

Instructions for Trinity College London
Practical Examination

1. School or Candidate is responsible to check and ensure that the **NAME, GRADE & SUBJECT** on the Examination Appointment Slip attached is correct. Should there be any amendments, candidate must inform the Examination office immediately or at least 10 days before the examination date.
 - * For any amendments made thereafter, an administrative fee of S\$20.00 is chargeable *
 - **Any changes made without any prior approval from the Examination Office will render the examination null & void.**
2. Candidate **MUST** bring along the following documents for verification on the day of the Examination:
 - i. Examination Appointment Slip
 - ii. Student Pass **or** any other form of valid verification with a current photo.
(**Original Birth Certificate** will **NOT be** required.)
3. Should a candidate fail to produce the appropriate document(s), the examination supervisor may at his/her discretion refuse the entry of the candidate.
4. Examination schedules are **fixed** and **cannot be changed or altered.**
5. Candidate is requested to report to the examination supervisor of the examination centre at least **15 minutes** before the scheduled examination time.
6. The examiner may refuse any candidates that arrive late, however every effort will be made to accommodate the candidate. If candidates are to be rescheduled due to their lateness or any other reasons, Trinity College London reserves the right to charge an additional fee.
7. If any candidates do not turn up for an examination or cancel the examination, this will result in a loss of the examination fees as the examination **CANNOT** be postponed to a later date and **CANNOT** be deferred to another session. However if it is due to **illnesses or injuries**, it **must** be substantiated by a **medical certificate** from a valid medical practitioner. The original medical certificate must be given to the local exam office **within 21 days** from the exam date. The local exam office will then forward this medical certificate to Trinity College London who will then issue a 50% *re-entry permit at the same level in the same subject.
 - *This re-entry permit can be used for an examination within 12 months of the original exam date **upon payment of 50% of the current examination fees for that year.** If the permit is used towards entry for an examination at a higher level, any difference in fees is payable.
8. Appropriate Dressing befitting a professional performance is required.
9. If any candidate does not adhere to any of the rules and regulations or instructions of the Practical examination, TCM Examinations Pte Ltd reserves the right not to allow the candidate to take the scheduled Practical Examination.
10. It is important that all candidates refer to the current Trinity Syllabus on the website, www.trinitycollege.com for all requirements, regulations, details and syllabus errata. TCM Examinations Pte Ltd will not be held liable for any infringement of examination protocol.