of 2017, the teacher accreditation application must be received no later than 7 April 2017. Applications for teacher accreditation received after 7 April 2017 will be processed after the 2017 second session registration period for 2018 registration.
 - 4.4.3 It is advisable to use a tracking number to track the delivery of your documents.

5. THE PROTECTION OF PERSONAL INFORMATION ACT 4 OF 2013

- 5.1 To ensure compliance with the Protection of Personal Information Act 4 of 2013, which applies to the processing of personal information of third parties, personal information collected on the registration forms will be processed by the University solely for purposes pertaining to the registration, teaching and assessment of Unisa music examination students.
- 5.2 Written consent of the parent/guardian of children under the age of 18 must be obtained to enter minors for a Unisa music examination. The parent/guardian must consent to the processing of the personal data and information of these said minors for purposes pertaining to their registration as music examination students with Unisa.
- 5.3 Similarly, students over the age of 18 must consent to be entered for a Unisa music examination. They must also consent to the processing of their personal information for Unisa music examination registration purposes.
- 5.4 This written consent may be indicated either by signing the appropriate column on the front of the registration form or by attaching a completed, signed consent form (an example is provided on the registration form).
- 5.5 No student will be registered without signed consent.



6. CLOSING DATES FOR ENTRIES: 2017

- 6.1 The closing dates for both the Practical and Theory of Music registrations are:
 - First session 3 March 2017
 - Second session 5 May 2017
- 6.2 Late entries will be accepted up to two weeks after the closing dates on receipt of a late registration fee of R 200 per teacher entry form plus R 25 per student. Thereafter no late entries will be accepted.



7. REGISTRATION

- 7.1 A new examination entry form will be in use from January 2017. Only one form will be used for all examinations. The examination type (Practical, Theory, Choir or Ensemble) must be clearly indicated on the registration form and a separate form must be submitted for each of the different exam types and sessions. A fillable electronic entry form will also be available online at www.unisa.ac.za/music. By submitting this form, the entry form will be emailed directly to the Directorate Music. All supporting documents should

then be emailed in a separate email to musicexamregistrations@unisa.ac.za.

The completed form(s) may also be saved or scanned, and emailed to musicexamregistrations@unisa.ac.za, together with proof of payment and other supporting documents,

Emailed documents should be saved in such a manner that the data that they are representing is clearly recognisable, e.g.: Teacher's surname and initials + type of document ('entryform', 'consentforms', 'birthcert', 'proof of payment', etc) for example potgietermentryforms.pdf or potgietermconsentforms.pdf.

Entry form(s) may also be printed and hard copies of the forms with supporting documents may be mailed or couriered to the Directorate.

NB *Entries received without the supplementary documentation will not be processed and will be discarded.*

- 7.2 Only accredited teachers may register students for music examinations. (Refer to page 3 par 4.)

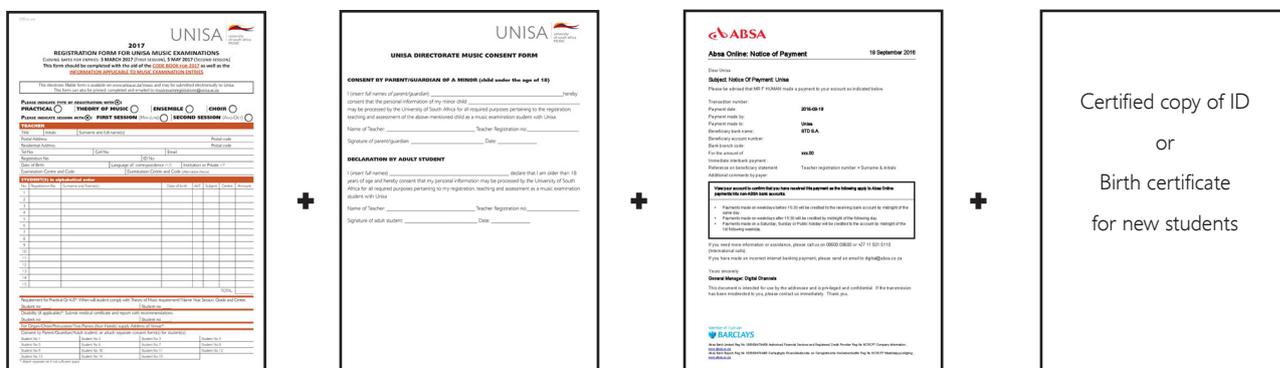
8. COMPLETION OF EXAMINATION ENTRY FORMS AND SUBMISSION OF DOCUMENTS

- 8.1 The examination entry form should be accompanied by the following:

- Proof of payment (one collective payment should be made)
- certified copy of birth certificate/ID (in case of new students) and
- completed consent forms.

Incomplete entry forms will not be processed.

Copies of these documents must be kept for the teacher's own records.



Entry form + consent form (per student) + proof of payment + Certified copy of ID or birth certificate (for new students only) = REGISTRATION documents.

- 8.2 Handwriting must be legible. Forms must be completed in full.
- 8.3 Students must be entered alphabetically by surname.
- 8.4 The examination registration number of existing students must be indicated.
- 8.5 The date of birth of new students must be filled in and a certified copy of the birth certificate or identity document attached.
- 8.6 Check that the order and spelling of names are correct as indicated in the birth certificate and/or ID. This is how the student's name will appear on the certificate.
- 8.7 If a student is entered for two or more examinations, two or more entries should be made, and the student's examination registration number and name must appear in each row of the registration form, in line with the different subject codes..
- 8.8 Consult the *2017 Codes booklet* for the correct centre and subject codes.

- 8.9 Indicate the student's preferred language medium (English or Afrikaans). The Practical examinations report will be printed in this language.
- 8.10 Students with disabilities must be clearly identified on the registration form in order for their special needs to be met. A medical certificate and report must be attached to support the recommendations.
- 8.11 A copy of the deposit slip or remittance advice from the bank must be attached to the registration form.
- 8.12 The consent column on the registration form must be signed by the parent/guardian, or the written consent must be attached to the registration form.
- 8.13 Amendments to entries may be made up to two weeks after the closing dates at a levy of R60.00 per amendment. (Amendments regarding personal particulars are not affected by this.)
- 8.14 Students who wish to enter for the Practical examinations from Grade 4 upwards must already have passed the required Theory of Music examination. If not, they must preferably write the required Theory of Music examination during the same calendar year as the practical, and will need to pass this examination by no later than the end of 2018 in order for their practical examination certificate to be released.
- 8.15 Organ, percussion and large ensembles/choirs must supply the complete physical address of the examination venue (name and address of the church, hall, etc.) on the registration form. Teachers/students are liable for the financial costs of additional examination venues for organ, choir and large ensemble examinations.
- 8.16 Entries from private schools must please be clearly marked in order to facilitate the planning of the Practical examination dates.
- 8.17 Please provide your e-mail address and mobile telephone number to facilitate speedy communication as well as your preferred street address for courier deliveries.
- 8.18 Always inform the Directorate Music of changes in your contact information to ensure that you receive all the important communiqués.
- 8.19 Do not assume we have received your registration if sent by mail. Always check afterwards whether we have received your entry form. Rather use registered mail or a courier service where a tracking number is provided.
- 8.20 Teachers are required to check their confirmation letters and notify the Directorate Music of discrepancies or errors 21 working days prior to the examination. No changes will be allowed later than that.

9. METHOD OF PAYMENT

- 9.1 The only methods of payment accepted are electronic transfer and bank deposits. Attach the proof of payment to the registration form. Do not mail, email or fax it separately. As reference, use the teacher's Unisa registration number as well as the first 6 digits of the student's identity number for individual registrations. For group registrations use the teacher's registration number only.
- 9.2 For group registrations, a list of names of those students whose examination entries are covered by the single transfer, must be attached to the proof of payment.

10. ACKNOWLEDGMENT OF REGISTRATION

- 10.1 Teachers will be notified in writing as soon as their registration has been processed.
- 10.2 Confirmation letters will be mailed to all teachers by 15 April 2017 (first session) and 8 July 2017 (second session).
- 10.3 **Inform Unisa immediately if such confirmation has not been received.**
- 10.4 Verify all examination registration information i.e. spelling of names, instruments and grades registered for.
- 10.5 Report all registration errors and corrections in writing immediately.



- 10.6 A fee of R60 is payable when registration information needs to be amended. Amendments to entries may be requested up to four weeks after the closing dates subject to a levy of R60 per amendment.
- 10.7 No amendments may be made to entries at the examination venue. If a student plays/writes a different grade examination from the one entered for, the written examination will be cancelled and the practical examination will be downgraded to an Evaluation.

11. PERSONAL INFORMATION AMENDMENTS

Amendments to personal information (e.g. when a student changes to another teacher) must be reported in writing as soon as possible to ensure that the University records are updated.

12. EXAMINATION ENTRIES THROUGH THE UNISA MUSIC FOUNDATION

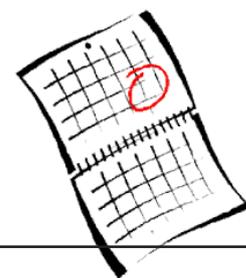
Applications for financial assistance must be completed and submitted to the Unisa Music Foundation together with the official entry form before/on the closing date for application as mentioned below. No sponsorship will be granted without the completed form. Applications must reach Mrs Linda Petrick (petril@unisa.ac.za) at the Unisa Music Foundation by the following dates:

First session 17 February 2017

Second session 21 April 2017

13. EXAMINATION DATES 2017

13.1 Theory of Music examination dates



JUNE 2017 (First session)

Date		Code	Subject description
Monday 5 June 2017	14:30	T10-8 T61-K T61-J	Theory of Music Grade 1 Theory of Music Grade 6, paper 1 Jazz Theory Grade 6, paper 1
Tuesday 6 June 2017	14:30	TV1-S T20-A T40-E	Theory of Music Pregrade 1 Theory of Music Grade 2 Theory of Music Grade 4
Wednesday 7 June 2017	14:30	T30-C T50-G T62-L T62-J	Theory of Music Grade 3 Theory of Music Grade 5 Theory of Music Grade 6, paper 2 Jazz Theory Grade 6, paper 2

OCTOBER 2017 (Second session)

Monday 16 October 2017	14:30	T61-K T71-M* T81-P* T61-J	Theory of Music Grade 6, paper 1 Theory of Music Grade 7, paper 1 Theory of Music Grade 8, paper 1 Jazz Theory Grade 6, paper 1
Tuesday 17 October 2017	14:30	T30-C T50-G	Theory of Music Grade 3 Theory of Music Grade 5
Wednesday 18 October 2017	14:30	T40-E T62-L T72-N* T82-Q* T62-J	Theory of Music Grade 4 Theory of Music Grade 6, paper 2 Theory of Music Grade 7, paper 2 Theory of Music Grade 8, paper 2 Jazz Theory Grade 6, paper 2
Thursday 19 October 2017	14:30	T10-8	Theory of Music Grade 1
Friday 20 October 2017	14:30	TV1-S T20-A	Theory of Music Pregrade 1 Theory of Music Grade 2

13.2 Practical examination dates

18 April - early June 2017	First session
8 August - early October 2017	Second session

13.2.1 The examination dates for the individual centres will be available on the Directorate Music website by 28 March 2017 (first session) and 27 June 2017 (second session). SMS notification will be sent to all teachers.

13.2.2 Teachers will be notified in writing by 4 April 2017 (first session) and 4 July 2017 (second session) of the specific examination dates at their centres.

Please refrain from enquiring about the identity of examiners per centre as this information is confidential. Also kindly refrain from engaging with the examiner during or after the examinations.

14. TRANSFERS

14.1 General

14.1.1 Transfer requests will only be processed if FORM D (see page 32), accompanied by proof of payment of the R220 transfer fee, is submitted.

14.1.2 Entries may not be transferred to the following year.

14.1.3 Unisa reserves the right to approve or refuse a transfer application.

14.1.4 Do not proceed with arrangements until you have received written notification from the University.



14.2 Transfers of Theory of Music examinations

14.2.1 Requests for changing a Theory of Music examination centre must be done in writing (use FORM D) and reach the University at least 21 working days prior to the written examination.

14.2.2 Teachers are requested to ascertain well in advance whether or not the dates for the written examinations (see par 13, page 9) clash with any educational activity or sport tours organised by schools. Students' centres must then be changed accordingly at registration or a transfer fee will be payable.

14.2.3 The transfer fee of R220 includes all the papers per grade.

14.2.4 If the question papers have already been despatched, the student is liable for the courier costs to the new centre.

14.2.5 Unisa Theory of Music examinations is coordinated on an international basis. No request to write the Theory of Music examinations on any date or time other than those stipulated in the timetable (see par 13, p 9), will be considered and NO correspondence in this regard will be entered into.

14.2.6 If there are fewer than six registered Theory of Music students per centre, the students will be transferred to the nearest open centre at no cost. Alternatively, first session students may be transferred to the second session.

14.3 Transfers of Practical Music examinations

14.3.1 Transfers may be requested up to 17 March 2017 (first session) and 13 June 2017 (second session) without being liable for a transfer fee. Thereafter the transfer fee of R220 is payable. Complete FORM D (see page 32) and email it to the address on the form.

14.3.2 Transfers will only be considered after 7 April 2017 (first session) and 28 July 2017 (second session) provided that written proof of a valid reason, such as relocation, serious illness or death of a close relative, be supplied.

14.3.3 The fact that a student is not fully prepared for the examination will under no circumstances be accepted as a reason for transfer.

14.3.4 Transfers will only be processed if sufficient examination time is available at the requested centre.

14.3.5 Should a student requesting a transfer also change teachers, the full particulars of the "new" teacher



must be indicated. These particulars include full names, identity number, address, e-mail and telephone number(s). (See FORM D for more information.)

- 14.3.6 First session students may be transferred to the second examination session of the same year.
- 14.3.7 Students may not transfer to the following year.
- 14.3.8 Transfers may under no circumstances be negotiated with invigilators or music examiners.

15. CANCELLATIONS AND CANCELLATION FEES

- 15.1 Students who are not ready to perform a Practical examination are encouraged to complete an Evaluation rather than to withdraw from or cancel the examination (see page 17, par. 7.3).
- 15.2 All cancellations and withdrawals of students from Practical and Theory of Music examinations must be done in writing. The name and examination number of the student, the name and registration number of the teacher and the centre must be stated clearly.
- 15.3 All cancellation fees are refunded by electronic transfer. The banking details of the beneficiary must be communicated clearly in writing.
- 15.4 No fees will be refunded for last-minute cancellations reported to the invigilator.
- 15.5 Students will forfeit the following percentage of fees paid if they cancel their entries by the stipulated dates:
- 15.5.1 Non-medical cancellations - Practical



First Session

25% on or before 20 March
50% 21 March to 15 April
100% after 15 April

Second Session

on or before 31 May
1 to 30 June
after 30 June

- 15.5.2 Non-medical cancellations – Theory of Music

First Session

25% or or before 20 March
50% 21 March to 30 April
100% after 30 April

Second Session

on or before 31 May
1 June to 30 August
after 30 August

- 15.6 **Cancellations on medical grounds (all grades and levels)**

If a student is unable to attend an examination/assessment on medical grounds, he/she will be entitled to a refund of 50% of fees paid, subject to the submission of a valid medical certificate to the Directorate Music within 21 working days of the date of the examination.

16. LANGUAGE OF COMMUNICATION

- 16.1 English is the official language of the University, therefore official documentation is available in English only.
- 16.2 Where requested by the student/teacher, Practical examination report forms will be printed in Afrikaans, and Technical Work and Practical Musicianship will be asked in Afrikaans. However, the examiner may write the commentary in English.
- 16.3 Theory of Music question papers are printed in Afrikaans and English. Students may answer in either language.
- 16.4 Jazz examinations will be conducted in English only.
- 16.5 Unisa music examination certificates are printed in English only.



17. RESULTS

17.1 Estimated dates for release of results

Theory of Music	First session	7 July 2017
	Second session	8 December 2017

Practical As soon as all the results of a teacher have been received and processed in full.



17.2 Release of results

17.2.1 After the release date, the examination results will be available online at www.unisa.ac.za/music.

17.2.2 No results will be given over the telephone, by e-mail, fax or personal solicitation.

17.2.3 Results will be mailed to the teachers responsible for entering the student(s). It is their duty to distribute the results to their students.

17.2.4 Practical results are sent by registered mail and those not collected from the post office are returned to Unisa. They will only be reposted upon request.

17.2.5 Certificates are sent by courier. Always inform the Directorate Music in writing of changes to personal contact information to prevent delayed delivery.

17.3 Correspondence regarding practical examination results

The marks/symbols allocated by the examiner are final and no correspondence about the marks/symbols and/or commentary will be entered into.

17.4 Correspondence regarding Theory of Music results

17.4.1 Re-marking of scripts

The scripts of students can be remarked upon payment of a fee equivalent to 50% of the entry fee for the examination in question. This fee is non-refundable. The result of the remark will be honoured as the final result even if it is lower than the original mark.

17.4.2 Issuing of report of marks

A report indicating the marks obtained by a student for individual questions in the written examination may be issued on payment of R130 per report.

17.4.3 Issuing of an examiner's report

An examiner's report on a student's Theory of Music examination may be requested at a fee equal to the full entry fee for the examination in question. A breakdown of marks in the paper and comments, where applicable, will be given.

17.4.4 Request for a copy of an examination script

A copy of an examination script may be requested and will only be supplied to the student or to the parent/guardian if the student is a minor. The fee payable is R60 per application.

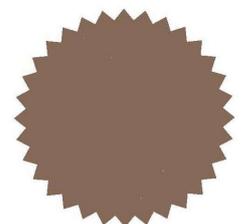
17.4.5 Deadlines

In all cases referred to in 17.4.1, 17.4.2, 17.4.3 and 17.4.4, the application, together with proof of payment of the prescribed fee, should reach the University by 28 July 2017 (for the first session) and 19 January 2018 (for the second session). After these dates the examination scripts are destroyed.

17.5 Issuing of Certificates

17.5.1 If a student registers for and passes a Practical grade and required Theory of Music examination in the same year, the certificate is issued automatically upon successful completion of both.

17.5.2 If a student only meets the Theory of Music requirement by the end of the following year, the computer programme does not pick up the result automatically. The result must be reported to the administrative office in order for the certificate to be issued.



- 17.5.3 If a student does not meet the Theory of Music requirement by the end of the following year, the student must re-enter for the Practical examination and play again.
- 17.5.4 The second session's Theory of Music certificates will only be issued in January of the following year.
- 17.5.5 Certificates will be distributed via registered mail or courier. Please ensure that we have the correct street address and telephone numbers.

SECTION C PRACTICAL EXAMINATIONS



1. EXAMINATION DATES AND TIMES

- 1.1 Practical examinations are held on Mondays to Saturdays from 08:30 to 17:00.
- 1.2 Examinations may be conducted on a public holiday (except for religious holidays) and during school holidays where necessary.
- 1.3 Special requests regarding Practical examination dates must accompany the registration form.
- 1.4 Granting of special requests will be subject to the availability of the examiner and examination venue, therefore not all requests will be accommodated. Examination fees will not be reimbursed if special requests are not granted.
- 1.5 Students who, for religious reasons, are unable to take an examination on a Friday afternoon, Saturday or on Jewish holidays, must indicate this clearly upon registration.
- 1.6 Once examination timetables have been compiled and arrangements finalised, alterations to the examination dates set for a particular centre will not be considered.
- 1.7 Due to circumstances beyond the control of the University (such as the availability of examiners and venues), individual examination centres might not operate at the same time each year. Although examinations may have been held late at a particular centre one year, they could be held there quite early the following year.

2. EXAMINATION VENUES

- 2.1 Practical music examinations will only be arranged at centres where a minimum of 6.5 hours' examining takes place.
- 2.2 If suitable arrangements cannot be made at a particular centre, the students concerned will be informed well in advance. They will then be required to sit for their examinations at the closest approved centre. Please include a second examination venue option on the registration form.
- 2.3 Objection to the expense involved in travelling to and from an examination centre will not be accepted for the granting of a special centre.
- 2.4 Where a Practical centre with fewer than 6.5 hours remains open, Unisa will not be liable for costs related to the tuning of the piano or venue hire. These are for the students' own account.
- 2.5 Organ, Two pianos (four hands), Percussion and Choir teachers/students must arrange a suitable examination venue. They will be liable for all expenses related to this venue. Full particulars of this venue must be supplied on the registration form.
- 2.6 The University appoints an invigilator as its representative at each centre to make all the local arrangements, which include finding a suitable venue for the examinations, arranging for the tuning of the piano, etc. All students must be examined at the venue arranged for this purpose.
- 2.7 Students entered for examinations from Pregrade 1 to Grade 7 are not entitled to practise on the piano prior to the actual examinations. Grade 8 students will be allowed to practise at the venue if logistically feasible. Arrangements in this regard should be made with the invigilator.

- 2.8 Jazz examinations and assessments will be offered at the following main centres only: Pretoria, Johannesburg, Bloemfontein, Parow, Port Elizabeth and Durban.
- 2.9 The Performer's Assessment is offered at all the existing Practical examination centres.

3. EXAMINATION PROCEDURES

3.1 Reporting time

All students must report to the invigilator at the examination centre 30 minutes prior to the allocated examination time and be ready to commence the examination 15 minutes prior to the allocated time.

3.2 Examination etiquette

- 3.2.1 Cell phones and tablets must be switched off and out of sight during an examination.
- 3.2.2 Teachers are kindly requested to educate their students regarding examination etiquette. The peaceful examination environment is sometimes disturbed by students, accompanists and teachers who want to make unnecessary conversation and this disrupts the flow of the examination.
- 3.2.3 Restrict the number of chaperones to two people to prevent crowding and noise in the waiting rooms.

3.3 Accompaniment

- 3.3.1 All pieces requiring piano accompaniment must be performed accompanied.
- 3.3.2 If a recital is performed without the required piano accompaniment, the examination will be downgraded to an Evaluation.
- 3.3.3 Candidates must provide competent accompanists for their recital. Poor ensemble may result in the penalisation of the candidate.
- 3.3.4 Accompanists may be present in the examination room only while actually accompanying.
- 3.3.5 For accompaniment purposes, the use of the Booth harpsichord in the Dr Miriam Makeba Concert Hall will be restricted to Grade 8 students in Pretoria. The tuning costs will be for the student's own account.

3.4 Page turners

- 3.4.1 Up to and including Grade 7, neither the student nor the accompanist may make use of a page turner.
- 3.4.2 Grade 8 students and accompanists may make use of a page turner without prior permission of the University. This person may not be the student's teacher or the examiner.

3.5 Music stands and foot rests

Students must supply their own music stands, footrests and other instrumental accessories in the examination room.

4. EXAMINERS

4.1 Specialists

Only in the case of jazz examinations and assessments will the examiner be a specialist. In all other cases, the Practical examinations will be conducted by the examiner appointed to visit the centre.

4.2 Presence of another examiner

A second examiner may be present at a Practical examination for training or quality control purposes.

4.3 Use of tablets and laptops in examination room

Examiners will be using tablets and laptops in the examination room to refer to regulations and syllabi, and to make notes.

5. EXAMINATION REQUIREMENTS

5.1 **The Theory of Music examinations required for the various practical grade examinations are as follows:**

- For Practical Pregrade 1 to Grade 3..... None
 For Practical Grade 4 Grade 3
 For Practical Grade 5 Grade 4
 For Practical Grades 6 & 7 Grade 5
 For Practical Grade 8 Grade 6

As **from January 2018**, the Theory of Music requirement for practical examinations must be met **prior to** the practical examination.



5.2 **Syllabi**

Only the 2012 instrumental syllabi and 2016 piano syllabus, available on the website www.unisa.ac.za/music may be used in Unisa music examinations. Please consult the website regularly for updates of the current syllabi to ensure that you have all the correct information. Each syllabus is dated for ease of reference. The syllabi are not printed or distributed by mail.

5.3 **Incorrect repertoire**

The following pieces will not be allocated a mark in Practical examinations:

- 5.3.1 pieces that are not part of the prescribed syllabus
 5.3.2 pieces that are not approved as alternative works (A certificate for an approved alternative work must be produced in the examination.) (See par 5.9 below for more information.)
 5.3.3 pieces chosen from the wrong list.



5.4 **Incorrect Grade**

Teachers must ensure that their students are entered for the correct grade of the practical examination. If a student plays any grade other than the grade registered for, the examination will be downgraded to an Evaluation.

5.5 **Mark allocation**

Marks or symbols allocated by the examiners are final. No correspondence will be entered into regarding the outcome of an assessment or examination.

5.6 **Repeats**

Repeats [||: :||] need not be played, but *Da Capo al Fine* must be played.

5.7 **Articulation**

Teachers are encouraged to utilise suitable articulation and ornamentation in Baroque and Classical pieces. When articulation is changed, the examiner must be presented with the edited copy for reference.

5.8 **Memorisation**

Except for the technical work, there are no memorisation requirements for Grade Examinations, Performance Level Assessments or Evaluations.

5.9 **Alternative works**

5.9.1 Pregrade 1 to Grade 8

Except in the case of piano examinations Pregrade 1 to Grade 7, students may suggest one alternative work if they are unable to obtain the prescribed works in time. All Grade 8 students may apply to perform one alternative work. For requirements regarding alternative pieces, please refer to the syllabus online.

5.9.2 No applications to perform alternative pieces will be processed after 1 August 2017.

5.9.3 The University of South Africa reserves the right to refuse permission for works which do not meet the criteria stipulated in the instrumental syllabi.

5.9.4 Alternative Jazz piece for List C

Students may perform a through-composed piece from the new Jazz syllabi for the same instrument and corresponding grade as an approved alternative piece to the prescribed List C piece of the current Western Art Music syllabi. For more information contact the Directorate Music.

5.10 **Use of photocopies in the practical examinations**

5.10.1 Students must take cognisance of the fact that photocopying of music, without written permission from the publishers, is strictly prohibited by the Copyright Act (Act 98 of 1978, as amended).

5.10.2 Only original music may be used in the examination room. Examiners may refuse to conduct the examination if the original works are not present in the examination room. In such cases the examination will be downgraded to an Evaluation.

5.10.3 Pieces where no original music has been provided may be awarded no marks.

5.10.4 Copies may not be made of the pieces from the Unisa examination albums and candidates must play from the original Unisa examination albums.

5.10.5 Candidates performing pieces not published in the Unisa examination albums must provide the examiner with copies of these pieces. These copies will be destroyed after the examination.

5.10.6 Music purchased from online publishers/the internet must clearly display the candidate's right to use the downloaded score (either in the form of a watermark with the candidate's name or by providing the examiner with a receipt of purchase for the music). Scores which are illegally downloaded from the internet will not be permitted.

5.10.7 Where necessary, pages may be photocopied to facilitate page-turning.

5.11 **Students with disabilities**

The student must complete every section of the Practical examination, including sight-reading and Practical Musicianship. Alternatively, the student could complete an Evaluation.

5.12 **Technical work**

All technical components (scales, broken chords, arpeggios, triads/chords, cadences and technical exercises) for all instruments and singing must be played/sung from memory. This does not apply to Organ Hymn Playing/Pedal Exercises and Singing Folksong/Recitative.

5.13 **Sight-reading and sight-singing**

5.13.1 Sight-reading and sight-singing will be unaccompanied.

5.13.2 Sight-reading tests for blind students

Students are required to study a passage in Braille directly before the Practical examination and to perform it from memory. They are allowed to use the instrument concerned. The set study times allowed are:

Pregrade 1	10 minutes
Grade 1	15 minutes
Grades 2, 3 and 4	25 minutes
Grades 5 to 8	30 minutes

5.14 **Practical Musicianship**

5.14.1 Changes to the 2011 Practical Musicianship syllabus

Changes were made to the new Practical Musicianship syllabus and were introduced in the 2011 examinations. Refer to the Practical Musicianship syllabus available online at www.unisa.ac.za/music for more detailed information.



5.14.2 Practical Musicianship for organ students

Practical Musicianship for organ students may be played on the piano if one is available in the examination room.

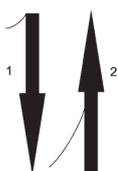
5.14.3 Practical Musicianship - Grade 6

Take note that a visualisation test was introduced in the Grade 6 Practical Musicianship tests.

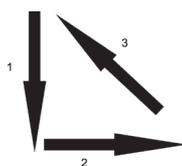
5.14.4 Practical Musicianship Exercise 1/2

“Beat time” must not be confused with “clap the rhythm”. The student must beat the time the same way that a conductor conducts, with the following hand movement:

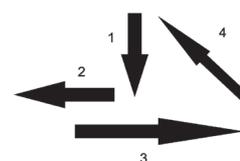
2 beats per bar



3 beats per bar



4 beats per bar



5.14.5 Practical Musicianship tests for blind students

Students will be provided with music in Braille for the following tests:

Grade 1 exercise 5	detection of inaccuracy regarding dynamics and articulation
Grade 3 exercise 5	detection of rhythmic inaccuracies
Grade 4 exercise 6	detection of rhythmic or pitch inaccuracies
Grade 5 exercise 7	detection of rhythmic and pitch inaccuracies
Grade 6 exercise 1	visualisation
Grade 6 exercise 2	sight-singing
Grade 7 exercise 1	visualisation
Grade 7 exercise 2	sight-singing
Grade 8 exercise 1	sight-singing

If students choose the dictation (instead of sight-singing) option in Grade 6, 7 and 8, they will have the choice of doing the dictation exercise either orally or by writing the answers in Braille and then reading them aloud to the examiner. Students must supply their own Braille machine and Braille paper in the examination room if they choose this option.

All Practical Musicianship tests for blind students will be part of the actual examination session and students will be permitted sufficient time for preparation.

5.14.6 Practical Musicianship for the hearing impaired

A medical certificate and report with recommendations must be submitted upon registration to enable Unisa to address the student's special needs.

6. NOTIFICATIONS FOR SPECIFIC INSTRUMENTS

6.1 Piano

6.1.1 A new Piano Syllabus was introduced in 2016. From 2017 onwards (until further notice), only the 2016 syllabus may be presented for examination.

6.1.2 The new piano albums include selected pieces from the 2016 syllabus, but candidates may present any of the other pieces from the syllabus, which do not appear in the albums, for examination. Copies of such pieces will need to be presented to the examiner during the examination.

6.1.3 Errata on the new piano albums is available online.





The Unisa Piano Examination Albums
(2016 until further notice)

6.1.4 Jazz Piano alternative

Grade 1 to 5 students may present a through-composed work from a corresponding grade of the Jazz Piano Syllabus as an approved alternative piece for List C.

6.1.5 Piano Duets and Two Pianos

The Piano Duet and Two Pianos examinations were reinstated in 2016 and candidates may enter for these examinations. The same candidate may not be entered for more than one Piano Duet examination at the same grade level as it is against university policy to issue duplicate certificates.

6.2 Jazz and Electronic keyboard

6.2.1 The current Unisa Theory of Music (Western Art) requirements apply to all graded Jazz Practical examinations up to Grade 7. Jazz Practical Grade 8 students must write the Unisa Grade 6 Jazz Theory examination which consists of two three-hour papers. The current Practical Musicianship syllabus (Western Art) applies up to Jazz Grade 5 Practical only. Grades 6, 7 and 8 Jazz Practical students will be tested on the specific Unisa Jazz Grade 6, 7 and 8 Jazz Practical Musicianship.

6.2.2 Jazz and Electronic Keyboard examinations and PLAs are offered at the following main centres only: Pretoria, Johannesburg, Bloemfontein, Parow, Port Elizabeth and Durban.

6.2.3 These examinations and assessments are conducted by specialist examiners in English only.

6.2.4 The Jazz Piano and Electronic Keyboard albums are available from Unisa Press. See the *2017 Order Form* for more information.

6.2.5 Jazz Ensemble examinations are also offered.

6.3 Organ

Practical organ examination students from Grade 7 or higher may make use of an assistant cum page turner but such a person may not be the student's teacher or the examiner.

6.4 Clarinet in C (Grades 1, 2 and 3)

Grades 1 to 3 clarinet examinations may be played on the Clarinet in C. Technical work and repertoire requirements are the same as in the present Clarinet Syllabus. The only change will be that the accompaniment must be transposed a tone higher.

7. OTHER EXAMINATION/ASSESSMENT OPTIONS

7.1 Ensemble Examinations

7.1.1 Ensemble examination entries must be completed on the registration form and indicated as such.

7.1.2 The scores or lead sheets of the pieces to be performed must be submitted for approval upon registration.

7.1.3 The accompanist is part of the ensemble, will be assessed accordingly, and must be included in the number of players.

7.1.4 The Ensemble syllabus (including Jazz) is available online.

7.2 **Performance Level Assessments**

- 7.2.1 Performance Level Assessments are a parallel music assessment system where only three (Prelevel 1 to Level 8) or four (Performer's Assessment) pieces need to be presented. No technical work, Practical Musicianship or Theory of Music requirements need to be met.
- 7.2.2 A single overall symbol with commentary will be used for grading of a particular Performance Level Assessment. A statement (not a certificate) will be issued upon completion.
- 7.2.3 Students will be allowed to enter at any level for the Performance Level Assessments.
- 7.2.4 Use the same registration form as for the Practical music examinations.
- 7.2.5 The first three characters of the codes for PLAs are the same as for the corresponding Grades (see *2017 Code Book*), but the last (fourth) character is replaced by a Z in all cases.
- 7.2.6 The codes for the Performer's Assessments are indicated separately in the *2017 Code Book*.
- 7.2.7 Refer to the instrumental syllabi available online for more information.

7.3 **Evaluations**

- 7.3.1 Students may only downgrade to an Evaluation at the Practical examination. No excess fees will be refunded.
- 7.3.2 At an Evaluation, a student may present any combination of work selected from the prescribed performance works, technical work, sight-reading and Practical Musicianship. No symbols or marks will be allocated, and only commentary will be given.
- 7.3.3 One teacher or parent may be present at the Evaluation.
- 7.3.4 If examination students perform without the required piano accompaniment indicated in the score, the examination will be downgraded to an Evaluation.
- 7.3.5 If a student plays any grade other than the grade registered for, the examination will be downgraded to an Evaluation.

8. SUPPLEMENTARY PRACTICAL EXAMINATIONS

8.1 **Grade 8**

Supplementary examinations are permitted for Grade 8 students, provided they obtain at least 46% in the examination.

8.2 **Unisa Music for Matric**

Grade 7 practical students, who obtained a mark of 46% and higher and who can submit proof that they are registered for Grade 12 of the National Senior Certificate and that Unisa Grade 7 Music Practical is part of their matric subjects, will be granted an opportunity to improve their marks during the aegrotat examinations of the second Unisa music examination session. Such students must be registered for the second session practical examinations by no later than 7 June 2017.

8.3 **Examination centres and costs**

A limited number of examination centres will be used for these purposes. Students will have to pay the full examination fees again and will have to travel to the nearest approved examination centre established for this purpose at his/her own expense.

9. EXEMPTIONS

The following exemptions will be given to students entering for Grade 8 Practical:

9.1 **BMus degrees obtained from South African Universities**

9.1.1 Theory of Music Grade 6

Exemption principle: a completed first year of a BMus degree at a South African University (second year if the BMus includes bridging/extended degree programmes), which included Music Theory and Music History.

9.1.2 Deferred exemption

Grade 8 Practical students must enter for the Grade 6 Theory of Music requirement in the same year and pass both papers by the end of the following year. If not, they forfeit the Grade 8 qualification. Similarly, potential Grade 8 Practical students registered for a BMus degree at a South African university may apply for deferred exemption. They then have until the end of the following year to pass all the required subjects as part of the BMus course. If not, they forfeit the Grade 8 Practical qualification.

Students who obtain deferred exemption may not participate in music scholarship competitions.

9.2 **National and International music qualifications**

Students in possession of other national and international qualifications may apply for similar exemption. Qualifications/syllabi regarding Theory of Music Grade 6 for admission to Grade 8 Practical will be evaluated by professional staff of the Directorate Music.

9.3 **Application procedure**

Please use the enclosed Request for Exemption FORM B (see p30). A certified copy of the student's academic record on an official letterhead of the University where the student is studying must accompany the application.

10. **PRACTICAL EXAMINATION RESULTS 2016: AVERAGE MARKS PER GRADE**

Grade	Average Mark	
	First session	Second session
Pregrade 1	80	82
Grade 1	78	78
Grade 2	76	74
Grade 3	78	75
Grade 4	75	75
Grade 5	74	75
Grade 6	77	74
Grade 7	79	75
Grade 8	76	78

11. OTHER PUBLICATIONS FOR PRACTICAL EXAMINATIONS

11.1 Instrumental Albums

Instrumental albums for guitar, violin, soprano recorder, flute, electronic keyboard and jazz piano, contain a selection of pieces from the prescribed syllabi.



11.2 CRECOSCAPES – Bongani Ntodana-Breen

CredoScapes is a series of six short pedagogical pieces based on music from the multimedia oratorio Credo by Bongani Ntodana-Breen commissioned by Unisa in commemoration of its 140th Anniversary in 2013. In sequential order from CredoScape I to VI, the six short pieces in the series are scored for Flute, Oboe, Horn in F, Tuba, Viola and Violoncello respectively. The series is appropriate for intermediate to advanced players (Grades 6 to 8).



11.3 See the 2017 Order Form and website for more information.

SECTION D WRITTEN EXAMINATIONS

1. VENUES AND DATES

1.1 Venues

Theory of Music examinations will be arranged where **at least six students** have registered, irrespective of the grades.

1.2 Transfers

For more information about transferring to another centre, see par 14.2, page 8.

1.3 Examination dates

Refer to page 7 for detailed information regarding dates and times.

1.4 Alternative dates

Unisa Theory of Music examinations are coordinated on an international basis. No request to write the Theory of Music examinations on any other date or time other than those stipulated in the timetable (see par 13.1, page 7), will be considered and NO correspondence in this regard will be entered into.



1.5 Duration of Theory of Music examinations

The duration of the Theory of Music examinations is as follows:

Pregrade 1	1 hour
Grade 1	1 hour
Grade 2	1½ hours
Grade 3	1½ hours
Grade 4	2 hours
Grade 5	3 hours (1 paper)
Grade 6-8	3 hours per paper (2 papers per grade)
Grade 6 Jazz Theory	3 hours per paper (2 papers per grade)

2. REGISTRATION INFORMATION

2.1 Theory of Music Requirements

- 2.1.1 Students will be allowed to enrol for Practical examinations up to Grade 7, whether or not they meet the Theory of Music requirement in the same calendar year. They should however, meet the Theory of Music requirement by the second examination session of the following year after completing the Practical examination concerned.
- 2.1.2 Grade 8 students who do not yet meet the Theory of Music requirements, must register for the Practical and Theory of Music components in the same calendar year. (Theory of Music may also be written earlier.) Both Theory of Music papers must have been passed by the end of the following year.
- 2.1.3 As from January 2018, the Theory of Music requirement for practical examinations must be met prior to the practical examination.
- 2.1.4 Potential SA Music Scholarship Competition Grade 8 students forfeit the opportunity to participate if they have not passed Grade 6 Theory of Music by the first session.

2.2 Grade 6 and 7, Papers 1 and 2

Grade 6 and 7 Theory of Music students may enter for both papers or any one paper in any order at any time. A student entering for one paper will pay 50% of the examination fee.

2.3 Students with learning disabilities

- 2.3.1 Students with learning disabilities who require extra writing time or an amanuensis must be identified

clearly upon registration. The medical certificate, as well as a report with recommendations, must accompany the registration form.

- 2.3.2 An amanuensis may only be used with prior permission. Applications must be submitted annually.
- 2.3.3 Costs incurred by the appointment of an additional invigilator must be borne by the student.

3. EXAMINATION PROCEDURES

3.1 Writing the correct Theory of Music examination paper

The examinations of students who enter for a particular Theory of Music grade examination and then write a different Theory of Music grade examination will be null and void. Students must write the examination for which they have entered.

3.2 Theory of Music examination regulations

- 3.2.1 Students must familiarise themselves with the Theory of Music Examination Regulations and General Instructions which are distributed with the examination timetables.
- 3.2.2 Candidates must enter their own examination number (eg. 870924-001-2) on the front cover of the examination paper.
- 3.2.3 Please note that cell phones, tablets and all other electronic devices must be switched off and may not be used during an examination.

3.3 Theory of Music papers are confidential

Teachers and parents will not be granted access to copies of Theory of Music examination papers while the examination is in progress. Question papers and memoranda are available for sale afterwards as indicated in the *2017 Order Form*.

4. SYLLABUS REQUIREMENTS

4.1 Syllabus

All Theory of Music Examinations will be based on the Theory of Music Syllabus 2015 (until further notice), available online. Sufficient notes regarding solfa notation have been included in the new syllabus to supply the necessary guidelines.

4.2 Accumulative syllabus content

Syllabi for Theory of Music Pregrade 1 up to and including Grade 8 are accumulative, i.e. students should be familiar with the content of syllabi of all the previous grades.

4.3 Grade 7 and 8: Requirements to pass

Students entering for the Grade 7 or 8 in Theory of Music will have to pass both the examination papers in order for the Theory of Music qualification to be awarded. Students who fail either of the two papers will retain credit for the paper passed.

4.4 CHANGES IN 2017

The following amendments to the 2015 Theory of Music syllabus will be implemented in 2017:

Grade 5:

Scales/Modes:

Add: The writing and identification of the blues scale in all prescribed clefs.

Add: Popular music: The definition of, and the identification of musicians representative of:

- Rock 'n' Roll
- Funk
- Hip-hop
- Kwaito
- Bubblegum

Grade 6 Paper 2:

Up to 2016:

Popular music and jazz

Choose any two topics from *Popular Black Music in South Africa* OR any two topics from *American Jazz* and name any four relevant facts regarding each chosen topic.

Popular Black Music in South Africa

Manhattan Brothers, Kwela, Marabi, Mbaqanga

OR

American Jazz

New Orleans style (Dixieland), Swing, Bebop (bop), Cool jazz, Free jazz

New in 2017:

Provide a detailed definition of, and identify musicians representative of the following styles:

South African Township Music

Kwela, Marabi, Mbaqanga

AND

American Jazz

New Orleans style (Dixieland), Swing, Bebop (bop)

5. SUPPLEMENTARY WRITTEN EXAMINATIONS**5.1 Music for Matric**

Grade 5 Theory of Music students who obtained a mark of 46% and higher and who can submit proof that they are registered for the Grade 12 of the National Senior Certificate and that Unisa Theory of Music Grade 5 is part of their matric music subject, may be granted an opportunity to improve their marks during an aegrotat examination. Such students must be registered for the second session Theory of Music examinations by no later than 26 July 2017.

5.2 Certification

Students who failed a first session Theory of Music examination required for certification of a Practical grade examination that same year, will be permitted late entry for the second session. Written application together with proof of payment must be submitted.

6. THEORY OF MUSIC RESULTS 2016: AVERAGE MARK PER GRADE

Grade	Average mark	
	First session	Second session
Pregrade 1	82	85
Grade 1	75	82
Grade 2	77	75
Grade 3	79	82
Grade 4	75	76
Grade 5	77	78
Grade 6	70	69
Grade 7	-	54

7. THEORY OF MUSIC SUPPORT MATERIAL

7.1 Theory of Music Form analysis prescribed pieces

The Grade 5 and Grade 6 Theory of Music Form Analysis Prescribed Pieces are available at the Business Section of Unisa Press. See the *2017 Order Form* for more information.

7.2 Braille Theory of Music papers and memoranda

Braille versions of selected Pregrade 1 to Grade 5 Theory of Music exam papers and memoranda are available for reference in the Archives of the Unisa Library on the main campus in Muckleneuk, Pretoria. The contact number for the Unisa Library Archive Division is 012 429 2560.

7.3 Scores for Form Analysis in Theory of Music papers

- 7.3.1 Due to copyright requirements, the second question paper of Theory of Music Grades 6, 7 and 8 are sold without the scores of the required works for form analysis. Use the recommended handbooks indicated in the syllabus.
- 7.3.2 All Grade 7 prescribed Baroque, Classical, Romantic and Jazz works may be found in the Anthology for Musical Analysis: Postmodern Update (sixth edition, 2008) by Charles Burkhardt and William Rothstein, published by Thomson Schirmer.

SECTION E SPECIAL AWARDS

1. ROLL OF HONOUR

- 1.1 The Roll of Honour of outstanding achievers includes the names of Pregrade 1 to Grade 7 students who have achieved 90% or higher and Grade 8 students who have achieved 85% or higher in their Practical examinations.
- 1.2 The criteria for the Roll of Honour for Theory of Music students are:
 Theory of Music Pregrade 1 to Grade 2: students must achieve 95% or higher
 Theory of Music Grades 3 to 5: students must achieve 90% or higher
 Theory of Music Grade 6: students must achieve 85% or higher
 Theory of Music Grades 7 and 8: students must achieve 80% or higher.
- 1.3 Lists of names of students who qualify for the Roll of Honour of outstanding achievers (Practical and Theory of Music respectively) are published in our annual journal *Musicus*. The 2015 and 2016 Rolls of Honour will be published in *Musicus* 44 2015 and 45 2016 respectively. The Roll of Honour for 2017 students will be published in *Musicus* 46 2017.



SECTION F UNISA MUSIC AS SUBJECT FOR MATRIC

1. CONDITIONS

(With thanks to Dr PJ Krige, Department of Education, Free State Province)

The conditions for the accreditation of Unisa music examinations for the National Senior Certificate (NSC) are as follows:

- 1.1 Unisa Music may only be offered as an additional (eighth) subject.

- 1.2 Students must enrol in January of the Grade 12 year, together with the school's examination entries.
 - 1.3 No assessment tasks are required.
 - 1.4 Only Practical Grade 7 may be offered, not Grade 6 or Grade 8.
 - 1.5 The Grade 7 examination must be played before June of the Grade 12 year.
 - 1.6 The Theory of Music requirement remains the same: Unisa Grade 5.
 - 1.7 The Theory of Music examination must be written between October of the Grade 11 year and July of the Grade 12 year.
 - 1.8 The Practical and Theory of Music examinations each count half of the final mark.
 - 1.9 The subject will appear on the National Senior Certificate, but the marks will not count together with the rest.
 - 1.10 If a student fails one of the seven subjects, the above examination may not replace it.
 - 1.11 Only one of the accredited music examinations may be offered, not different examinations for different instruments or from different examining bodies (e.g. not Unisa and ABRSM).
 - 1.12 The practical and theoretical examinations must be of the same examining body. Unisa and ABRSM may not be mixed.
 - 1.13 Students may still offer Unisa Music together with Music (of the NCS) as two separate subjects, provided that a different musical instrument is presented.
- For more information refer to Government Gazette 34473/603 of 21 July 2011.

2. REGISTRATION

The subject must be registered through the school where the candidate is registered to complete the National Senior Certificate.

SECTION G PUBLICATIONS

1. ORDER FORM FOR MUSIC EXAMINATION PUBLICATIONS

The *2017 Order Form* used to order the music examination publications sold by Unisa Press is available on the website. Unisa music publications are also available at selected music book shops.

2. BUYING FROM UNISA PRESS: DIRECT SALES

Over-the-counter sales of music publications by Unisa Press are no longer available at the Unisa Press Bookshop on the Unisa Sunnyside Campus or at the Unisa Regional Offices.

3. MAIL ORDERS

- 3.1 The Unisa Press office on the Unisa Main Campus, Muckleneuk, handles mail orders and enquiries. Orders may be e-mailed. As this section only takes care of pre-paid orders, items ordered will only be despatched once proof of payment has been received.
- 3.2 Proof of your electronic payment must accompany the order. No cheque payments are accepted.
- 3.3 Only return the pages of the *Order Form* relevant to your order.
- 3.4 Please allow *at least four weeks* for delivery of your ordered publications.

3.5 The contact information of Unisa Press is as follows:

Orders for Music Publications

Mr Johannes Morodi
Tel 012 429 3515
E-mail morodjm@unisa.ac.za

Musicus Orders

Ms Laetitia Theart
Tel 012 429 3448
Email theartl@unisa.ac.za

Unisa Directorate Music staff members cannot answer your queries relating to mail orders. Please contact Unisa Press directly.

SECTION H WINNERS OF UNISA MUSIC SCHOLARSHIPS 2016

SCHOLARSHIPS AND PRIZES

Two Unisa South African Music Scholarships – winner R16 400 and runner-up R12 800, made available by the Directorate Music. Two Hennie Joubert Musiekvriendekring Prizes of R2 000 each are also awarded to the winner and runner-up of the two Unisa South African Music Scholarships. These prizes are awarded out of the Hennie Joubert Music Fund which was created in memory of Professor Hennie Joubert (1926-1986) to promote the standard of music performance amongst South African youth.

Winner: Amy Leigh Stessl (17, Flute), Johannesburg.
Runner-up: Lynn Rudolph (20, Viola), Stellenbosch.

Teacher: Malané Hofmeyr-Burger.
Teacher: Louis van der Watt.



Amy Leigh Stessl receives the main prize from Professor Michael Temane, Deputy Registrar of Unisa



Lynn Rudolph receives the runner-up prize from Professor Michael Temane, Deputy Registrar of Unisa

Two Du Toit-Van Tonder Music Scholarships of R9 000 each, funded by the interest on a bequest by Cecil Henry du Toit (1937-1985) and have been awarded annually since 1986.

Winners:

Féroll-Jon Davids (20, Clarinet), Stellenbosch.
Elizabeth Schaap (20, Violin), Pretoria.

Teacher: Jimmy Reinders.
Teacher: Denise Sutton.

Robert Clough Music Scholarship of R8 000, funded by the interest on a bequest by Robert Clough (1936-1987) and has been awarded since 1989.

Not awarded.

SAMRO/Vladimir Viardo Piano Scholarship R11 000, sponsored by the South African Music Rights Organisation (SAMRO) Foundation is awarded to the best piano competitor under the age of 20.

Winner: Petronella Coetzee (18), Brits.

Teacher: Danny Benadie.

SAMRO Prize of R11 000, sponsored by SAMRO is awarded for the best performance of a South African composition and has been awarded since 1994.

Winner: Amy Leigh Stessl (17, Flute), Johannesburg. Teacher: Malané Hofmeyr-Burger.

SAMRO/Unisa/Deon van der Walt Vocal Scholarship of R4 000, established from the box office income of a Gala Concert given by the late Deon van der Walt, which was jointly organised by SAMRO and Unisa and held at the State Theatre in 1997. This scholarship is awarded to the best grade 8 singing candidate.

Not awarded.

Johanna van der Spuy Memorial Prize (1906-2010) of R2 000 for the best performance of a Romantic work.

Winner: Amy Leigh Stessl (17, Flute), Johannesburg. Teacher: Malané Hofmeyr-Burger.

Mimi Coertse Prize of R2 000 for the best rendition of a South African Art Song. This prize is sponsored by Mimi Coertse.

Not awarded.

Hannah Davel Special prizes (R50 000):

R10 000 Keenan Meyer (20, Piano), Pretoria	Teacher: Joseph Stanford.
R10 000 Cara Paulse (17, Violin), Paarl	Teacher: Hadley Duminy.
R7 500 Elizabeth Schaap (20, Violin), Pretoria.	Teacher: Denise Sutton.
R7 500 Tesmarie Janse van Vuuren (20, Violin), Pretoria.	Teacher: Denise Sutton.
R7 500 Petronella Coetzee (18, Piano), Brits.	Teacher: Danny Benadie.
R7 500 Karla Roloff (17, Piano) Durban.	Teacher: Liezl-Marét Jacobs.



Participants of the Unisa South African Music Scholarship Competition 2016 from left to right (back): Keenan Meyer, Cara Paulse, Karla Roloff, Tesmarie Jansen van Vuuren, Petronella Coetzee, Féroll-Jon Davids, Lynn Rudolph, Elizabeth Schaap, Jolandi Schaap, Amy Stessl
 Front from left to right: Sean Adams (Adjudicator and Acting Deputy Director, Directorate Music), Handri Loots (Adjudicator), Prof Michael Temane (Deputy Registrar, Unisa), Prof Karendra Devroop (Acting Director, Directorate Music), Zanta Hofmeyr (Adjudicator)

enable the winners to further their studies," says Prof Karendra Devroop, Artistic Director of the Unisa National and International Music Competitions.

The previous Unisa National Voice Competition was presented in 2005 and Erica Eloff was the winner. She currently enjoys a prestigious international vocal career.

For more information contact the Unisa Music Foundation or visit their [website](#).

ANNEXURES

FORM A: Accreditation Application (Personal Information)

FORM B: Request for Exemption/Aansoek om Vrystelling

FORM C: Application for approval of an alternative work

FORM D: Request for transfer of a Practical/Theory of Music examination to another examination centre/session

FORM E: Request for issuing of an academic record and subject declaration

FORM F: Request for access to a copy of an Theory of Music examination script

FORM A

UNISA



ACCREDITATION APPLICATION

PERSONAL INFORMATION

Surname											Title							
Full names																		
Unisa Music Registration No																		
Race ¹	Black		Indian		Female				Male									
	Coloured		White															
Identification No												Date of birth	Y	Y	M	M	D	D
Country of birth											Nationality							
Residential address						Postal address												
						Postal code						Postal code						
Contact details	Home tel								Cell									
	Email																	

Qualifications (list from highest to lowest; attach CV)

Year completed	Qualification	Institution
Teaching experience (in years)		

Please tick the appropriate block below

I agree		that my name and contact details be included in the list of Unisa accredited Music teachers on the webpage of the Directorate Music at Unisa
I do not agree		Instruments/Theory of Music grades to be taught:

Please tick to confirm that all required documents are attached

All copies must have been certified within the last six (6) months

	Certified copy of highest music qualification
	Certified copy of ID
	Certified copy of marriage certificate if surname on qualification differs from current surname on ID
	Certified copy of matric certificate if highest music qualification is a graded music certificate
	Curriculum vitae (CV) especially detailing qualifications and teacher experience

Signature		Date	
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PLEASE COURIER DOCUMENTS TO: (No faxes or emails will be accepted)

Mr Sean Adams: Acting Deputy Director (Professional), Directorate Music, OR Tambo Administration Building, Room 5-35, Preller Street, Unisa Main Campus, Muckleneuk Ridge, Pretoria 0003

¹ For statistical purposes

FORM B



REQUEST FOR EXEMPTION AANSOEK OM VRYSTELLING

Address/Adres _____

Postal code/Poskode _____

Email/E-pos _____

Tel _____

Date/Datum _____

I hereby request exemption from the following:

Theory of Music Grade 6
(for Grade 8 practical)

Hiermee doen ek aansoek om vrystelling van die volgende:

Musiekteorie Graad 6
(vir Graad 8 prakties)

Jazz Theory Grade 6
(for Grade 8 Jazz practical)

Jazz Teorie Graad 6
(vir Graad 8 Jazz prakties)

Enclosed please find a certified copy of my academic record

Meegaande vind asseblief a gesertifiseerde afskrif van my akademiese rekord

Name/Naam									
Examination number (if applicable) Eksamennommer (indien van toepassing)									
Signature / Handtekening									

PLEASE SEND DOCUMENTS TO: (No faxes or emails will be accepted)

Mr Sean Adams: Acting Deputy Director (Professional)

Directorate Music

OR Tambo Administration Building, Room 5-35

Preller Street

Unisa Main Campus

Muckleneuk Ridge

Pretoria 0003

adamssa@unisa.ac.za Tel: 012 429 2615

Office use / Kantoorgebruik	
Approved / Goedgekeur <input type="checkbox"/>	Not approved / Afgekeur <input type="checkbox"/>
By / Deur _____	Date/Datum _____

FORM C

**UNISA PRACTICAL MUSIC EXAMINATIONS
APPLICATION FOR APPROVAL OF AN ALTERNATIVE WORK**

PARTICULARS OF TEACHER			
Surname and Initials			
Postal address			
		Postal code	
Cell no			
Email			
PARTICULARS OF STUDENT			
Full names and surname			
Examination session and year			
Examination Instrument		Grade	
ALTERNATIVE WORK TO BE PRESENTED			
List			
Composition (indicate movements clearly)	Composer:		
	Title:		
Duration ¹			

SIGNATURE		DATE	
------------------	--	-------------	--

Please email copy of alternative work plus this application form to

shortme@unisa.ac.za or adamssa@unisa.ac.za

or mail to

Mr Sean Adams: Acting Deputy Director (Professional), Directorate Music, OR Tambo Administration Building, Room 5-35, Preller Street, PO Box 392, Unisa Main Campus, Muckleneuk Ridge, Pretoria 0003

Tel: 012 429 2615

¹ Alternative work must match the length, level of virtuosity, musical standard and style period of the work to be replaced.

UNISA MUSIC EXAMINATIONS

REQUEST FOR TRANSFER OF A PRACTICAL/THEORY OF MUSIC EXAMINATION TO ANOTHER EXAMINATION CENTRE/SESSION

PARTICULARS OF TEACHER					
Surname and Initials					
Unisa registration number					
Postal address				Postal code	
Cell no					
Email					
PARTICULARS OF STUDENT					
Full names and surname					
Unisa music registration number					
Examination session and year					
Examination Instrument/Theory paper			Grade		
Existing (old) centre					
New centre to be transferred to					
Reason for transfer (attach relevant documentation as proof)					
PARTICULARS OF NEW TEACHER AT NEW CENTRE (If applicable)					
Full names and surname	ID no	Address	Email	Tel nos.	

SIGNATURE (TEACHER)	DATE
----------------------------	-------------

Unisa reserves the right to approve or refuse a transfer application. Transfers may under no circumstances be negotiated with invigilators. Please do not proceed with arrangements until you have received written notification from the University.

Transfers will only be processed if:

- Sufficient examination time is available at the requested centre (in the case of practical examinations).
- Proof of payment of the R 220 transfer fee accompanies the written application.

Please note:

1. Practical examinations:

Transfers may be requested up to 17 March 2017 (first session) and 13 June 2017 (second session) without being liable for a transfer fee. Thereafter a transfer fee of R 220 is payable. After 7 April 2017 (first session) and 28 July 2017 (second session), transfers will only be considered if written proof of a valid reason such as relocation, serious illness, death of a close relative, or students representing their province or country in sporting events can be supplied. First session students may be transferred to the second examination session.

2. Theory of Music examinations:

Transfers may be requested at least 21 working days prior to the examination. Thereafter a transfer fee of R 220 is payable. First session students may be transferred to the second examination session.

Students may not transfer to the following year.

Banking details:

Bank: Standard Bank
 Account holder: University of South Africa - Income
 Account no: 01 155 4622, Branch code: 010645, Swift code: SBZAZAJJ (for international deposits)
 Reference: Teacher music registration number + surname and initials of student

Office use / Kantoorgebruik	
Approved / Goedgekeur <input type="checkbox"/>	Not approved / Afgekeur <input type="checkbox"/>
By / Deur _____	Date/Datum _____

FORM E**UNISA MUSIC EXAMINATIONS****REQUEST FOR ISSUING OF AN ACADEMIC RECORD AND SUBJECT DECLARATION**

Duplicate Certificates may not be issued. Only a declaration or a copy of the academic record will be issued.

PARTICULARS OF APPLICANT			
Surname and Initials			
Postal address			
		Postal code	
Cell no			
Email			
PARTICULARS OF STUDENT			
Full names and surname			
Maiden name if applicable*			
Examination number or date of birth			
Examination Session/Month/Year	Instrument and Grade	Centre where examination was conducted	

* Attach certified copy of ID and marriage certificate(s) if qualification was obtained under maiden name.

SIGNATURE		DATE	
------------------	--	-------------	--

Banking details: Bank: Standard Bank Account holder: University of South Africa - Income Account no: 01 155 4622, Branch code: 010645, Swift code: SBZAZAJJ (for international deposits) Reference: Music registration number or ID + surname and initials of student
--

Email this form with proof of payment to

modistk@unisa.ac.za (Teacher surname starting with A, B, E-P) Tel: 012 429 2800

liebecl@unisa.ac.za (Teacher surname starting with C, D, Q-Z) Tel: 012 429 2656

FORM F

UNISA MUSIC EXAMINATIONS

REQUEST FOR ACCESS TO A COPY OF A THEORY OF MUSIC EXAMINATION SCRIPT IN RESPECT OF SECTION 18(1) OF THE PROMOTION OF ACCESS TO INFORMATION ACT, ACT NO 2 OF 2000 (Regulation 6)

A PARTICULARS OF STUDENT REQUESTING ACCESS TO A COPY OF AN EXAMINATION SCRIPT

Surname and full names of student			
Unisa registration number			
ID No			
Postal address			
		Postal code	
Cell no			
Email			

Please indicate how you would like to receive the copy of your examination script. Photocopies of examination scripts are mailed via registered mail. Due to poor quality, copies are not faxed.

email Mail

B PARTICULARS OF EXAMINATION SCRIPT AND REASON FOR REQUEST

Paper and Code	
Examination Year and Session	
Reason for requesting information	

C FEES

The fee payable for access is R60.00 per application of the examination script.

D FORM OF ACCESS TO SCRIPT

If you are prevented by a disability to read or view the copy of the examination script state your disability and indicate in which form the copy of your examination script is required.

Disability	
Alternative form required	

E DECLARATION

I hereby declare that I am the requester of the examination script and that the information as supplied is true and correct.

Signed at _____ this _____ day of _____ 20 _____.

SIGNATURE (REQUESTER)

RELATIONSHIP TO STUDENT

Banking details:

Bank: Standard Bank
 Account holder: University of South Africa - Income
 Account no: 01 155 4622, Branch code: 010645, Swift code: SBZAZAJJ (for international deposits)
 Reference: Music registration number + surname and initials of student