



Directorate Music

Circular 1 | 2016

UNISA



university
of south africa

DIRECTORATE MUSIC

CIRCULAR 1/2016

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

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Dear Music Teacher

During 2015 we have been engaged in some new ventures which are shared with you in this circular. Some procedural changes have also been introduced and it is therefore important that the content of this circular is studied thoroughly.

Much time has been spent on the revision of the Piano syllabus and the new syllabus will be introduced in 2016. This year is a transitional year during which students may present either the 2012 or the new 2016 Piano syllabus for examination. New piano albums will also be available for purchase in 2016.

The Piano Duets and Two Piano Examinations have been accredited as short learning programmes and these examinations have been reinstated. Music teachers may from 2016 onwards once again enter students for these examinations.

We will continue to use separate entry forms for the Practical, Theory of Music, Choir and Ensemble examinations but the due date for examination registration for these exams is the same. The entry forms have been colour-coded. Kindly ensure that you use the correct entry form for the different examinations.

Due to the problems experienced as a result of the postal strikes, we have made provision for examination entry forms to be emailed to a central email address. Please email your entry form(s), together with proof of payment, and other supporting documents (if required) to musicexamregistrations@unisa.ac.za.

The Unisa Music Foundation will be presenting the 13th Unisa International Piano Competition at the Muckleneuk Campus from 26 January to 6 February and this competition will include both classical and jazz piano.

May 2016 be a very productive music year for you and your students.

Best wishes.

SEAN ADAMS
ACTING DEPUTY DIRECTOR (PROFESSIONAL)
DIRECTORATE MUSIC

4 January 2016

SECTION A**CONTACT AND BANKING DETAILS****1. CONTACT DETAILS AND OFFICE HOURS**

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

TYPE OF ENQUIRY	TEL NO	EMAIL	CONTACT PERSON
Administration Entry forms, circulars, invigilators, music examination centres, examination results, certificates, transfers, changes in address, changes in music teachers, incorrect spelling of students' names and refunds.	012 429 2804 012 429 2800 012 429 2656 012 4292949	ranthmp@unisa.ac.za modistk@unisa.ac.za liebecl@unisa.ac.za umusic@unisa.ac.za	Ms Patricia Rantho Ms Thalitha Modiselle (if your surname starts with A, B, E-P) Ms Colleen Liebenberg (if your surname starts with C, D, Q-Z) Ms Ursula Morobane
Logistics Special requests and dates regarding Practical music examinations. Music examiners.	012 429 2583	isaaccl@unisa.ac.za	Mrs Collette Isaacs
Professional Syllabi, teacher endorsement accreditation, alternative pieces and all other professional matters. <i>Musicus</i> .	012 429 2615 012 429 2913	adamssa@unisa.ac.za shortme@unisa.ac.za	Acting Deputy Director (Professional) Mr Sean Adams Ms Madeleine Short Secretary
Theory of Music Requirements and exemptions.	012 429 2615	adamssa@unisa.ac.za	Acting Deputy Director (Professional) Mr Sean Adams
General Music Scholarship Competitions and other enquiries not mentioned above.	012 429 2615	adamssa@unisa.ac.za	Mr Sean Adams
Unisa Press - Mail orders and music publications. - <i>Musicus</i> orders	012 429 3515 012 429 2953	morodjm@unisa.ac.za thearl@unisa.ac.za	Mr Johannes Morodi Ms Laetitia Theart

2. UNISA BANKING INFORMATION

Unisa's bank details are as follows:

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

3. COMMUNICATION

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

SECTION B EXAMINATION REGISTRATION AND ADMINISTRATION

1. EXAMINATION ENTRY FEES: 2016

THEORY OF MUSIC		PRACTICAL		
			GRADED EXAMINATIONS	PERFORMANCE LEVEL ASSESSMENTS
Pregrade 1	R 180	Pregrade 1	R 395	R 195
Grade 1	R 240	Grade 1	R 410	R 210
Grade 2	R 270	Grade 2	R 430	R 240
Grade 3	R 290	Grade 3 & Choir/Ensemble: Elementary	R 470	R 295
Grade 4	R 340	Grade 4	R 550	R 340
Grade 5	R 390	Grade 5	R 610	R 365
Grade 6	R 435 ¹	Grade 6 & Choir/Ensemble: Intermediate	R 700	R 425
Grade 7	R 520 ¹	Grade 7	R 815	R 465
Grade 8	R 595 ¹	Grade 8 & Choir/Ensemble: Advanced	R 980	R 550
		Two Pianos Grade 8	R 1 790	-
		Performer's Assessment	-	R 1 290

¹ Students 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: 2016

Retrieval of old records prior to 1988	R 165
Retrieval of old records passed in 1988 or later	R 110
Late registration fee (per registration form)	R 180
Plus additional fee per student	R 20
Amendments to entries	R 60
Transfer fee per student	R 200
Transfer fee on medical grounds (medical certificate must be submitted)	R 200
Remarking of scripts	50% of entry fee
Issuing of report of marks per script	R 110
Issuing of examiner's report	Full entry fee
Copy of an examination script	R 60

3. ISSUING OF ACADEMIC RECORD AND DECLARATION

- 3.1 Duplicate certificates may not be printed. Only a declaration and a copy of the academic record may be issued.
- 3.2 Records prior to 1988 must be manually retrieved from the archives, hence the associated cost of R165. Records from 1988 or later can be retrieved from the database at a cost of R110. Payments must be made prior to the search and is non-refundable.
- 3.3 Proof of payment must be accompanied by Form F (page 30) as well as a certified copy of the identity document and marriage certificate (if applicable).

4. TEACHER ACCREDITATION

- 4.1 In line with University quality assurance requirements, all teachers entering students for Unisa Music Examinations must be accredited as Unisa music teachers.
- 4.1.1 Students entering Unisa music examinations must study with an accredited Unisa music teacher.
- 4.1.2 Teachers who have not applied for accreditation must complete the teacher accreditation application process (see Form A, page 25) before registering students.
- 4.1.3 Teacher accreditation is complete upon your receipt of a letter of confirmation from the Directorate Music. This letter will contain the teacher's registration number which will enable the teacher to register students for the Unisa music examinations.
Please do not attempt student registration before your letter of confirmation is received. Student registrations will not be processed if unaccredited teachers attempt to register students. A 10% handling fee will be charged for examination fees paid into Unisa's bank account by unaccredited teachers.
- 4.1.4 The 2016 request for Teacher Accreditation applies only to those teachers who have not yet been accredited. Teachers do not need to re-apply for accreditation if they have already been accredited.
- 4.2 Teachers who wish to apply for accreditation must complete Form A (page 25) and attach the following documents:
- 4.2.1 CV (especially detailing music qualifications and music teaching experience)
- 4.2.2 certified copy of highest music qualification obtained
- 4.2.3 certified copy of ID
- 4.2.4 certified copy of marriage certificate/official supporting documents (if the last names differ on qualifications and ID documents).
- 4.2.5 certified copy of matric certificate for teachers who have graded music examination qualifications only.
- 4.3 No faxed or scanned emailed copies of documents will be accepted.

- 4.4 Applications for teacher accreditation will be processed on an on-going basis, however:
- 4.4.1 For teachers who wish to enter students for the first session of 2016, the teacher accreditation application must be received by **no later than 29 January 2016**. Applications for teacher accreditation received after 29 January 2016 will be processed for the 2016 second session registration.
- 4.4.2 For teachers who wish to enter students for the second session of 2016, the teacher accreditation application must be received by **no later than 23 March 2016**.
- 4.4.3 It is advisable to use a tracking number to track the delivery of your documents.
- 4.4.4 Applications for teacher accreditation received after 23 March 2016 will be processed after the 2016 second session registration, for 2017 first session registration.

5. THE PROTECTION OF PERSONAL INFORMATION ACT 4 OF 2013

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

6. CLOSING DATES FOR ENTRIES: 2016

- 6.1 The closing dates for both the Practical and Theory of Music registrations are:
- | | |
|----------------|--------------|
| First session | 4 March 2016 |
| Second session | 6 May 2016 |
- 6.2 Late entries will be accepted up to two weeks after the closing dates upon receipt of a late registration fee of R180 per teacher entry form plus R20 per student. Thereafter no late entries will be accepted.

7. REGISTRATION

- 7.1 There will be no online registration in 2016 and hard copies of the examination entry forms must be submitted. The official registration forms are available in hard copy and on the website. There are separate entry forms for Practical examinations (ivory), Theory of Music (blue) and Choirs/Ensembles (green). Supplementary documentation such as proof of payment, written consent by parents/guardians/students and certified copies of birth certificates must be attached to the registration form.

Clear copies of the entry forms with accompanying documents (including proof of payment) may be scanned and emailed to the Directorate Music at musicexamregistrations@unisa.ac.za.

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

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

8. COMPLETION OF EXAMINATION ENTRY FORMS AND SUBMISSION OF DOCUMENTS

8.1 The examination entry form should be accompanied by the following:
Proof of payment, certified copy of birth certificate/ID no (in case of new students) and completed consent forms.

- **Incomplete entry forms will not be processed. Copies of these documents must be kept for the teacher's own records.**

8.2 Handwriting must be legible. Forms must be completed in full.

8.3 Students must be entered alphabetically by surname.

8.4 The examination registration numbers of existing students must be indicated.

8.5 The date of birth of new students must be filled in and a certified copy of the birth certificate or identity document attached.

8.6 Check that the order and spelling of names are correct as indicated on the birth certificate and/or ID. This is how the student's name will appear on the examination certificate.

8.7 If a student is entered for two or more examinations, the information must be completed as such:

	SUBJECT CODE	CENTRE CODE
Botha, Megan	KL1-8	352-2
Botha, Megan	VL1-C	352-2

8.8 Examination and Centre Codes, as indicated in the *2016 Code Book*, must be added.

8.9 The student's preferred language medium (English/Afrikaans) must be indicated so that the Practical examinations report form can be printed in that language.

8.10 Students with disabilities must be clearly identified on the registration form in order for their special needs to be met. A medical certificate and report must be attached to support recommendations.

8.11 A copy of the deposit slip as proof of payment must be attached to the application form.

8.12 The consent column must be signed by the parent/guardian, or the written consent must be attached to the registration form.

8.13 Amendments to entries may be made up to two weeks after the closing dates at a levy of R60,00 per amendment. (Amendments regarding personal particulars are not affected by this.)

8.14 Students who wish to enter for the Practical examinations from Grade 4 upwards must already have passed the required Theory of Music examination. If not, they must preferably write the required Theory of Music examination during the same calendar year as the practical, and will need to pass this examination by not later than the end of 2017 in order for their practical examination certificate to be released.

8.15 Organ, percussion and large ensembles/choirs must enter the complete physical address of the examination venue (name and address of the church, hall, etc.) on the entry form. Teachers are liable for the financial costs of additional examination venues for organ, choir and large ensemble examinations.

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

8.17 Please provide your e-mail address and mobile telephone number to facilitate speedy communication as well as your preferred street address for courier deliveries.

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

- 8.19 Do not assume we have received your registration if sent by mail. Always check afterwards whether we have received your entry form. Rather use registered mail or a courier service where a tracking number is provided.
- 8.20 Teachers are required to check their confirmation letters and notify the Directorate of discrepancies or errors 21 working days prior to the examination. No changes will be allowed later than that.

9. METHOD OF PAYMENT

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

10. ACKNOWLEDGEMENT OF REGISTRATION

- 10.1 You will be notified in writing as soon as your registration has been processed.
- 10.2 If you have not received such a notification by 15 April 2016 (first session) or by 8 July 2016 (second session) please inform us immediately by phone 012 429 2804/2656, fax 012 429 3644 or e-mail: ranthmp@unisa.ac.za.
- 10.3 Please verify that all your examination registration information has been captured correctly and immediately report registration errors and corrections to Mrs Rantho (ranthmp@unisa.ac.za) in writing.
- 10.4 A R60 fee is payable when registration information needs to be amended. All changes must be reported to Mrs Rantho (ranthmp@unisa.ac.za).
- 10.5 No amendments may be made to entries at the examination venue. If a student plays/writes a different grade of examination than the one entered for, the written examination will be cancelled and the practical examination will be downgraded to an Evaluation.

11. PERSONAL INFORMATION AMENDMENTS

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

12. EXAMINATION ENTRIES THROUGH THE UNISA MUSIC FOUNDATION

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

First session	19 February 2016
Second session	22 April 2016

13. EXAMINATION DATES: 2016

13.1 THEORY OF MUSIC

JUNE 2016		
DATE	CODE	SUBJECT DESCRIPTION
Wednesday 1 June 14:30	T10-8 T61-K T61-J	Theory of Music Grade 1 Theory of Music Grade 6, paper 1 Jazz Theory Grade 6, Paper 1
Thursday 2 June 14:30	TV1-S T20-A T40-E	Theory of Music Pregrade 1 Theory of Music Grade 2 Theory of Music Grade 4
Friday 3 June 14:30	T30-C T50-G T62-L T62-J	Theory of Music Grade 3 Theory of Music Grade 5 Theory of Music Grade 6, paper 2 Jazz Theory Grade 6, Paper 2
OCTOBER 2016		
Wednesday 19 October 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
Thursday 20 October 14:30	T30-C T50-G	Theory of Music Grade 3 Theory of Music Grade 5
Friday 21 October 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
Monday 24 October 14:30	T10-8	Theory of Music Grade 1
Tuesday 25 October 14:30	TV1-S T20-A	Theory of Music Pregrade 1 Theory of Music Grade 2

* Second session only.

13.2 PRACTICAL EXAMINATIONS

- 13.2.1 For the first session: All centres – any date from 18 April until early June 2016.
For the second session: All centres – any date from 8 August until early October 2016.
- 13.2.2 The examination dates for the individual centres will be available on our website (www.unisa.ac.za/music) by 28 March 2016 (first session) and 27 June 2016 (second session). An SMS notification will be sent to all teachers.
- 13.2.3 Unisa will notify teachers in writing by 4 April 2016 (first session) and 4 July 2016 (second session) of the dates at their centres.
- 13.2.4 Please refrain from enquiring about the identity of examiners per centre as this information is confidential. Also kindly refrain from engaging with the examiner during or after the examinations.

14. TRANSFERS

14.1 GENERAL

- 14.1.1 Transfer requests will only be processed if Form D (page 28), accompanied by proof of payment of the R200 transfer fee, is submitted.
- 14.1.2 Entries may not be transferred to the following year.
- 14.1.3 Unisa reserves the right to approve or refuse a transfer application.
- 14.1.4 Do not proceed with arrangements until you have received written notification from the University.

14.2 THEORY OF MUSIC EXAMINATIONS

- 14.2.1 Requests for changing a Theory of Music examination centre must be done in writing and reach the University at least 21 working days prior to the written examination. Thereafter a transfer fee of R200 will be payable.
Send the transfer request (Form D, page 28) to Ms Patricia Rantho at ranthmp@unisa.ac.za.
- 14.2.2 Teachers are requested to ascertain well in advance whether or not the dates for the written examinations (see page 7, par. 13) clash with any educational activity or sport tours organised by schools. Students' centres must then be changed accordingly at registration or a transfer fee will be payable.
- 14.2.3 The transfer fee of R200 includes all the papers per grade.
- 14.2.4 If the question papers have already been despatched, the student will be liable for the courier costs to the new centre.
- 14.2.5 Unisa Theory of Music examinations is coordinated on a national basis. No request to write the Theory of Music examinations on any date or time other than those stipulated in the timetable (see page 9, par. 13), will be considered and no correspondence in this regard will be entered into.
- 14.2.6 If there are fewer than six registered Theory of Music students per centre, the students will be transferred to the nearest open centre at no cost. Alternatively, first session students may be transferred to the second session.

14.3 PRACTICAL MUSIC EXAMINATIONS

- 14.3.1 Transfers may be requested up to 18 March 2016 (first session) and 13 June 2016 (second session) without being liable for a transfer fee. Thereafter the transfer fee of R200 is payable.
Complete Form D (page 28) and email it to Mrs Collette Isaacs at isaaccl@unisa.ac.za.
- 14.3.2 Transfers will only be considered after 8 April 2016 (first session) and 29 July 2016 (second session) provided that written proof of a valid reason such as relocation, serious illness or death of a close relative, or students representing their province or country in sporting events can be supplied.
- 14.3.3 The fact that a student is not fully prepared for the examination will under no circumstances be accepted as a reason for transfer.
- 14.3.4 Transfers will only be processed if sufficient examination time is available at the requested centre.
- 14.3.5 Should a student requesting a transfer also change teacher, full particulars of the "new" teacher must be indicated. These particulars include full names, identity number, address, e-mail and telephone number(s). (See Form D for more information.)
- 14.3.6 Transfers may under no circumstances be negotiated with invigilators or music examiners.
- 14.3.7 First session students may be transferred to the second examination session of the same year.
- 14.3.8 Students may not transfer to the following year.

15. CANCELLATIONS AND CANCELLATION FEES

- 15.1 Students who are not ready to perform a Practical examination are encouraged to complete an Evaluation rather than to withdraw from or cancel the examination (see page 16, par. 7.3).
- 15.2 All cancellations and withdrawals of students from Practical and Theory of Music examinations must be done in writing and addressed to: The Director, Directorate Music, PO Box 392, UNISA, 0003 (fax: 012 429 3644/e-mail: musicexamregistrations@unisa.ac.za).
The name and examination number of the student, the name and registration number of the teacher and the centre must be stated clearly.
- 15.3 All cancellation fees are refunded by electronic transfer. The banking details of the beneficiary must be communicated clearly in writing.
- 15.4 No fees will be refunded for last-minute cancellations reported to the invigilator.

- 15.5 Students will forfeit the following percentage of fees paid if they cancel their entries by the stipulated dates:
- 15.5.1 **Non-medical cancellations - Practical**
- | First Session | Second Session |
|---------------------------|-----------------------|
| 25% on or before 20 March | on or before 31 May |
| 50% 21 March to 15 April | 1 to 30 June |
| 100% after 15 April | after 30 June |
- 15.5.2 **Non-medical cancellations – Theory of Music**
- | First Session | Second Session |
|---------------------------|-----------------------|
| 25% on or before 20 March | on or before 31 May |
| 50% 21 March to 30 April | 1 June to 30 August |
| 100% after 30 April | after 20 August |
- 15.6 **CANCELLATION ON MEDICAL GROUNDS (ALL GRADES AND LEVELS)**
If a student is unable to attend an examination/assessment on medical grounds, he/she will be entitled to a refund of 50% of fees paid, subject to the submission of a valid medical certificate to the Directorate Music within 21 working days of the date of the examination.

16. LANGUAGE OF COMMUNICATION

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

17. RESULTS

- 17.1 **ESTIMATED DATES FOR RELEASE OF RESULTS**
- Theory of Music:**
- First session 4 July 2016
Second session 7 December 2016
- Practical:** As soon as all the results of a teacher have been received and processed in full.
- 17.2 **RELEASE OF RESULTS**
- 17.2.1 After the release date, the examination results will be available online at www.unisa.ac.za/music.
- 17.2.2 No results will be given over the telephone, by e-mail, fax or personal solicitation.
- 17.2.3 Results will be mailed to the teachers responsible for entering the student(s). It is their duty to distribute the results to their students.
- 17.2.4 Practical results are sent by registered mail and those not collected from the post office are returned to Unisa. They will only be reposted upon request.
- 17.2.5 Certificates are sent by courier. Always inform the Directorate Music in writing of changes to personal contact information to prevent delayed delivery.
- 17.3 **CORRESPONDENCE REGARDING PRACTICAL EXAMINATION RESULTS**
The marks/symbols allocated by the examiner are final and no correspondence about the marks/symbols and/or commentary will be entered into.

17.4 CORRESPONDENCE REGARDING THEORY OF MUSIC RESULTS

17.4.1 Re-marking of scripts

The scripts of students can be remarked upon payment of a fee equivalent to 50% of the entry fee for the examination in question. This fee is not refundable.

- **The result of the remark will be honoured as the final result even if it is lower than the original mark.**

17.4.2 Issuing of report of marks

A report indicating the marks obtained by a student for individual questions in the written examination may be issued on payment of R110 per report.

17.4.3 Issuing of an examiner's report

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

17.4.4 Request for access to a copy of an examination script

A copy of an examination script may be requested. The fee payable is R60 per application. Please use Form E (page 29) for this purpose.

17.4.5 Deadlines

In all cases referred to in 17.4.1, 17.4.2 and 17.4.3, the application, together with proof of payment of the prescribed fee, should reach the University by 29 July 2016 (for the first session) and 20 January 2017 (for the second session). After these dates the examination scripts are archived.

17.5 ISSUING OF CERTIFICATES

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

17.5.2 If a student only meets the Theory of Music requirement by the end of the following year, the computer programme does not pick up the result automatically. The result must be reported to Mrs Rantho (ranthmp@unisa.ac.za) in order for the certificate to be issued.

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

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

17.5.5 Certificates will be distributed via courier. Please ensure that we have the correct street address and telephone numbers.

SECTION C

PRACTICAL EXAMINATIONS

1. EXAMINATION DATES AND TIMES

1.1 Practical examinations are held on Mondays to Saturdays from 08:30 to 17:00.

1.2 Examinations may be conducted on a public holiday (except for religious holidays) and during school holidays where necessary.

1.3 Special requests regarding Practical examination dates must accompany the registration form.

1.4 Granting of special requests will be subject to the availability of the examiner and examination venue, therefore not all requests will be accommodated. Examination fees will not be reimbursed if special requests are not granted.

1.5 Students who, for religious reasons, are unable to take an examination on a Friday afternoon, Saturday or on Jewish holidays, must indicate this clearly upon registration.

1.6 Entries from private schools must be indicated clearly in order to facilitate the planning of the practical examination dates.

1.7 When examination timetables have been compiled and arrangements finalised, alterations to the examination dates set for a particular centre will not be considered.

- 1.8 Due to circumstances beyond the control of the University (such as the availability of examiners and venues), individual examination centres might not operate at the same time each year. Although examinations may have been held late at a particular centre one year, they could be held there quite early the following year.

2. EXAMINATION VENUES

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

3. EXAMINATION PROCEDURES

3.1 REPORTING TIME

All students must report to the invigilator at the examination centre 30 minutes before 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 examination flow.
- 3.2.3 Restrict the number of chaperones to two people to prevent crowding and noise in the waiting rooms.

3.3 ACCOMPANIMENT

- 3.3.1 All pieces requiring piano accompaniment must be performed accompanied.
- 3.3.2 If a recital is performed without the required piano accompaniment, the examination will be downgraded to an Evaluation.
- 3.3.3 Candidates must provide competent accompanists for their recital. Poor ensemble may result in the penalisation of the candidate.
- 3.3.4 Accompanists may be present in the examination room only while actually accompanying.

3.3.5 For accompaniment purposes, the use of the Booth harpsichord in the Dr Miriam Makeba Concert Hall will be restricted to Grade 8 students in Pretoria. The tuning costs will be for the student's own account.

3.4 PAGE TURNERS

3.4.1 Up to and including Grade 7, neither the student nor the accompanist may make use of a page turner.

3.4.2 Grade 8 students and accompanists may make use of a page turner without prior permission of the University. This person may not be the student's teacher or the examiner.

3.5 MUSIC STANDS AND FOOTRESTS

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

4. EXAMINERS

4.1 SPECIALISTS

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

4.2 PRESENCE OF ANOTHER EXAMINER

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

4.3 USE OF TABLETS AND LAPTOPS IN EXAMINATION ROOM

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

5. EXAMINATION REQUIREMENTS

5.1 SYLLABI

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

5.2 INCORRECT REPERTOIRE

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

5.2.1 pieces that are not part of the prescribed syllabus

5.2.2 pieces that are not approved as alternative works (A certificate for an approved alternative work must be produced in the examination.) (See par 5.8 below for more information.)

5.2.3 pieces chosen from the wrong list.

5.3 INCORRECT GRADE

5.3.1 Teachers must ensure that their students are entered for the correct grade of the practical examination.

- **If a student plays any grade other than the grade registered for, the examination will be downgraded to an Evaluation.**

5.4 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.

5.5 REPEATS

Repeats [II: :II] need not be played, but *DC al Fine* must be played.

5.6 **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.

5.7 **MEMORISATION**

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

5.8 **ALTERNATIVE WORKS**

5.8.1 **Pregrade 1 – 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.

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

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

5.8.4 Please use Form C (page 27) to apply for approval to present an alternative work.

5.8.5 **Alternative Jazz piece for List C**

Students may perform a through-composed piece from the new Jazz syllabi for the same instrument and corresponding grade as an approved alternative piece to the prescribed List C piece of the current Western Art Music syllabi. For more information contact Mr Sean Adams (adamssa@unisa.ac.za).

5.9 **USE OF PHOTOCOPIES IN THE PRACTICAL EXAMINATIONS**

5.9.1 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).

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

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

5.9.4 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.

5.9.5 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.

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

5.10 **STUDENTS WITH DISABILITIES**

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

5.11 **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.

5.12 SIGHT-READING AND SIGHT-SINGING

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

5.12.2 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

5.13 PRACTICAL MUSICIANSHIP

5.13.1 **Changes to the 2011 Practical Musicianship syllabus**

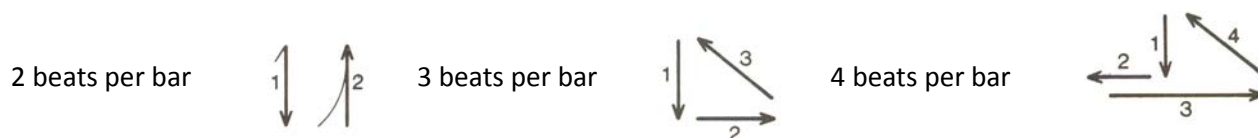
Changes were made to the new Practical Musicianship syllabus and were introduced in the 2011 examinations. Refer to the Practical Musicianship syllabus available online at www.unisa.ac.za/music for more detailed information.

5.13.2 **Practical Musicianship for organ students**

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

5.13.3 **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:



5.13.4 **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 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.

5.13.5 **Practical Musicianship for the hearing impaired**

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

6. NOTIFICATIONS FOR SPECIFIC INSTRUMENTS

6.1 PIANO

6.1.1 Piano albums

The current 2008 piano albums may be used for repertoire only. Choose one work from List A, one from List B and one from List C/D/E. The piano technical work has been revised, therefore only the online 2012 Piano Syllabus applies. Please refer to the online 2012 Piano Syllabus at www.unisa.ac.za/music.

6.1.2 Piano errata

Refer to the Piano Syllabus on the website for detailed information about errata in the 2008 Piano Examination Albums.

6.1.3 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/D.

6.1.4 Piano Duets and Two Pianos

The Piano Duet and Two Pianos examinations have been reinstated and candidates may enter for these examinations from the first practical exam session of 2016 onwards. 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.

6.1.5 New Piano Syllabus in 2016

A new Piano Syllabus will be introduced in 2016. During 2016, the 2012 and the new 2016 syllabi will run concurrently for one year and candidates may present either the 2012 or 2016 syllabus for examination. Candidates must choose to present only one syllabus during this transition year and may not mix the content of the two syllabi. The new piano albums will only 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.

6.2 JAZZ AND ELECTRONIC KEYBOARD

6.2.1 The current Unisa Theory of Music syllabus (Western Art) applies to all graded Jazz Practical examinations up to Grade 7. Jazz Practical Grade 8 students need to complete the specific Unisa Jazz Theory Grade 6 syllabus. The current Practical Musicianship syllabus (Western Art) applies up to Grade 5 Practical only. Jazz Practical Grades 6, 7 and 8 students will be tested on the specific Unisa Jazz Grade 6, 7 and 8 Jazz Practical Musicianship. Please visit our website for more information: www.unisa.ac.za/music.

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

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

6.2.4 The Jazz Piano and Electronic Keyboard albums are available from Unisa Press. See the *2016 Order Form* for more information.

6.2.5 Jazz Ensemble examinations are also offered.

6.3 ORGAN

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

6.4 CLARINET IN C (GRADES 1, 2 AND 3)

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

7. OTHER EXAMINATION/ASSESSMENT OPTIONS

7.1 ENSEMBLE EXAMINATIONS

- 7.1.1 Ensemble examination entries must be completed on the separate Choir/Ensemble entry form.
- 7.1.2 The scores or lead sheets of the pieces to be performed must be submitted for approval upon registration.
- 7.1.3 The accompanist is part of the ensemble, will be assessed accordingly, and must be included in the number of players.
- 7.1.4 The Ensemble syllabus (including Jazz) is available online.

7.2 PERFORMANCE LEVEL ASSESSMENTS

- 7.2.1 Performance Level Assessments are a parallel music assessment system where only three (Prelevel 1 to Level 8) or four (Performer's Assessment) pieces need to be presented. No technical work, Practical Musicianship or Theory of Music requirements need to be met.
- 7.2.2 A single overall symbol with commentary will be used for grading of a particular Performance Level Assessment. A statement (not a certificate) will be issued upon completion.
- 7.2.3 Students will be allowed to enter at any level for the Performance Level Assessments.
- 7.2.4 Use the same registration form as for the Practical music examinations.
- 7.2.5 The first three characters of the codes for PLAs are the same as for the corresponding Grades (see *2016 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 *2016 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 Downgrading from an examination to a Performance Level Assessment is not permitted on the day of the examination at the examination centre.
- 7.3.3 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, only commentary will be given.
- 7.3.4 One teacher or parent may be present at the Evaluation.
- 7.3.5 If examination students perform without the required piano accompaniment indicated in the score, the examination will be downgraded to an Evaluation.
- 7.3.6 If a student plays any grade other than the grade registered for, the examination will be downgraded to an Evaluation.

8. SUPPLEMENTARY PRACTICAL EXAMINATIONS

8.1 GRADE 8

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

8.2 UNISA MUSIC FOR MATRIC

Grade 7 students, who obtained a mark of 46% and higher and who can submit proof that they are registered for Grade 12 of the National Senior Certificate and that Unisa Music Grade 7 is a school subject, will be granted an opportunity to improve their marks during the aegrotat examinations of the second Unisa examination session.

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 at his/her own expense to the nearest approved examination centre established for this purpose.

9. EXEMPTIONS

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

9.1 BMUS DEGREES OBTAINED FROM SOUTH AFRICAN UNIVERSITIES

9.1.1 Theory of Music Grade 6

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

9.1.2 Deferred exemption

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

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

9.2 NATIONAL AND INTERNATIONAL MUSIC QUALIFICATIONS

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

9.3 APPLICATION PROCEDURE

Please use the enclosed Request for Exemption Form B (page 26). A certified copy of the student's academic record on an official letterhead of the University where the student is studying must accompany the application.

10. PRACTICAL EXAMINATION RESULTS 2015: AVERAGE MARKS PER GRADE

GRADE	AVERAGE MARK	
	FIRST SESSION	SECOND SESSION
Pregrade 1	84%	79%
Grade 1	77%	76%
Grade 2	78%	72%
Grade 3	80%	73%
Grade 4	78%	74%
Grade 5	77%	72%
Grade 6	78%	73%
Grade 7	72%	73%
Grade 8	76%	73%

11. 2014 PUBLICATIONS

11.1 INSTRUMENTAL ALBUMS

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

11.2 CREDOSCAPES – Bongani Ndodana-Breen

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

11.3 See the *2016 Order Form* or our website at *Publications for sale* for more information.

12. UNISA MUSIC SCHOLARSHIP COMPETITIONS

Refer to page 23 for detailed information.

SECTION D

WRITTEN EXAMINATIONS

1. VENUES AND DATES

1.1 VENUES

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

1.2 TRANSFERS

For more information about transferring to another centre, see pages 7-8, par. 14.

1.3 EXAMINATION DATES

Refer to page 7, par. 13.1 for detailed information regarding dates and times. Examinations may be conducted on a public holiday (except for religious holidays) and during school holidays where necessary.

1.4 ALTERNATIVE DATES

Unisa Theory of Music examinations are coordinated on a national basis. No request to write the Theory of Music examinations on any other date or time other than those stipulated in the timetable will be considered and no correspondence in this regard will be entered into.

1.5 DURATION OF THEORY OF MUSIC EXAMINATIONS

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

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

2. REGISTRATION INFORMATION

2.1 THEORY OF MUSIC REQUIREMENTS

2.1.1 Students will be allowed to enrol for Practical examinations up to Grade 7, whether or not they meet the Theory of Music requirement in the same calendar year. They should however, meet the Theory of Music requirement by the second examination session of the following year after completing the Practical examination concerned.

2.1.2 Grade 8 students who do not yet meet the Theory of Music requirements must register for the Practical and Theory of Music components in the same calendar year. (Theory of Music may also be written earlier.) Both Theory of Music papers must have been passed by the end of the following year.

- **Potential SA Music Scholarship Competition Grade 8 students forfeit the opportunity to participate if they have not passed Grade 6 Theory of Music by the first session.**

2.2 GRADE 6 AND 7: PAPERS 1 AND 2

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

2.3 STUDENTS WITH LEARNING DISABILITIES

2.3.1 Students with learning disabilities who require extra writing time or an amanuensis must be identified clearly upon registration. The medical certificate, as well as a report with recommendations, must accompany the registration form.

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

3. EXAMINATION PROCEDURES

3.1 WRITING THE CORRECT THEORY OF MUSIC EXAMINATION PAPER

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

3.2 THEORY OF MUSIC EXAMINATION REGULATIONS

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

3.3 THEORY OF MUSIC PAPERS ARE CONFIDENTIAL

Teachers and parents will not be granted access to copies of Theory of Music examination papers while the examination is in progress. Question papers and memoranda are available for sale afterwards as indicated in the *2016 Order Form*.

4. SYLLABUS REQUIREMENTS

4.1 2015 SYLLABUS

All Theory of Music Examinations will be based on the revised 2015 Theory of Music Syllabus, available online. Sufficient notes on solfa notation have been included in the syllabus.

4.2 ACCUMULATIVE SYLLABUS CONTENT

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

4.3 GRADE 7 OR 8: REQUIREMENTS TO PASS

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

4.4 CHANGES EFFECTIVE FROM 2015

Amendments to the 2011 Theory of Music syllabus were implemented in 2015. Please consult the updated 2015 Theory of Music syllabus online at www.unisa.ac.za/music.

4.5 CHANGES IN 2017

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

Grade 5:

Scales/Modes:

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

Add: **Popular music:**

The definition of, and the identification of musicians representative of:

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

Grade 6 Paper 2:Status quo:**Popular music and jazz**

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

Popular Black Music in South Africa

Manhattan Brothers, Kwela, Marabi, Mbaqanga

OR***American Jazz***

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

New in 2017:

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

South African Township Music

Kwela, Marabi, Mbaqanga

AND***American Jazz***

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

5. SUPPLEMENTARY WRITTEN EXAMINATIONS**5.1 MUSIC FOR MATRIC**

Grade 5 Theory of Music students who obtained a mark of 46% and higher and who can submit proof that they are registered for the Grade 12 of the National Senior Certificate and that Unisa Theory of Music Grade 5/Practical Grade 7 is a school subject, may be granted an opportunity to improve their marks during an aegrotat examination.

5.2 CERTIFICATION

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

6. THEORY OF MUSIC RESULTS 2015: AVERAGE MARK PER GRADE

GRADE	AVERAGE MARK	
	FIRST SESSION	SECOND SESSION
Pregrade 1	87%	87%
Grade 1	74%	82%
Grade 2	79%	79%
Grade 3	78%	85%
Grade 4	78%	75%
Grade 5	78%	72%
Grade 6	69%	66%
Grade 7	-	51%
Grade 8	-	56%

7. THEORY OF MUSIC SUPPORT MATERIAL

7.1 THEORY OF MUSIC FORM ANALYSIS PRESCRIBED PIECES

The Grade 5 and Grade 6 Theory of Music Form Analysis Prescribed Pieces are available at the Business Section of Unisa Press. See the *2016 Order Form* for more information.

7.2 BRAILLE THEORY OF MUSIC PAPERS AND MEMORANDA

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

7.3 SCORES FOR FORM ANALYSIS IN THEORY OF MUSIC PAPERS

7.3.1 Due to copyright requirements, the second question paper of Theory of Music Grades 6, 7 and 8 are sold without the scores of the required works for form analysis. Use the recommended handbooks indicated in the syllabus.

7.3.2 All Grade 7 prescribed Baroque, Classical, Romantic and Jazz works may be found in the *Anthology for Musical Analysis: Postmodern Update* (sixth edition, 2008) by Charles Burkhardt and William Rothstein, published by Thomson Schirmer.

SECTION E

SPECIAL AWARDS

1. ROLL OF HONOUR

1.1 The Roll of Honour of outstanding achievers includes the names of Pregrade 1 to Grade 7 students who have achieved 90% or higher and Grade 8 students who have achieved 85% or higher in their Practical examinations.

1.2 The criteria for the Roll of Honour for Theory of Music students are:
 Theory of Music Pregrade 1 to Grade 2: students must achieve 95% or higher
 Theory of Music Grades 3 to 5: students must achieve 90% or higher
 Theory of Music Grade 6: students must achieve 85% or higher
 Theory of Music Grades 7 and 8: students must achieve 80% or higher.

1.3 Lists of names of students who qualify for the Roll of Honour of outstanding achievers (Practical and Theory of Music respectively) are published in our bi-annual journal *Musicus*.

The 2013 and 2014 Rolls of Honour will be published in *Musicus* 42 2014 and 43 2015 respectively. The Roll of Honour for 2015 students will be published in *Musicus* 44 2016.

SECTION F

UNISA MUSIC AS SUBJECT FOR MATRIC

1. CONDITIONS

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

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

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

1.2 Students must enrol in January of the Grade 12 year, together with the school's examination entries.

1.3 No assessment tasks are required.

1.4 Only Practical Grade 7 may be offered, not Grade 6 or Grade 8.

1.5 The Grade 7 examination must be played before June of the Grade 12 year.

- 1.6 The Theory of Music requirement remains the same: Unisa Grade 5.
- 1.7 The Theory of Music examination must be written between October of the Grade 11 year and July of the Grade 12 year.
- 1.8 The Practical and Theory of Music examinations each count half of the final mark.
- 1.9 The subject will appear on the National Senior Certificate, but the marks will not count together with the rest.
- 1.10 If a student fails one of the seven subjects, the above examination may not replace it.
- 1.11 Only one of the accredited music examinations may be offered, not different examinations for different instruments or from different examining bodies (e.g. not Unisa and ABRSM).
- 1.12 The Practical and theoretical examinations must be of the same examining body. Unisa and ABRSM may not be mixed.
- 1.13 Students may still offer Unisa Music together with Music (of the NCS) as two separate subjects, provided that a different musical instrument is presented.

For more information refer to *Government Gazette* 34473/603 of 21 July 2011.

2. REGISTRATION

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

SECTION G

PUBLICATIONS

1. ORDER FORM FOR MUSIC EXAMINATION PUBLICATIONS

The *2016 Order Form* used to order the music examination publications sold by Unisa Press is available on the website. Unisa music publications are also available at selected music book shops.

2. BUYING FROM UNISA PRESS: DIRECT SALES

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

3. MAIL ORDERS

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

Orders for Music Publications

Mr Johannes Morodi

Tel 012 429 3515

Fax 012 429 3221/3449

E-mail morodjm@unisa.ac.za

Musicus Orders

Ms Laetitia Theart

Tel 012 429 3448

Fax 012 429 3449

Email thearl@unisa.ac.za

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

4. NEW PIANO ALBUMS

New piano albums will be available for purchase from 2016. Teachers will be notified as soon as it is available.

SECTION H WINNERS OF UNISA MUSIC SCHOLARSHIPS 2015

1. UNISA SOUTH AFRICAN MUSIC SCHOLARSHIP WINNERS 2015

The Unisa South African Music Scholarship Competition presented by the Directorate Music took place on 9 October 2015 in the Miriam Makeba Concert Hall. The following competitors received awards:

- 1.1 **WINNER OF THE UNISA SOUTH AFRICAN MUSIC SCHOLARSHIP (R15 600) AS WELL AS A HENNIE JOUBERT MUSIEKVRIENDEKRING PRIZE OF R2 000**
 Jeffrey Armstrong (Violin), Cape Town *Teacher: Pieter Schoeman*
- RUNNER-UP OF THE UNISA SOUTH AFRICAN MUSIC SCHOLARSHIP (R12 200) AS WELL AS A HENNIE JOUBERT MUSIEKVRIENDEKRING PRIZE OF R2 000**
 Lezanti van Sittert (Piano), Pretoria *Teacher: Joseph Stanford*
- 1.2 **TWO DU TOIT-VAN TONDER MUSIC SCHOLARSHIPS (R9 000 EACH)**
 Swunhtat Oo (Piano), Bethlehem *Teacher: Beulah van Aswegen*
 Althea Steynberg (Recorder), Johannesburg *Teacher: Tiensie-Louise Lategan*
- 1.3 **ROBERT CLOUGH MUSIC SCHOLARSHIP (R8 000)**
 Not awarded
- 1.4 **SAMRO/VLADIMIR VIARDO PIANO SCHOLARSHIP FOR THE BEST PIANIST UNDER 20 YEARS OF AGE (R10 000)**
 Lezanti van Sittert
- 1.5 **SAMRO PRIZE FOR THE BEST PERFORMANCE OF A SOUTH AFRICAN COMPOSITION (R10 000)**
 Lezanti van Sittert
- 1.6 **SAMRO/UNISA/DEON VAN DER WALT VOCAL SCHOLARSHIP FOR THE BEST GRADE 8 SINGING STUDENT (R4 000)**
 Not Awarded
- 1.7 **JOHANNA VAN DER SPUY PRIZE FOR THE BEST RENDERING OF A ROMANTIC WORK (R2 000)**
 Jeffrey Armstrong
- 1.8 **MIMI COERTSE PRIZE FOR THE BEST PERFORMANCE OF A SOUTH AFRICAN ART SONG (R2 000)**
 Not awarded

SECTION I**MUSIC COMPETITIONS 2016****1. UNISA SOUTH AFRICAN MUSIC SCHOLARSHIP COMPETITION 2016****28 OCTOBER 2016****VENUE: MIRIAM MAKEBA CONCERT HALL, UNISA, PRETORIA****1.1 MAIN SCHOLARSHIPS**

Unisa SA Music Scholarship (First Prize) – R16 400

Unisa SA Music Scholarship (Runner-up) – R12 800

1.2 AGE RESTRICTIONS

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

Instrumentalists: 20 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 6 by the first session of that particular year. Students writing the required Theory of Music Grade 6 examination in the second session, 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 SA Music Scholarship Competition.

2. 13TH UNISA INTERNATIONAL PIANO COMPETITION 2016**26 JANUARY – 06 FEBRUARY 2016****VENUE: ZK MATTHEWS HALL**

The Unisa Music Foundation will present the 13th Unisa International Piano Competition at the Unisa Muckleneuk Campus in 2016. For the first time the competition will feature two categories namely jazz and classical piano.

For more information please visit the Unisa Music Foundation's website at

www.unisa.ac.za/musicfoundation.

FORM A



ACCREDITATION APPLICATION PERSONAL INFORMATION

Surname		Title	
Full names			
Unisa Music Registration No			
Race ¹	Black Coloured <input type="checkbox"/>	Indian White <input type="checkbox"/>	Female <input type="checkbox"/> Male <input type="checkbox"/>
Identification no/ ²		Date of birth	Y Y Y Y M M D D
Country of birth		Nationality	
Residential address	Postal address		
Postal code		Postal code	
Contact details	Home	Fax	
	Cell	Email	
Qualifications (List from highest³ to lowest; attach CV⁴)			
Year completed	Qualification	Institution	
Teaching experience (in years)			

PLEASE TICK TO CONFIRM THAT ALL REQUIRED DOCUMENTS ARE ATTACHED ✓

	Certified copy of highest music qualification
	CV
	Certified copy of ID
	Certified copy of marriage certificate ⁵ (if applicable)
	Certified copy of matric certificate ⁶ (if applicable)

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

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

PLEASE NOTE
 All copies must have been
 certified within the last
 6 months

¹ For statistical purposes

² Attach certified copy of ID

³ Attach certified copy of highest music qualification only

⁴ Especially detailing qualifications and teaching experience

⁵ If surname on qualification differs from current surname on ID

⁶ Teachers who have graded examination qualifications must attach a certified copy of their matric certificate to the application.

FORM B

REQUEST FOR EXEMPTION AANSOEK OM VRYSTELLING

Address/Adres _____

 Email/E-pos _____
 Tel _____
 Date/Datum _____

I hereby request exemption from the following:

Hiermee doen ek aansoek om vrystelling van die volgende:

Theory of Music Grade 6 (for Grade 8 practical)

Musiekteorie Graad 6 (vir Graad 8 prakties)

Enclosed is a certified copy of my academic record.

Meegaande is 'n gesertifiseerde afskrif van my akademiese rekord.

Name / Naam _____

Examination number (if applicable)

Eksamenommer (indien van toepassing)

Signature / Handtekening _____

Office Use / Kantoorgebruik

Approved / Goedgekeur

Not approved / Afgekeur

By / Deur _____ Date / Datum _____

Please send request to:

Mr SA Adams, Acting Deputy Director (Professional)

Tel: 012 429 2615

Directorate Music

PO Box 392

UNISA, 0003

Email: adamssa@unisa.ac.za

FORM C



UNISA PRACTICAL MUSIC EXAMINATIONS

APPLICATION FOR APPROVAL OF AN ALTERNATIVE WORK

PARTICULARS OF TEACHER			
INITIALS & SURNAME			
POSTAL ADDRESS		RESIDENTIAL ADDRESS	
TEL NO		CELL NO	
FAX NO		EMAIL	

PARTICULARS OF STUDENT			
FULL NAMES & SURNAME			
EXAMINATION SESSION & YEAR			
EXAMINATION INSTRUMENT		GRADE	

NAME OF COMPOSITION, COMPOSER & LIST (Copy must be attached)			
LIST			
COMPOSITION ¹			
DURATION ²			
COMPOSER			
SIGNATURE		DATE	

DIRECTORATE MUSIC
PO Box 392, UNISA, 0003
Unisa Main Campus, Room 5-30, ORT Administration Building, Preller Street,
Muckleneuk Ridge, 0003

Tel 012 429 2913/2615

Email shortme@unisa.ac.za
adamssa@unisa.ac.za

¹ Movements must be indicated clearly.

² Alternative work must match the length, level of virtuosity, musical standard and style period of the work to be replaced.

FORM D

Unisa Music Examinations

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

PARTICULARS OF TEACHER				
INITIALS & SURNAME				
POSTAL ADDRESS			RESIDENTIAL ADDRESS	
TEL NO			CELL NO	
FAX NO			EMAIL	
PARTICULARS OF STUDENT				
FULL NAMES & SURNAME				
EXAMINATION NO				
EXAMINATION SESSION AND YEAR				
INSTRUMENT AND GRADE		THEORY OF MUSIC GRADE		
EXISTING (OLD) CENTRE				
CENTRE (NEW) 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	TELEPHONE NO'S
Signature (Teacher)			Date	

Unisa reserves the right to grant or refuse an application for a transfer. Under no circumstances may transfers be negotiated with invigilators. Please do not proceed with any arrangements until you have received notification from Unisa.

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 R200 transfer fee accompanies the written application.

Please note:

1. Practical examinations:

Transfers may be requested up to 18 March 2016 (first session) and 13 June 2016 (second session) without being liable for a transfer fee. Thereafter a transfer fee of R200 is payable. After 8 April 2016 (first session) and 29 July 2016 (second session), transfers will only be considered if written proof of a valid reason such as relocation, serious illness, death of a close relative, or students representing their province or country in sporting events can be supplied.

- First session candidates may be transferred to the second examination session.

2. Theory of Music examinations:

- Transfers may be requested at least 21 working days prior to the examination. Thereafter a transfer fee of R200 is payable.
- First session candidates may be transferred to the second examination session.

Banking Details

Account name: University of South Africa – Income
 Bank: Standard Bank, Branch no: 010645, Current account no: 01 155 4622
 Reference: Teacher music registration number + surname of candidate

Office Use:

By _____

Approved Not approved

Date _____

FORM E

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

PLEASE NOTE:

Requests for a copy of an examination script will only be processed if this form has been completed in full and signed by the relevant requester.

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

Full names and surname of student			
Registration No		ID No	
Postal address			
Postal Code		Fax No	
Tel No		Cell No	
Email			

Please indicate below 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

Post

B. PARTICULARS OF EXAMINATION SCRIPT AND REASON FOR REQUEST

Paper Code	
Examination Year/Session	
Reason for requesting information	

C. FEES

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

D. FORM OF ACCESS TO SCRIPT

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

Disability	
Alternative form required	

E. DECLARATION

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

Signed at _____ this _____ day of _____ 20_____.

SIGNATURE OF REQUESTER

RELATIONSHIP TO STUDENT

Unisa Banking Details

Account holder: University of South Africa – Income
Bank: Standard Bank, Branch: 010645, Current account no: 01 155 4622
Reference: Music registration number and surname
Email this form with proof of payment to adamssa@unisa.ac.za

FORM F**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			
Initials & Surname			
Postal Address			
Tel No		Cell No	
Fax No		E-mail	
PARTICULARS OF CANDIDATE			
Full names & Surname of candidate (mention maiden name if applicable)*			
Examination Number or date of birth			
Examination Session, Month & Year			
Instrument & Grade			
Centre where examination was conducted			

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

Signature

Date

Fees payable

Results prior to 1988 – R165.00

Results after 1988 – R110

Banking Details

Account holder: University of South Africa – Income
Bank: Standard Bank, Branch: 010645, Current account no: 01 155 4622
Reference: Music registration number and surname

Send your request with proof of payment to

Director, Directorate Music, PO Box 392, Unisa 0003

Fax: 012 429 3644

e-mail: liebecl@unisa.ac.za
modistk@unisa.ac.za

Tel: 012 429 2800 / 2656



Define tomorrow.