

2024**REGISTRATION FORM FOR UNISA MUSIC EXAMINATIONS**CLOSING DATE FOR ENTRIES: **08 MARCH 2024** (MAY-JUNE SESSION), **10 MAY 2024** (AUG-OCT SESSION)

This form should be completed with the aid of the CODE BOOK FOR 2024 as well as the INFORMATION APPLICABLE TO MUSIC EXAMINATION ENTRIES

THIS FORM MUST BE USED FOR ALL EXAMINATIONS: PRACTICAL (ONLINE AND WALK-IN), THEORY, ENSEMBLE AND CHOIR

The pdf version of this form must be printed, completed and emailed to musicexamregistrations@unisa.ac.za
 The fillable pdf version must be completed and emailed to musicexamregistrations@unisa.ac.za

PLEASE INDICATE WITH X :

MAY-JUNE SESSION

AUG-OCT SESSION

THE PROOF OF PAYMENT AND ALL SUPPORTING DOCUMENTS (BIRTH CERTIFICATE[S]/ID[S] OF FIRST TIME STUDENTS AND CONSENT FORM[S]) MUST BE SUBMITTED AT THE SAME TIME AS THE ENTRY FORM.

TEACHER

Title	Initials	Surname and full name(s)
Courier/Residential Address (e.g. for certificates)		Postal code
Tel No	Cell No	Email
Registration No	ID No	
Date of Birth	Institution or Private (I/P)	
Examination Centre and Code	Examination Centre and Code (Alternative choice)	

STUDENT(S) in strict alphabetical order (even if entered for different examinations)

No	Registration No	Surname and Name(s)	Date of birth	Subject Code	Description (e.g. Theory Grade 4)	Online(O)/ Walk-in(W) for Practical ONLY	Centre Code	Amount
1								R
ONLINE EXAM INFO** (as on day of examination)		Email address	Cell number		ICT Requirements are met***			<input type="checkbox"/> Y <input type="checkbox"/> N
2								R
ONLINE EXAM INFO** (as on day of examination)		Email address	Cell number		ICT Requirements are met***			<input type="checkbox"/> Y <input type="checkbox"/> N
3								R
ONLINE EXAM INFO** (as on day of examination)		Email address	Cell number		ICT Requirements are met***			<input type="checkbox"/> Y <input type="checkbox"/> N
4								R
ONLINE EXAM INFO** (as on day of examination)		Email address	Cell number		ICT Requirements are met***			<input type="checkbox"/> Y <input type="checkbox"/> N
5								R
ONLINE EXAM INFO** (as on day of examination)		Email address	Cell number		ICT Requirements are met***			<input type="checkbox"/> Y <input type="checkbox"/> N
6								R
ONLINE EXAM INFO** (as on day of examination)		Email address	Cell number		ICT Requirements are met***			<input type="checkbox"/> Y <input type="checkbox"/> N
7								R
ONLINE EXAM INFO** (as on day of examination)		Email address	Cell number		ICT Requirements are met***			<input type="checkbox"/> Y <input type="checkbox"/> N
8								R
ONLINE EXAM INFO** (as on day of examination)		Email address	Cell number		ICT Requirements are met***			<input type="checkbox"/> Y <input type="checkbox"/> N

No	Registration No	Surname and Name(s)	Date of birth	Subject Code	Description (e.g. Theory Grade 4)	Online(O)/ Walk-in(W) for Practical ONLY	Centre Code	Amount
9								R
ONLINE EXAM INFO** (as on day of examination)		Email address		Cell number		ICT Requirements are met***	<input type="checkbox"/> Y <input type="checkbox"/> N	
10								R
ONLINE EXAM INFO** (as on day of examination)		Email address		Cell number		ICT Requirements are met***	<input type="checkbox"/> Y <input type="checkbox"/> N	
11								R
ONLINE EXAM INFO** (as on day of examination)		Email address		Cell number		ICT Requirements are met***	<input type="checkbox"/> Y <input type="checkbox"/> N	
12								R
ONLINE EXAM INFO** (as on day of examination)		Email address		Cell number		ICT Requirements are met***	<input type="checkbox"/> Y <input type="checkbox"/> N	
13								R
ONLINE EXAM INFO** (as on day of examination)		Email address		Cell number		ICT Requirements are met***	<input type="checkbox"/> Y <input type="checkbox"/> N	
14								R
ONLINE EXAM INFO** (as on day of examination)		Email address		Cell number		ICT Requirements are met***	<input type="checkbox"/> Y <input type="checkbox"/> N	
15								R
ONLINE EXAM INFO** (as on day of examination)		Email address		Cell number		ICT Requirements are met***	<input type="checkbox"/> Y <input type="checkbox"/> N	
TOTAL								R

Disability (if applicable)*: Submit medical certificate and report with recommendations

Student no ____:

Student no ____:

Signed consent by Parent/Guardian/Adult student, or attach separate consent form(s) for student(s):

Student No 1	Student No 2	Student No 3	Student No 4
Student No 5	Student No 6	Student No 7	Student No 8
Student No 9	Student No 10	Student No 11	Student No 12
Student No 13	Student No 14	Student No 15	

* Attach separate list if insufficient space.

**** ONLINE EXAMINATION INFORMATION:** Supply the email address that will be used to conduct the online examination session via Microsoft Teams and the cell phone number that will be used for trouble shooting purposes on the day of the examination. Important: You do not need the Microsoft Teams application to take the online examination. Please see our website for more information.

***** ICT REQUIREMENTS (for online practical examinations):** By indicating "Y" the teacher confirms that the student will have access to a reliable internet connection (at least 10Mbps connection speed) and a USB microphone. Microsoft Teams will be used to conduct Examinations. Please see our website for more information.

NOTES: (e.g. details of disability/special needs)

GRADE 8 PRACTICAL EXAMINATION : COMMUNITY MUSIC PROJECTS

- Supply the details of students from community music projects who have been entered for Grade 8 Practical examinations.

No	Registration No	Surname and Name	Subject code
1			
2			
3			
4			
5			
6			

TEACHERS DECLARATION

- I declare that I am familiar with the information applicable to Music Examination Entries and the General Information and Rules as set out in Circular 1/2024.
- I confirm that I am an accredited Unisa music teacher and that the music examination entries of my students comply with my accreditation level.
- I confirm that I am not entering students on behalf of another teacher and that I am teaching and preparing these students for their music examinations.
- I confirm that I have obtained the necessary consent of the parent/guardian of minors (children under the age of 18) to enter these minors for the above Unisa music examinations, and to process their personal information for all required purposes pertaining to their registration as music examination students with Unisa.
- I confirm that I have obtained the necessary consent of students over the age of 18 to enter them for the above-mentioned Unisa music examinations, and to process their personal information for all required purposes pertaining to their registration as music examination students with Unisa.
- I declare that all the information furnished by me on this form is true and correct.
- I undertake to comply with all the rules, regulations and decisions of the university and any amendments thereto, relating to the teaching, preparing and examining of these music examination students.
- I hereby consent to Unisa processing, using, distributing, and communicating my personal information for all required purposes pertaining to the registration, teaching and assessment of my students as music examination students with Unisa, including, but not limited to, internal administrative processing, educational research and funding submissions.
- I confirm that students entered for online practical examinations will have access to a reliable internet connection (at least 10Mbps connection speed) and a USB microphone, and that the repertoire for these examinations will be uploaded timeously.

I have read this declaration in its entirety and understand the contents and implications thereof.

DATE _____ SIGNATURE OF TEACHER _____

NOTES:

2024

INFORMATION APPLICABLE TO MUSIC EXAMINATION ENTRIES

1. The Protection of Personal Information Act 4 of 2013
 - 1.1 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 this registration form will be processed by the University solely for purposes pertaining to the registration, teaching and assessment of Unisa music examination students.
 - 1.2 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.
 - 1.3 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.
 - 1.4 This written consent may be indicated either by **signing the appropriate column on the front of this registration form, or by attaching a completed, signed consent form.**
No registration will commence if signed consent is not indicated as required.
2. Only teachers accredited by Unisa as music teachers may enter music examination students. A 10% handling fee will be charged for examination fees paid into Unisa's bank account by unaccredited teachers.
3. The minimum requirement for a practical centre is that a minimum of 6.5 hours of examining must take place at a centre. If not, students will be transferred to the alternative choice centre at no extra cost. Both venue-based, walk-in and online Practical examinations will be offered. **By indicating that the ICT requirements are met, the teacher confirms that the student will have access to a reliable internet connection (at least 10Mbps connection speed) and a USB microphone for the online practical examinations. Information regarding the uploading of repertoire will be forwarded to music teachers whose students have opted for online practical examinations.**
4. Theory of Music examinations will only be arranged where at least eight students have been registered, irrespective of grade. If this requirement cannot be met, the students concerned will be required to sit their examinations at the closest approved centre.
5. Entry fees must be deposited directly into Unisa's bank account. **ONE COLLECTIVE PAYMENT must be made by each teacher and not individual payments for each examination entry.**
The only methods of payment accepted are electronic transfers and bank deposits. Unisa does not accept any cash or card payments. Attach the proof of payment to the registration form. Do not email or courier 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 sent through separately.
6. This entry form must be used for all **2024** examination entries (all grades and PLAs). Practical, Theory of Music, Ensemble and Choir entries may be done on the same entry form. If a student is entered for both a Practical and Theory of Music Examination, the two entries must follow each other on the entry form.
Use separate forms for each session: May-June / August-October.
Indicate "Private" and "Institution" students (e.g. schools, colleges, conservatoires, etc.).
Multiple forms must be used if more than 15 students will be entered.
7. Student surnames must be written in strict alphabetical order. The names of students, dates of birth, registration numbers and codes must be filled in correctly. The University accepts as correct only the spelling and sequence of names, and dates of birth as they appear on the birth certificates or identity documents of students. **The examination numbers of students who were registered previously must be filled in.** A certified copy of the student's birth certificate or ID document is only required for new students. The date of birth is used to generate a unique registration number for each student.
8. The codes and the descriptions appear in the **2024 Codes** booklet.

9. Amendments to entries may be requested up to four weeks after the closing dates subject to a levy of R85 per amendment.
10. The closing date for entries are as follows:
 For the May-June session: 08 March 2024
 For the August-October session: 10 May 2024
 Late entries will be accepted up to two weeks after the closing date on payment of a levy of R270 per entry form plus R55 per student.
11. The following Unisa Theory of Music examinations are requirements for the practical examinations:
 For practical Pregrade 1-Grade 3..... None
 For practical Grade 4..... Theory of Music Grade 3
 For practical Grade 5 Theory of Music Grade 4
 For practical Grade 6, 7 and 8..... Theory of Music Grade 5
12. Special requests with regards to practical examination dates as a result of school tours, school terms, private schools or religious objection (i.e. Saturdays) must be submitted at registration.
13. Submit the completed entry form(s) *with supporting documents* to the Directorate Music by means of one of the following methods:
- 13.1 Complete the fillable registration form and send all documents in an email to musicexamregistrations@unisa.ac.za OR
- 13.2 Complete the form by hand, scan and send all documents in an email to musicexamregistrations@unisa.ac.za
- *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.*
14. For further information please consult Circular 1/2024 or www.unisa.ac.za/music or contact 012 429 3336/2656/2800/4695 or email rammapt@unisa.ac.za

EXAMINATION ENTRY FEES: 2024

Grade or Level	Theory of Music	Practical	Performance level assessments
Pregrade 1	R 340	R 750	R 375
Grade 1	R 450	R 765	R 400
Grade 2	R 510	R 800	R 450
Grade 3 & Choir/Ensemble (Elementary)	R 540	R 880	R 565
Grade 4	R 645	R 1030	R 645
Grade 5	R 730	R 1140	R 700
Grade 6 & Choir/Ensemble (Intermediate)	R 830*	R 1 305	R 800
Grade 7	R 975*	R 1 525	R 875
Grade 8 & Choir/Ensemble (Advanced)	R 1 115*	R 1 830	R 1030
Two Pianos Grade 8	-	R 3 345	-
Performer's Assessment	-	-	R2 425

*Students who wish to enter for one paper only pay 50% of the registration fees.

UNISA BANKING INFORMATION

Bank: First National Bank
 Account no: 627 9962 5200
 Branch name: Branch code: 250645 (Sunny Park)
 Reference: Refer to par. 5 above

Account holder: UNISA Income Account
 Account type: Cheque
 Swift code: FIRNZAJJ (for international deposits)

CONSENT BY PARENT/GUARDIAN OF A MINOR (child under the age of 18)

I (*insert full names of parent/guardian*) _____ hereby consent that the personal information of my minor child _____ may be processed by the University of South Africa for all required purposes pertaining to the registration, teaching and assessment of the above-mentioned child as a music examination student with Unisa.

Name of Teacher: _____ Teacher Registration no: _____

Signature of parent/guardian: _____ Date: _____

DECLARATION BY ADULT STUDENT

I (*insert full names*) _____ declare that I am older than 18 years of age and hereby consent that my personal information may be processed by the University of South Africa for all required purposes pertaining to my registration, teaching and assessment as a music examination student with Unisa.

Name of Teacher: _____ Teacher Registration no: _____

Signature of adult student: _____ Date: _____

CONSENT BY PARENT/GUARDIAN OF A MINOR (child under the age of 18)

I (*insert full names of parent/guardian*) _____ hereby consent that the personal information of my minor child _____ may be processed by the University of South Africa for all required purposes pertaining to the registration, teaching and assessment of the above-mentioned child as a music examination student with Unisa.

Name of Teacher: _____ Teacher Registration no: _____

Signature of parent/guardian: _____ Date: _____

DECLARATION BY ADULT STUDENT

I (*insert full names*) _____ declare that I am older than 18 years of age and hereby consent that my personal information may be processed by the University of South Africa for all required purposes pertaining to my registration, teaching and assessment as a music examination student with Unisa.

Name of Teacher: _____ Teacher Registration no: _____

Signature of adult student: _____ Date: _____