

Dear teachers & students,

Tom Lee Music Academy will help students apply December 2024 ABRSM Performance Grade Exam on 2nd December 2024. Please note the followings:

- Starting from 4th November 2024, students could fill in our application form and submit relevant documents required for the ABRSM Performance Grade Exam holds in December 2024. **Application deadline: 17th November 2024.** Late submission will not be accepted. Please see the link for application form below: https://campaign.tomleeacademy.com/eform/tlma_abrsm/

ABRSM Performance Grade Exam Registration Fee by Tom Lee Music Academy:

Initial Grade	HKD1,200
Grade 1	HKD1,350
Grade 2	HKD1,550
Grade 3	HKD1,650
Grade 4	HKD1,820
Grade 5	HKD1,950
Grade 6	HKD2,100
Grade 7	HKD2,400
Grade 8	HKD2,850
ARSM	HKD4,050

*For more details, please visit: <https://hk.abrsm.org/en/>

- Students could choose to purchase Professional Exam Recording Rental Service in the application form. **All exam payment must be settled online.**
- After filling in the form, students will receive a confirmation email with ABRSM Video Exam Information. Please read all information provided carefully. You may get the Candidate Identification Form from the QR Code.
- All examination fees are non-refundable and non-transferable.
- Exam fee above included administration fee for applying exam by Tom Lee Music Academy.
- Students taking Grade 6-8 exam must passed the Grade 5 Theory Exam and students taking ARSM exam must passed the Grade 8 exam for the corresponding instrument. Please upload the results or certificate to the application form.
- If candidates have created account in ABRSM, please ensure all personal information submitted is correct. Tom Lee Music Academy could not change any information for candidate who has his/her own account.
- Read all information from the QR Codes in the guidance.
- Students will receive an email regarding the successful registration on or before 4th December 2024.
- Students are required to show the Identification documents, Candidate Identification Form (if applicable) and original copy of exam pieces during recording. **Please make sure the identification document has the same number with the number you entered during application.**

11. Students need to upload the video recording to Google Drive and email the sharing link to enquiry@tlma.com.hk **on or before 22nd December 2024**. The file should be named as: ABRSM EXAM Student Name_Student Code.
12. Tom Lee Music Academy will help students submit the exam video starting from 23rd December 2024. If you requires early submission, please contact us for further arrangement.
13. Students of Tom Lee Music Academy who enroll the Performance Grade Exam with us could enjoy discount of HK\$150/30 minutes on Professional Exam Recording Rental Service. Students taking this service can submit the video recording to our center staff **without** compressing the video. **(Exam Recording Service is only available in Tsim Sha Tsui Tom Lee Music Academy)**
14. Students who are NOT from Tom Lee Music Academy would enjoy recording service discount if you enroll the exam with us. Contact our center staff for more information.
15. Students using Professional Exam Recording Service must bring their own Micro SD card.
16. Please be reminded that all recordings must be in one of the following formats: MP4, WMV, MOV or MPG. The file size **must not exceed** 2GB.
17. If students are recording by themselves, please make sure the file size match the requirement. If your file size is too large, you are required to compress it before handing in to us.
18. After submitting the video to Tom Lee Music Academy, if it is found that the video does not meet the ABRSM requirements, center staff will contact the corresponding students for re-recording arrangement. Rental fees will be charged for re-recording and the students must bear all consequences if they chose not to re-record the video.
19. Tom Lee Music Academy will not accept late application. If students request any change on application after our application deadline, \$200 handling fee will be charged.
20. Exam result is estimated to be released within 28 days after the submission deadline. Student will receive a digital mark form. Student passing the exam will receive a digital certificate. Student can purchase the physical certificate from Tom Lee Music Academy or directly from his/her ABRSM account, with price of HK\$30. Physical certificate is estimated to be arriving in 3-5 months.
21. Assigned Exam date is not allowed to change. We reserves the rights for final decision.

If there are any changes on application and video submission, we will contact students as soon as possible.

If you have any questions, please contact our center staff or WhatsApp 6832 6870. Thank you!