

# **General Regulations for the Dean's & Bishop's Awards**

## **INTRODUCTION TO THE AWARDS**

The Dean's and Bishop's awards are designed to encourage choristers to achieve a high standard of singing and musicianship. The Dean's and Bishop's awards integrate with the training used by choirs that use the RSCM *Voice for Life* scheme. The Dean's award is a requirement for those wishing to proceed to the Bishop's Award, and the Bishop's Award is a requirement for those wishing to proceed to the RSCM Gold award. The *Voice for Life* scheme enables singers to develop their musical skills and understanding within the context of their choir. The awards have been validated by the RSCM – the Dean's award at Bronze standard and the Bishop's Award at Silver standard. The *Voice for Life* scheme provides opportunities for the singer's development to be affirmed beyond their own church, through the Diocesan Awards and the RSCM's regional network.

Successful candidates are entitled to wear the Dean's Award medallion or the Bishop's Award medallion as appropriate to their award. Candidates from churches that are not part of Salisbury Diocese may wish to wear the RSCM Bronze Award medallion with green ribbon (equivalent to the Dean's Award) or the RSCM Silver Award medallion with purple ribbon (equivalent to the Bishop's Award).

The awards are open to choristers of all ages and denominations who are members or either Anglican Churches in the Diocese of Salisbury or choirs affiliated to the Royal School of Church Music (Wessex Area), and the syllabi have been carefully compiled with this in mind.

## **EXAMINATIONS, ENQUIRIES & ENTRIES**

These arrangements are valid for examinations from 1 May 2014 until further notice.

The syllabi and music lists are available from the RSCM website via a link on the diocesan website.

Details of any changes to the syllabi, examination arrangements, entry fees, medallion costs and the contact details for the Awards Secretary will be posted on the Diocesan Website at:

[www.salisbury.anglican.org/worship/music/sdcfg/awards](http://www.salisbury.anglican.org/worship/music/sdcfg/awards)

Entries must be submitted to the Awards Secretary either by post or email in accordance with the instructions on the website. Please check before sending as the entry process may migrate to the RSCM online entry system.

Examinations will be held as notified on the website. Successful candidates who so wish will be presented formally with their medallion and ribbon at the Diocesan Choirs Festival held at the Cathedral (normally in June), but may receive it in their own church and wear it as soon as possible after the examination results are known.

The Awards Secretary will be pleased to answer any enquiries

## EXAMINATION CONDITIONS FOR BOTH AWARDS

1. There is no age limit on candidates for these awards.
2. The examination will take around 25 minutes (Dean's Award) or 30 minutes (Bishop's Award), with the time allocated to each section approximately in proportion to the marks available. Solely for the purposes of examiner training and moderation, a recording may be made which shall remain the property of the Salisbury Diocesan Choral Festival Group. An additional 5 minutes (Dean's Award) and 10 minutes (Bishop's Award) will be allowed between candidates for examiner administration and this should be born in mind when planning the time required for a visit.
3. On completing the entry form, candidates (and their applicants and trainers) are deemed to be accepting the entry conditions, and the examiner's musical judgements.
4. Entry fee cheques should be made payable to "Salisbury Diocesan Choral Festival Group" and sent with the entry form or payment may be made electronically.
5. The Salisbury Diocesan Choral Festival Group (SDCFG) reserves the right to refuse an examination entry without stating a reason. In such cases, the examination fee will be refunded in full.
6. In the event of non-attendance at an examination, through illness or emergency, a letter of explanation must be sent immediately to the Awards Secretary. A refund, or credit slip for future entry, of up to 50% of the examination fee, may be issued at the discretion of the SDCFG.
7. Candidates churches must ensure that appropriate arrangements are in place for the protection and supervision of young people and vulnerable adults when examiners visit or when they visit another venue for the purposes of the examinations.
8. A Child Protection cover form must be completed when needed and returned as instructed on the form.
9. If you have sufficient candidates to request an examiner visit please note that the venue for the examinations (which need not be a church) should be appropriately heated or ventilated and should provide an examination room with piano (a digital piano is acceptable), a warm up area for candidates and cloakroom facilities. If examiners are examining for an extended period it is hoped that suitable refreshments will be provided.
10. Applicants are encouraged, but not required, to complete the choir questionnaire that forms part of the entry material. This gives the examiners some background information to help in formulating questions for Sections C & E
11. The result of the examination will be sent to the candidate (or applicant, as indicated) by post, usually within two weeks of the examination. Examiners will not divulge results at the time of the examination.
12. Any appeal, concerning either the conduct or the outcome of the examination, must be made in writing to the Awards Secretary, setting out in detail the grounds on which the appeal is lodged, no later than seven days after receiving the result. The examiner is not to be contacted directly. After due consultation, and not later than one month after receipt of the appeal, a response will be issued by the Awards Secretary, this decision is final. If the appeal is successful, a re-examination or alternatively a full refund of the entry fee, will be offered.
13. Candidates will be given somewhere to warm up before the examination.
14. Copies of all prepared pieces, the items selected in *Section E* and any other relevant materials should be provided for both the examiners. [Candidates should bring 3 copies of all music]
15. The use of illegal photocopies will automatically disqualify a candidate. The current (2014) MPA Code of Fair Practice allows an applicant or candidate, using a purchased edition of music, to make a copy for the examiner's use; it must be marked "Examiner's copy: destroy after use".
16. Music choices must be suited to the candidate's voice and range. In Lists A, B, C, E and K, and in plainsong, the melodic line may be sung at treble or bass pitch; in all other Lists the most appropriate voice part in the chosen item must be selected, and sung at the correct pitch (if items in these Lists are not written for 4+ parts in SATB configuration, the voice parts are indicated).
17. The candidate must arrive ready to sing the whole of each item chosen in Section A, as specified in the Music Lists. The accompaniment must be played on the piano; some guidance to accompanists is given in the Music & Liturgy Lists. The examiner may negotiate 'cuts' with the accompanist if there are lengthy sections where the candidate is not expected to sing, and may terminate any performance when enough has been heard to form a considered musical judgment.

18. Pencilled rehearsal notes and information are permitted in the candidate's copies, and may be consulted in Sections C & E.
19. Any other written material consulted during any item in Section C or E must be confined to one side of paper, headed with the item number, containing bullet points, lists and/or diagrams (different ink colours are allowed), not fully scripted answers (Silver C2 excepted). The examiner may request a brief inspection of written material at any point during the exam.
20. Minor alterations to the candidate's Music & Liturgy choices may be requested, by the applicant to the Awards Secretary, with good reason, no later than 2 weeks before the appointed date of the exam.
21. There will normally be two RSCM-validated examiners. They will mark the candidate strictly in conformity with the published marking criteria and are regularly moderated, to help ensure uniformity of examining standards.
22. One examiner will act as accompanist. **The music provided for the accompanist must include the accompaniment the candidate expects (i.e. not a melody line hymn book) and must be in the key the candidate wishes to perform in, the accompanist will not transpose the accompaniment.**
23. Examiners will deduct marks in cases of infringement of syllabus or rubrics, adding an explanatory sentence in the relevant item box on the marksheet. Possible situations include incorrect or incomplete items being brought to the exam, excess sheets of paper being consulted, or rubrics concerning voice part, numbers of verses, descant or required sung language being ignored. 30% of the item total, at most, might be deducted for a serious infringement.
24. Space is allowed in the entry form for the applicant to state if the candidate has any physical, social or learning needs that might affect the environment or conduct of the exam; in every case, an extra 5 minutes will be allowed. If appropriate a copy of a specialist's report, in support of the statement of physical, social or learning needs, may be posted to the Awards Secretary to share in confidence with the examiners. In cases of physical need, it is the responsibility of the applicant to request accessibility information, and of the Awards Secretary to consider arranging a more accessible venue for the exam if this appears to be necessary. In conducting the exam, the examiners will pay due regard to the candidate's individual needs, including giving guidance, and extra time as needed, for completing items; but the marking criteria will always be applied unaltered.
25. **In both Dean's and Bishop's Awards syllabi the second paragraph of section D requiring attendance at a 'special day of music making' should be deleted. It is hoped that candidates entering for these awards will have had opportunities to make music with others outside their own choir but this is not a mandatory requirement.**