



Directorate Music Circular 1 2019



**Celebrating 125 years of music examinations
1894 - 2019**

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DIRECTORATE MUSIC

Circular 1 / 2019

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18 December 2018

Dear Music Teacher

Greetings from the Directorate Music!

We started 2018 off with a bang with the 6th Unisa International Voice Competition which was organized by the Unisa Music Foundation. This competition, which included categories for both Classical and Jazz Voice, was won by the South African soprano, Cecilia Rangwanasha (Classical Voice) and the French vocalist, Cynthia Abraham (Jazz Voice). History was made as Cecilia Rangwanasha is the first South African to win a Unisa International Voice Competition and only the second South African to win a Unisa International Music competition.

The piano masterclasses presented by the distinguished piano pedagogue Prof. Joseph Stanford was a phenomenal success and both the participants and observers benefitted significantly from the insights shared by Prof. Stanford. During 2018 we also released a selection of Jazz Sight-reading Specimen Tests books, and the second print of both Jeanne Zaidel-Rudolph's Virtuoso 1 and Edwin Randell's Sonatina for B flat clarinet and piano.

At the end of this month, we bid farewell to Ms Colleen Liebenberg who has served the Unisa Music Examinations system faithfully for many years, and who will be retiring from Unisa after 38 years of service. Many of you will recall Ms Liebenberg's kindness and willingness to assist. On behalf of the Directorate Music, I wish to express my heartfelt gratitude to Ms Liebenberg for her hard work, and her loyalty and commitment to Unisa.

The year 2019 is a very special one for the Directorate Music as it is the year during which we celebrate the 125th anniversary of the Unisa Music Examinations system. Yes, it has been 125 years since the first practical music examinations of the Associated Board of the Royal Academy of Music and Royal College of Music in London were conducted by Prof. Franklin Taylor, under the auspices of the University of the Cape of Good Hope (Unisa's name at the time), in Worcester in 1894¹. The examination system has also grown to include international centres in countries such as Botswana, India, Namibia, Mozambique, Zambia, and Zimbabwe. After offering examinations in Western Art Music for more than 100 years, Unisa embraced Jazz and added Jazz to its offerings in 2012.

The Unisa Music Foundation will be presenting the 6th Unisa National Piano Competition from 19 to 26 July 2019 and this competition will include both Classical and Jazz Piano. Notifications will be sent to you during 2019 informing you of events planned to celebrate our 125th anniversary.

May 2019 be a year of musical celebration and growth for all Unisa music teachers and students.

Kind regards.



Sean Adams
Deputy Director: Professional (Acting)
Directorate Music

¹ Lawrence, P. B. (ed.). 2011. Viva! Musica: A Bird's Eye View of Music at Unisa. Pretoria: Unisa Press (p. xvii).

Section A Contact and banking details

1. Contact details and office hours

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.

All written enquiries in connection with music examinations and related matters should be addressed to The Director, Directorate Music, PO Box 392, Unisa 0003.

Physical address: Preller Street, Muckleneuk Ridge, Pretoria (-25.7675638,28.1996419)

The web address of the Directorate Music is www.unisa.ac.za/music

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, change of address, change of music teachers, incorrect spelling of names and refunds.	012 429 2804	ranthmp@unisa.ac.za	Ms Patricia Rantho Supervisor
	012 429 2800	modistk@unisa.ac.za	Ms Thalitha Modiselle (teachers with surname starting with F-P, Q-U)
	012 429 4695	moroblu@unisa.ac.za	Ms Ursula Morobane (teachers with surname starting with A-E, V-Z)
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; Orders of music publications and <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)
Email address for examination entries (only):		musicexamregistrations@unisa.ac.za	

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 9, par. 11

3. Communication

When making an enquiry, always include your [registration number](#), [email address](#) and [cell phone number](#) to ensure a response within 48 hours.

When registering students, please indicate your preferred street address for courier deliveries of certificates.

Always inform the Directorate Music of changes in your contact information to ensure that you receive all the important communiqués.

Section B Examination registration and administration

1. Examination entry fees: 2019

Grade or Level	Theory of Music	Practical	Performance level assessments
Pregrade 1	R 255	R 570	R 280
Grade 1	R 340	R 585	R 300
Grade 2	R 385	R 615	R 340
Grade 3 & Choir/Ensemble (Elementary)	R 415	R 670	R 425
Grade 4	R 490	R 785	R 490
Grade 5	R 550	R 870	R 525
Grade 6 & Choir/Ensemble (Intermediate)	R 625 ¹	R 1 000	R 610
Grade 7	R 740 ¹	R 1 160	R 665
Grade 8 & Choir/Ensemble (Advanced)	R 850 ¹	R 1 400	R 785
Two Pianos Grade 8	-	R 2 560	-
Performer's Assessment	-		R 1 850

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: 2019

Retrieval of old records prior to 1988	R 220
Retrieval of old records passed in 1988 or later	R 150
Late registration fee (per registration form) plus additional fee per student	R 220 R 30
Amendments to entries	R 60
Transfer fee per student	R 260
Transfer fee on medical grounds (include medical certificate)	R 260
Remarking of scripts	50% of entry fee
Issuing of report of marks per script	R 160
Issuing of examiner's report	Full examination fee
Copy of an examination script	R 65

3. Issuing of academic record and subject 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 retrieved manually from the archives, hence the associated cost of R220. Records from 1988 or later can be retrieved from the database at a cost of R150. Payment must be made prior to the search and is non-refundable.
- 3.3 Proof of payment must be accompanied by FORM F (page 43) 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.
 - Students entering Unisa music examinations must study with an accredited Unisa music teacher.
 - Teachers who have not yet applied for accreditation must complete the teacher accreditation application process (FORM A, page 38) before registering students.
 - 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.
 - Teachers do not need to re-apply for accreditation once they have been accredited.
 - Unisa accredited music teachers may not enter students for examinations on behalf of other unaccredited music teachers.
- 4.2 Teachers who wish to apply for accreditation must complete FORM A (page 38) and attach the following documents (copies certified within the last six months):
 - CV (specifically detailing music qualifications and music teaching experience)
 - certified copy of highest music qualification obtained (if graded exams, a certified copy of both the Practical and Theory of Music qualification must be included)
 - certified copy of ID
 - certified copy of marriage certificate/official supporting documents (if the last names differ on qualifications and ID documents).
 - certified copy of matric certificate (high school completion) if in possession of graded music qualifications only.

- 4.3 Applications should be emailed or couriered to the Acting Deputy Director (Professional) (see page 1 for address).
- 4.4 Applications for teacher accreditation will be processed on an on-going basis, however:
- For teachers who wish to enter students for the second (April-June) session of 2019, the teacher accreditation application must be received no later than 1 February 2019. Applications for teacher accreditation received after 1 February 2019 will be processed for the 2019 third (Aug-Oct) session registration.
 - For teachers who wish to enter students for the third session of 2019, the teacher accreditation application must be received no later than 5 April 2019. Applications for teacher accreditation received after 5 April 2019 will be processed after the 2019 third session registration period for 2020 registration.
 - It is advisable to email your documents. Should you prefer to courier them, keep the 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 (PoPI), 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. Change in the labelling of the examination sessions

Due to the fact that a new Theory of Music examination session is being introduced in February 2019, the labelling of the examination sessions has changed, as indicated below:

- First session: February (Theory of Music only)
- Second session: April - June (Practical and Theory of Music)
- Third session: August - October (Practical and Theory of Music)

7. Closing dates for entries: 2019

The closing dates for both the Practical and Theory of Music registrations are:

First session	15 November 2018 (Theory of Music only)
Second session	1 March 2019 (Practical and Theory of Music)
Third session	3 May 2019 (Practical and Theory of Music)

Entry forms must reach the University on or before the relevant closing date.

8. Late entries

Late entries will be accepted up to two weeks after the closing dates on receipt of a late registration fee of R 220 per teacher entry form plus R 30 per student. Thereafter no late entries will be accepted.

9. Registration

9.1 A new examination entry form was introduced in January 2017. Only one form will be used for all examinations and all entries must be done on the prescribed 2019 form.

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 is 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.

After submission of the electronic entry form(s), a reply will be sent to your email address, confirming receipt of your documents. Please contact the Directorate Music if a reply is not received within 48 hours of submitting the documents.

Original entry form(s) or hard copies of the electronic forms with supporting documents may also be mailed (registered mail) or couriered to the Directorate.

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

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

- 9.3 If payments are made for the examination entries and the entry form(s) and supporting documents are not received by the closing date for entries, the money will be refunded after a 10% handling fee has been deducted.

Steer clear of posting entry forms in the assignment boxes on any of the Unisa campuses.

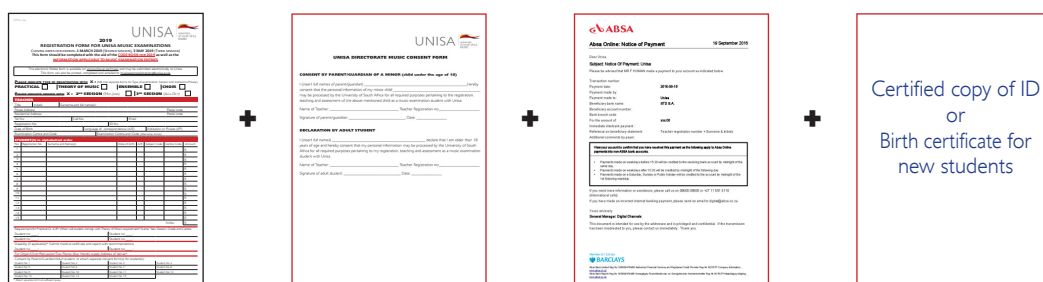
10. Completion of examination entry forms and submission of documents

10.1 The examination entry form should be accompanied by the following:

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

Incomplete entry forms will not be processed.

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



Entry form + consent form(s) + proof of payment + certified copy of ID/birth certificate of new student(s) only = Registration material

- 10.2 Handwriting must be legible. Forms must be completed in full.
- 10.3 Students must be entered alphabetically by surname.
- 10.4 The examination registration number of existing students must be indicated.
- 10.5 The date of birth of new students must be filled in and a certified copy of the birth certificate or identity document attached.
- 10.6 The order and spelling of names should be correct as indicated on the birth certificate and/or ID. This is how the student's name will appear on the certificate.
- 10.7 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..

- 10.8 Consult the *2019 Codes booklet* for the correct centre and subject codes.
- 10.9 Indicate the student's preferred language medium (English or Afrikaans). The Practical examinations report are printed in English, but the examinations will be conducted in the student's preferred language.
- 10.10 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.
- 10.11 In the case of partially-sighted students there must be an indication of whether sight-reading and other tests need to be available in large print or Braille.
- 10.12 Special requests regarding practical examination dates must accompany the registration form. 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.
- 10.13 Where students are, for religious reasons, unable to take an examination on a Friday afternoon, Saturday or on Jewish holidays, it must be indicated clearly upon registration.
- 10.14 The consent column on the registration form must be signed by the parent/guardian/adult student, or the written consent must be attached to the registration form.
- 10.15 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.)
- 10.16 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 2019 in order for their practical examination certificate to be released.
- 10.17 Practical music examinations will only be arranged at centres where a minimum of 6.5 hours of examining will take place. 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.
- 10.18 Objection to the expense involved in travelling to and from an examination centre will not be accepted for the granting of a special centre.
- 10.19 Where a Practical centre with fewer than 6.5 hours of examining 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.
- 10.20 Jazz examinations and assessments will be offered at the following main centres only: Pretoria, Johannesburg, Bloemfontein, Parow, Port Elizabeth and Durban.
- 10.21 The Performer's Assessment examination is offered at all the existing Practical examination centres.
- 10.22 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.

- 10.23 Entries from private schools must be clearly marked in order to facilitate the planning of the Practical examination dates.

Do not assume that 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.

11. Method of payment

The only methods of payment accepted are electronic transfers and bank deposits. Unisa does not accept any cash, card or cheque payments.

Entry fees must be deposited directly into Unisa's bank account. One collective payment must be made for each entry form.

Attach the proof of payment to the registration form. Do not mail, email or fax it separately.

Use the following as reference:

- for individual registrations: Teacher's Unisa registration number + first 6 digits of the student's identity number;
- for group registrations: Teacher's Unisa registration number only.

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.

No registration will commence if the proof of payment is not provided. Proof of payment must accompany the registration form, and should not be submitted separately.

12. Acknowledgment of registration

- 12.1 Teachers will be notified in writing as soon as their registration has been processed by receiving a [Confirmation of Registration letter](#) with a list of particulars of candidates registered for the examination session.

These letters will be mailed to all teachers by 12 April 2019 (second session) and 10 July 2019 (third session). Confirmation letters for the first session (Theory only) will be emailed to all teachers before the examinations in February 2019.

- 12.2 [Inform Unisa immediately if such confirmation has not been received.](#)

13. Amendments

13.1 Registration amendments

Teachers are required to check their Confirmation of Registration letters and notify

the Directorate Music of discrepancies or errors [within 21 working days](#) prior to the examination. No changes will be allowed later than that.

Verify all examination registration information i.e. spelling of names, instruments and grades registered for and report all registration errors and corrections in writing immediately.

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.

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.

13.2 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. No fee is payable in this regard.

14. Examination dates: 2019

14.1 Theory of Music examination dates

February 2019 (First session)				
Date and time		Code	Subject description	
Monday 11 February 2019	14:30	T10-8	Theory of Music Grade 1	
Tuesday 12 February 2019	14:30	TV1-S	Theory of Music Pregrade 1	
		T20-A	Theory of Music Grade 2	
		T40-E	Theory of Music Grade 4	
Wednesday 13 February 2019	14:30	T30-C	Theory of Music Grade 3	
		T50-G	Theory of Music Grade 5	
June 2019 (Second session)				
Monday 3 June 2019	14:30	T10-8	Theory of Music Grade 1	
		T61-K	Theory of Music Grade 6, paper 1	
		T61-J	Jazz Theory Grade 6, paper 1	
Tuesday 4 June 2019	14:30	TV1-S	Theory of Music Pregrade 1	
		T20-A	Theory of Music Grade 2	
		T40-E	Theory of Music Grade 4	
Wednesday 5 June 2019	14:30	T30-C	Theory of Music Grade 3	
		T50-G	Theory of Music Grade 5	
		T62-L	Theory of Music Grade 6, paper 2	
		T62-J	Jazz Theory Grade 6, paper 2	

October 2019 (Third session)			
Monday 14 October 2019	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 15 October 2019	14:30	T30-C T50-G	Theory of Music Grade 3 Theory of Music Grade 5
Wednesday 16 October 2019	14:30	TV1-S T20-A	Theory of Music Pregrade 1 Theory of Music Grade 2
Thursday 17 October 2019	14:30	T10-8	Theory of Music Grade 1
Friday 18 October 2019	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

* Third session only

14.2 Practical examination dates

Second session - 15 April to June 2019

Third session - 5 August to early October 2019

14.3 Availability of examination dates

The examination dates for the individual centres will be available on the Directorate Music website by 27 March 2019 (second session) and 26 June 2019 (third session). SMS notification will be sent to all teachers.

Teachers will be notified in writing by 3 April 2019 (second session) and 3 July 2019 (third 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.

15. Transfers

15.1 General

- Transfer requests will only be processed if FORM E (page 42), accompanied by proof of payment of the R260 transfer fee, is submitted.
- Entries may not be transferred to the following year.
- Unisa reserves the right to approve or refuse a transfer application.
- Do not proceed with arrangements until you have received written notification from the University.

15.2 Transfers of Theory of Music examinations

- Requests for changing a Theory of Music examination centre must be done in writing. Complete FORM E (page 42) and email it to the address on the form, to reach the University at least 21 working days prior to the written examination.
- Teachers are requested to ascertain well in advance whether or not the dates for the written examinations (page 10, par 14.1) clash with any educational activity or sport tours organised by schools. Students' centres/sessions must then be changed accordingly at registration or a transfer fee will be payable.
- The transfer fee of R260 includes all the papers per grade.
- If the question papers have already been despatched, the student is liable for the courier costs to the new centre.
- Unisa Theory of Music examinations are 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 will be considered and no correspondence in this regard will be entered into.
- 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 and second session students to the third one.

15.3 Transfers of Practical Music examinations

- Transfers may be requested up to 15 March 2019 (second session) and 12 June 2019 (third session) without being liable for a transfer fee. Thereafter the transfer fee of R260 is payable. Complete FORM E (page 42) and email it to the address on the form.
- Transfers will only be considered after 5 April 2019 (second session) and 26 July 2019 (third session) provided that written proof of a valid reason, such as relocation, serious illness or death of a close relative, be supplied.
- The fact that a student is not fully prepared for the examination will under no circumstances be accepted as a reason for transfer.
- Transfers will only be processed if sufficient examination time is available at the requested centre.
- 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).
- Second session students may be transferred to the third examination session of the same year.
- Students may not transfer to the following year.
- Transfers may under no circumstances be negotiated with invigilators or music examiners.

16. Cancellations and cancellation fees

- 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 23, par. 7.3).
- 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.
- All cancellation fees are refunded by electronic transfer. The banking details of the beneficiary must be communicated clearly in writing.
- No fees will be refunded for last-minute cancellations reported to the invigilator.
- Students will forfeit the following percentage of fees paid if they cancel their entries by the stipulated dates:

Non-medical cancellations - Practical

April/May Session		Aug/Oct Session	
25%	on or before 18 March		on or before 31 May
50%	19 March to 16 April		1 to 30 June
100%	after 16 April		after 30 June

Non-medical cancellations – Theory of Music

February Session		June Session		October Session	
25%	on or before 30 Nov.	on or before 18 March		on or before 31 May	
50%	1 Dec. to 2 January	19 March to 29 April		1 June to 19 August	
100%	after 2 January	after 29 April		after 19 August	

- 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.

17. Language of communication

17.1 Official language of the University

English is the official language of the University, therefore official documentation is available in English only.

17.2 Report forms

Practical examination report forms are printed in English, but the examination may be conducted in Afrikaans at the request of the student. However, the examiner may write the commentary in English.

17.3 Theory of Music question papers

Theory of Music question papers are printed in English and Afrikaans. Students may answer in either language.

17.4 Jazz examinations

Jazz examinations will be conducted in English only.

17.5 Certificates

Unisa music examination certificates are printed in English only.

18. Results

18.1 Estimated dates for release of results

Theory of Music - First session	8 March 2019
Second session	28 June 2019
Third session	27 November 2019

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

18.2 Release of results

18.2.1 After the release date, the examination results will be available online.

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

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

18.2.4 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.

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

18.3 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.

18.4 Correspondence regarding Theory of Music results

18.4.1 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.

18.4.2 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 R160 per report.

18.4.3 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.

18.4.4 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 R65 per application, and must be accompanied by FORM G (page 44).

18.4.5 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 5 April 2019 (for the first session), 26 July 2019 (for the second session) and 24 January 2020 (for the third session) and must be emailed to the Acting Deputy Director (Professional). After these dates the examination scripts are destroyed.

18.5 Issuing of Certificates

18.5.1 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.

18.5.2 If a student only meets the Theory of Music requirement by the end of the 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.

18.5.3 If a student does not meet the Theory of Music requirement by the end of this year, the student must re-enter for the Practical examination and play again.

18.5.4 The second session's Theory of Music certificates will only be issued in January of the following year.

18.5.5 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 The practical examination dates appear on page 11.

Practical examinations are conducted on Mondays to Saturdays from 08:30 to 17:00. Examinations may be conducted on a public holiday (except for religious holidays) and during school holidays where necessary.

1.2 Timetable(s) for the practical examinations will be mailed to each teacher by the invigilator of the centre where the students have been registered.

1.3 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 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, sending out the timetables to teachers, etc.

All students must be examined at the venue arranged for this purpose.

2.2 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.

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.

3.2.4 Please refrain from engaging with the examiner during or after the examinations.

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, foot rests 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 & 8.....Grade 5

As from January 2020, the Theory of Music requirement for practical examinations must be met prior to the practical examination.

5.2 Syllabi

Only the current syllabi available on the website www.unisa.ac.za/music may be used for 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 the Practical examinations:

- pieces that are not part of the prescribed syllabus
- 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 for more information.)
- pieces chosen from the wrong list
- pieces for which the original score is not present in the examination room.

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 as students cannot get credit for examinations for which they have not been registered.

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 [II: :II] 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 2 August 2019.

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 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 The original music must be present in the examination room. Examiners will 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 will not be awarded any 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. In the case of hearing-impaired students, the Practical Musicianship tests may be replaced by a Viva Voce test and the necessary arrangements must be made with the Directorate Music.

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 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.

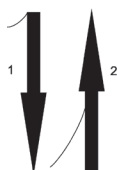
5.14.3 Practical Musicianship - Grade 6

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

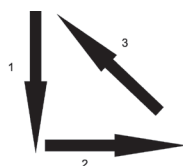
5.14.4 Practical Musicianship Exercise 1/2

“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:

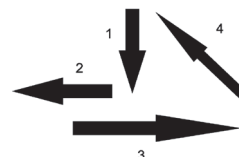
2 beats per bar



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.

For hearing-impaired students, the Practical Musicianship test may be replaced by a *Viva Voce* test, consisting of questions on the pieces performed.

6. Notifications for specific instruments

6.1 Piano

6.1.1 Only the 2016 (until further notice) syllabus may be presented for examination.



The Unisa Piano Examination albums are available from the Directorate Music at Unisa and selected book shops

6.1.2 The 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 are available online.

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 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 8. Therefore the Jazz and Western Art Music/Classical students do the same Theory of Music up to Grade 5 level. 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 The Jazz Piano and Electronic Keyboard albums are available from the Directorate Music. See the *2019 Order Form* for more information.

6.2.3 Jazz Ensemble examinations are also offered and the repertoire must be submitted for approval in good time, preferably before submitting the examination entries. (FORM D, page 41)

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 (for both Western Art Music and Jazz) 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 (FORM D, page 41).

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 *2019 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 *2019 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 as students cannot get credit for examinations for which they have not been registered.

8. Supplementary practical examinations

8.1 Grade 8

Supplementary examinations are permitted for Grade 8 students, provided that 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 the Grade 12 National Senior Certificate examination 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 third Unisa

music examination session. Such students must be registered for the third session practical examinations by no later than 5 June 2019.

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

Grade 5 Theory of Music is the COMPULSORY Theory of Music examination for students entering for the Grade 8 Practical examination.

9.1 International music qualifications

Students in possession of international qualifications may apply for exemption from Grade 5 Theory of Music. These exemptions will be evaluated by the professional staff of the Directorate Music.

9.3 Application procedure

Please use the enclosed Request for Exemption FORM B (page 39). A certified copy of the student's academic record on an official letterhead of the Conservatoire/School/University where the student is studying must accompany the application.

10. Practical examination results 2018: Average marks per grade

Grade	Average	
	First session	Second session
Pregrade 1	79	82
Grade 1	78	78
Grade 2	80	75
Grade 3	79	75
Grade 4	76	75
Grade 5	74	75
Grade 6	76	73
Grade 7	73	75
Grade 8	81	78

11. Other publications for practical examinations

11.1 Instrumental Albums

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



11.2 Jazz Sight-reading Specimen tests books with CD

New jazz sight-reading specimen test books have been published and may be purchased with an accompanying CD containing backing tracks.



11.3 Instrumental albums; Change in sale process

As from January 2018, the [solo part](#) and [accompaniment](#) of the Unisa Instrumental examination albums are being sold separately.

Refer to the [2019 Order Form](#) and website for more information on our music publications.

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 page 11, par 15.

1.3 Examination dates and timetables

The examination dates and times appear on pages 10-11.

Timetable(s) for each student will be mailed to the teacher four weeks prior to the examination date. Students must present these timetables at the examination venue for identification purposes.

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 page 10, par 14.1) will be considered and no correspondence will be entered into in this regard.

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 It has been stated in previous communication with music teachers that as from 2019 the Theory of Music prerequisite have to be met before the practical examinations. We have decided to make a concession for 2019 and to delay the implementation of the new requirements until 2020, in order to give students who need the theory prerequisite but have not yet acquired it, a chance to do so.

For 2019 the following three options are available to students who need to meet Theory of Music requirements for the practical exams:

1. To write the required Theory of Music exam in February 2019 prior to their Practical exam
2. To write the required Theory of Music exam in June 2019 prior to the third session (August/October) Practical exam
3. To write the required Theory of Music exam in October 2019 after their Practical exam.

If the Theory of Music requirement is not met by the end of the October 2019 exam session, the candidate will forfeit the practical exam concerned and will have to re-do the practical exam.

2.1.2 As from January 2020, the Theory of Music requirement for practical examinations must be met **prior to** the practical examination.

2.1.3 Potential South African Music Scholarship Competition Grade 8 students forfeit the opportunity to participate if they have not passed Grade 5 Theory of Music by the second (June) 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 Students 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.
- 3.2.4 Students may not take any books, study material, or music manuscript paper (not even blank ones) into the examination room.
- 3.2.5 Students must bring their own writing utensils to the examination room. The question paper may be completed with a pen or pencil, but preferably with a pencil.

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 [2019 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 6, 7 and 8: Requirements to pass

Students entering for the Grade 6, 7 or 8 in Theory of Music must 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.

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 National Senior Certificate examination 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 third session Theory of Music examinations by no later than 24 July 2019.

5.2 Certification

Students who failed a second session (June) Theory of Music examination required for certification of a Practical grade examination that same year, will be permitted late entry for the third (October) session. Written application together with proof of payment must be submitted by 24 July 2019.

6. Theory of Music results 2018: Average marks per grade

Grade	Average	
	First session	Second session
Pregrade 1	93	85
Grade 1	81	82
Grade 2	75	77
Grade 3	83	78
Grade 4	79	73
Grade 5	75	75
Grade 6	66	69
Grade 7	-	70

7. Theory of Music support material

7.1 Theory of Music Workbooks

Although some changes have been made to the Theory of Music syllabus in the past, the Unisa Pregrade 1 to Grade 5 Theory of Music Workbooks are still in use and may be purchased from the Directorate Music (refer to the *2019 Order Form*).

7.2 Theory of Music Form analysis prescribed pieces

- The Grade 5 and Grade 6 Theory of Music Form Analysis Prescribed Pieces may be purchased. See the *2019 Order Form* for more information.
- Grade 6: Please note that the first movement of Mozart's Sonata in C, K.309. replaces the first movement of Beethoven's Sonata in B flat, Op. 22. The analysis is available online at www.unisa.ac.za/music (see *Theory of Music resources*).

7.3 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.

7.4 Scores for Form Analysis in Theory of Music papers

7.4.1 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.

7.4.2 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 Burkhart and William Rothstein, published by Thomson Schirmer.

Section E Special awards

1. Roll of Honour

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.

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.

Lists of names of students who qualify for the Roll of Honour of outstanding achievers (Practical and Theory of Music respectively) will be published in a separate publication entitled *Unisa Directorate Music Achievers 2018*.

2. Merit certificates to music teachers

Recognition is given to music teachers whose candidates did exceptionally well in either the practical or theoretical music examinations.

Each teacher who enters at least 10 practical or 10 theory of music candidates for Unisa music examinations in a particular year and where at least 10 candidates in each category (practical or theory - not a combination of both) obtain an average distinction mark, receives a certificate of merit.

This list of music teachers will also be published in the *Unisa Directorate Music Achievers 2018* publication.

Section F Unisa Music as subject for matric

1. Conditions

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

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 2019 Order Form used to order the music examination publications sold by the Directorate Music is available on the website. Unisa music publications are also available at selected music book shops.

2. Buying from the Directorate Music: Direct Sales

The music publications are no longer sold by the Unisa Press Bookshop and may be ordered directly from the Directorate Music.

3. Mail orders

- Orders may be e-mailed to shortme@unisa.ac.za. Orders will be despatched once proof of payment has been received.
- Proof of payment must accompany the order. No cheque or cash payments are accepted.
- Only return the pages of the *Order Form* relevant to your order.
- Please allow *at least six weeks* for delivery of your ordered publications.
- Postage is included in the cost of the publications. If you would however prefer us to courier the items, please include a courier fee of R60 for national, and R160 for international carriers.

1

DIRECTORATE MUSIC

ORDER FORM FOR MUSIC EXAMINATION PUBLICATIONS

2019 (PRICES VALID FOR 2019 ONLY)

Please place orders with:

Mail Me Short
shortme@unisa.ac.za
www.unisa.ac.za/music
 012 429 2913

Directorate Music, 90 Ross Rd, Unisa 0001
 01 Tenthredin Administration Building Room 302, Unisa Mafikeng Campus

UNISA UNIVERSITY OF
SOUTH AFRICA

BILL TO

NAME _____

DELIVERY ADDRESS _____ Postal code _____

(Postage is free, Courier fee is R50) _____ Postal code _____

BILLING (POSTAL) ADDRESS _____ Postal code _____

TELEPHONE _____ CELL _____

EMAIL ADDRESS _____

I hereby consent to the processing, using, disclosing and communicating my personal information for all required purposes pertaining to this

SIGNATURE _____ DATE _____

BANKING DETAILS

Branch No: 030545 **TOTAL AMOUNT PAID**

Beneficiary: UNISA - INCOME R _____

Account No: 61155422

Reference: 117772845 + SURNAME (Please indicate if courier fee is included)

• Please fill in the number of items ordered as well as the total amount payable in the TOTAL block (page 7).
 • Postage is free, but an extra fee of R60 may be included for national and R100 for international courier services.
 • No items will be forwarded COD or on approval. No items will be exchanged.
 • Please allow at least six weeks for delivery of your order.
 • For verification purposes, proof of payment must accompany the order form. Do not send this separately.
 • Send only the pages of the order form that are relevant to your order.
 • No cheque payments are accepted.

PRESCRIBED MUSIC, PRACTICAL MUSiciansHIP AND SIGHT READING

CODE	DESCRIPTION	ISBN NO	VAT rate	QTY	AMOUNT
UNIVERSITY EXAMINATION ALBANO 2019 ONLY (BY FINEST MOVERS)					
0137	Practise examination album program 1	978-0-90600-82-2	13.0%	1	13.00
0138	Practise examination album program 2	978-0-90600-83-9	13.0%	1	13.00
0139	Practise examination album grade 1	978-0-90600-84-6	13.0%	1	13.00
0140	Practise examination album grade 2	978-0-90600-85-3	13.0%	1	13.00
0141	Practise examination album grade 3	978-0-90600-86-0	13.0%	1	13.00
0142	Practise examination album grade 4	978-0-90600-87-7	13.0%	1	13.00
0143	Practise examination album grade 5	978-0-90600-88-4	13.0%	1	13.00
0144	Practise examination album grade 6	978-0-90600-89-1	13.0%	1	13.00

Subtotal: R _____

Download the official order form for music examination publications from the internet at www.unisa.ac.za/music

Section H Winners of Unisa Music Scholarships 2018

Scholarships and prizes 2018

Two Unisa South African Music Scholarships – winner R16 600 and runner-up R13 000, made available by the Directorate Music.

Winner: Chloé Botha (Flute), Pretoria

Teacher: Anna-Maria Muller

Runner-up: Emile Vermeulen (Piano), Pretoria

Teacher: Wessel van Wyk



From left to right: Chloé Botha and Emile Vermeulen receive the first and runner-up prizes respectively from Dr F Goolam (Unisa Registrar)

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:

Leanne Munro (Piano, Bethlehem)

Teacher: Beulah van Aswegen

Lara Potgieter (Piano, Port Elizabeth)

Teacher: Erika Bothma

SAMRO/Vladimir Viardo Piano Scholarship R13 000, sponsored by the South African Music Rights Organisation (SAMRO) Foundation is awarded to the best piano competitor under the age of 20.

Winner: Monique Pretorius (Piano, Pretoria)

Teacher: Elsabé Feldtmann

SAMRO Prize of R13 000, sponsored by SAMRO is awarded for the best performance of a South African composition and has been awarded since 1994.

Winner: Chloé Botha (Flute), Pretoria

Teacher: Anna-Maria Muller

Johanna van der Spuy Memorial Prize (1906-2010) of R3 000 for the best performance of a Romantic work.

Winner: Chloé Botha (Flute), Pretoria

Teacher: Anna-Maria Muller

The following prizes were not awarded:

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



Participants of the Unisa South African Scholarship Competition 2018



Back, left to right: Ursa Engelbrecht (Flute, Pretoria), Zoë Coetzee (Piano, Stellenbosch), Mieke-Marie Kunz (French Horn, Pretoria), Emile Vermeulen (Piano, Pretoria), Chloé Botha (Flute, Pretoria), Leanne Munro (Piano, Bethlehem), Monique Pretorius (Piano, Pretoria), Lara Potgieter (Piano, Port Elizabeth)

Front left to right: Adjudicators Sean Adams, Elize Kruger and Mariaan van Staden, Prof Karendra Devroop (Acting Director, Unisa Directorate Music and non-voting Chairman) and Annalien Ball (Accompanist)

Section I Music Competitions in 2019

1. Unisa South African Music Scholarship Competition 2019

9-11 October 2019

1.1 Main Scholarships

Unisa SA Music Scholarship (First Prize) R16 600

Unisa SA Music Scholarship (Runner-up) R13 000

1.2 Age Restrictions

Age limits for the Unisa South African Music Scholarship Competition are as follows:

Instrumentalists 21 yrs

Singers 23 yrs

1.3 Requirements for participation

Students must fulfil the following requirements:

1.3.1 Mark allocation

- Achieve at least 85% in the examination as a whole and
- Achieve at least 85% for the prescribed pieces only.

1.3.2 Prerequisites

A student must have passed Unisa Theory of Music Grade 5 by the second session (June) of that particular year. Students writing the required Theory of Music Grade 5 examination in the third session (October), will not be eligible for participation.

1.3.3 No deferred participation

Students must participate in the Unisa South African Music Scholarship Competition in the same year that they play the examination and qualify. Participation may not be deferred to the following year.

1.3.4 Memorisation

Memorisation is not a requirement for participation in the Unisa South African Music Scholarship Competition.

2. 6th Unisa National Piano Competition 2019

The Unisa Music Foundation will present the 6th Unisa National Piano Competition in the ZK Matthews Great Hall from 19 to 26 July 2019. The competition will include both Classical and Jazz Piano, and two panels of adjudicators will evaluate the performances.

The finalists will automatically gain entry to the 14th Unisa International Piano Competition in 2020.

The main prizes amount to R210 000 and the event is organised by the Unisa Music Foundation.

The winners of the 5th Unisa National Piano Competition were Megan-Geoffrey Prins (Classical category) and Kyle Shepherd (Jazz category).

For more information, call the Unisa Music Foundation at 012 429 3336 or visit www.unisa.ac.za/musicfoundation

Annexures

FORM A: Accreditation application - Personal information

FORM B: Request for exemption

FORM C: Application for approval of an alternative work

FORM D: Application for approval of Choir/Ensemble/Jazz Ensemble repertoire

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

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

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

FORM A



UNISA MUSIC EXAMINATIONS

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/Mobile										
	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	List instruments/Theory of Music for which you offer lessons: _____

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 EMAIL documents to Mr Sean Adams at adamssa@unisa.ac.za or courier them to Mr Sean Adams, Directorate Music, OR Tambo Administration Building, Room 5-35, Preller Street, Unisa Main Campus, Muckleneuk Ridge, Pretoria 0003

¹ For statistical purposes

FORM B

UNISA MUSIC EXAMINATIONS



REQUEST FOR EXEMPTION FROM GRADE 5 THEORY OF MUSIC

(for applicants with international qualifications only)

Address _____

Postal code _____

Email _____

Tel/Cell/Mobile _____

Date _____

I hereby request exemption from Theory of Music Grade 5 (for Grade 8 practical).

Enclosed please find a certified copy of my academic record.

Name											
Examination number (if applicable)	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 10%; height: 20px;"></td> <td style="width: 10%; height: 20px;"></td> <td style="width: 10%; height: 20px;"></td> <td style="width: 10%; height: 20px;"></td> <td style="width: 10%; height: 20px;"></td> <td style="width: 10%; height: 20px;"></td> <td style="width: 10%; height: 20px;"></td> <td style="width: 10%; height: 20px;"></td> <td style="width: 10%; height: 20px;"></td> <td style="width: 10%; height: 20px;"></td> </tr> </table>										
Signature											

Please EMAIL documents to Mr Sean Adams at adamssa@unisa.ac.za or courier them to Mr Sean Adams, Directorate Music, OR Tambo Administration Building, Room 5-35, Preller Street, Unisa Main Campus, Muckleneuk Ridge, Pretoria 0003

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

Office use	
Approved <input type="checkbox"/>	Not approved <input type="checkbox"/>
By _____	Date _____

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

PARTICULARS OF TEACHER			
Surname and Initials			
Postal address			
		Postal code	
Tel/Cell/Mobile 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, Directorate Music, OR Tambo Administration Building, Room 5-35, Preller Street, PO Box 392, Unisa Main Campus, Muckleneuk Ridge, Pretoria 0003

Enquiries: Tel: 012 429 2615

FORM D
UNISA PRACTICAL MUSIC EXAMINATIONS



**APPLICATION FOR APPROVAL OF CHOIR/ENSEMBLE/JAZZ ENSEMBLE
REPERTOIRE**

PARTICULARS OF TEACHER			
Surname and Initials			
Postal address			
		Postal code	
Tel/Cell/Mobile no			
Email			
PARTICULARS OF CHOIR/ENSEMBLE/JAZZ ENSEMBLE			
Name			
Examination session and year			
Category		Grade*	
WORKS TO BE PRESENTED			
List A	Composer:	Title:	Duration:
List B	Composer:	Title:	Duration:
List C	Composer:	Title:	Duration:

SIGNATURE	DATE

* Elementary/Intermediate/Advanced

Please email copies of all works plus this application form to

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

or mail to

Mr Sean Adams, Directorate Music, OR Tambo Administration Building, Room 5-35, Preller Street, PO Box 392, Unisa Main Campus, Muckleneuk Ridge, Pretoria 0003

Enquiries: 012 429 2615

FORM E**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	
Tel/Cell/Mobile 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 260 transfer fee accompanies the written application.

Please note:**1. Practical examinations:**

Transfers may be requested up to 15 March 2019 (second session) and 12 June 2019 (third session) without being liable for a transfer fee. Thereafter a transfer fee of R 260 is payable. After 5 April 2019 (second session) and 26 July 2019 (third 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. Second session students may be transferred to the third 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 260 is payable. First session students may be transferred to the second examination session, and second session students to the third one.

3. 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: SBZAJJ (for international deposits)
 Reference: Teacher music registration number + surname and initials of student

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

FORM F**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
Tel/Cell/Mobile 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.

FEES
Retrieval of old records prior to 1988 - R 220
Retrieval of old records passed in 1988 or later - R 150

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

moroblu@unisa.ac.za (Teacher surname starting with A-E, V-Z) Tel: 012 429 4695

modistk@unisa.ac.za (Teacher surname starting with F-P, Q-U) Tel: 012 429 2800

FORM G**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)

Issued only to the student, or the parent/guardian if the student is a minor

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	
Tel/Cell/Mobile 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 R 65.00 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

Email this form with proof of payment to adamssa@unisa.ac.za

MAIN CAMPUS

Physical Address:

Directorate Music
Muckleneuk Campus
OR Tambo Administration Building Level 5
Preller Street
Muckleneuk
Pretoria

Postal Address:

Directorate Music
OR Tambo Administration Building Level 5
University of South Africa
PO Box 392
Unisa
0003

www.unisa.ac.za/music

