



Academy of South Indian Music

Vocal & Instrumental • Miruthangam • Bharathanatyam • Keyboard

Examination Policy

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Policy Disclaimer

The Academy of South Indian Music (ASIM) reserves the right to amend, update, or modify this examination policy at any time and for any reason. Candidates are responsible for reviewing the current policy prior to each exam. The latest version of the policy will always be available on the Academy's website.



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1. Purpose of this Policy

This policy outlines the procedures and conditions governing **examination registration, fees, admissions, deferrals, resists**, and related processes at the Academy of South Indian Music (ASIM).

It aims to:

- Ensure fairness, consistency, and transparency in the administration of ASIM examinations.
- Protect the rights and responsibilities of both candidates and the Academy.
- Provide clear guidance to students, parents, and teachers on examination processes and expectations.

2. Exam Registration

- All candidates are required to **complete an online application** for each exam they intend to take.
- **A separate application** must be submitted for each individual subject and grade, and the corresponding fee must be paid for each exam.
- All information provided during registration must be **accurate, complete, and must belong to the candidate** who will undertake the exam. Applications containing false or misleading information may be rejected or cancelled.
- Applications submitted with **invalid or incorrect email addresses** may not be processed.
- Upon successful submission, candidates will receive a **confirmation email** with a copy of their application and the **Terms and Conditions** agreed to at registration. Please allow up to 6 hours for delivery of this confirmation and check junk/spam folders before contacting our admissions team.
- **A candidates registration is only confirmed once full payment** of the applicable examination fee has been received and cleared.
- Registration deadlines will be published on our website and on the Application form.
- Late applications may be considered only by written request. ASIM reserves the **right to refuse any application submitted after the published deadline**.
- Technical support is available for registration issues and candidates should contact support@asimexam.com, if a problem occurs.



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3. Exam Fees and Payments

- All exam fees must be paid in full **directly to your music teacher** either by cash or bank transfer prior to the scheduled exam.
- **Exam fees are non-refundable** under all circumstances.

3.1 Failure to Pay Exam Fees

- If exam fees remain unpaid, after your exam has been completed, we reserve the right to **withhold your results and exam certificate** until full payment has been received.
- Candidates experiencing financial difficulties or requiring assistance arranging payment, should contact the support team at support@asimexam.com, who will be happy to discuss available options.

4. Admission Cards

- Admission cards serve as **official identification** on exam day and include essential details such as candidate name, subject, exam date, venue, etc
- Admission cards will be issued **after the registration deadline** has passed.
- Candidates must **print and bring** their admission card to the examination. Digital copies (on mobile devices) are acceptable; however printed copies are preferred to avoid technical issues.
- If a candidate has not received their admission card within **14 days after the application deadline**, they must contact the admissions team immediately. Failure to notify our admissions team of non-receipt within this timeframe, does **not constitute valid grounds for rescheduling or refund**.



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5. Late Arrivals, Deferrals and Resits

5.1 Late Arrivals

- Candidates who arrive late to an exam may be refused entry. In exceptional circumstances, and at the discretion of onsite academy staff, a late candidate may be permitted to sit the exam.

5.2 Deferrals (Pre-Exam Requests)

- **A candidate who anticipates being unable to attend a scheduled exam** for a valid reason (as defined below) may request a deferral in writing **at least seven (7) days before the scheduled exam date**. If approved, the candidate may defer to the next available exam date or a later one, as agreed during the deferral process. A new exam application must be submitted for the deferred exam prior to the published application deadline. Fees already paid for the original exam will be credited towards the rescheduled attempt.

5.3 Resits (Post-Exam Requests / Late Notification)

IMPORTANT NOTE: Where a candidate fails to attend and a resit is offered, it is the candidate's responsibility to submit an application for the agreed rescheduled exam before the application deadline. ASIM is not obligated to notify, remind, or follow-up with candidates regarding the rescheduled exam application.

5.3.1 Rescheduling Limits

- A candidate may reschedule their exam a maximum of **two (2) times** within **twelve (12) months** of the original scheduled exam. Any requests to reschedule beyond this period will not be accepted and will result in forfeiture of exam fees. A new application and exam fee will be required to book another exam.

5.3.2 Failure to Attend Without a Valid Reason

- **If a candidate fails to attend their scheduled exam and does not provide a valid reason** (as defined below), supported by appropriate evidence, **within seven (7) days after the scheduled exam date**, they will forfeit their original exam fees and the right to reschedule. A new application and exam fee will be required to book another exam.



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5.3.3 Failure to Attend With a Valid Reason

- **If a candidate fails to attend their scheduled exam, and can provide a valid reason** (as defined below), supported by appropriate evidence, **within seven (7) days after the scheduled exam date**, they may be granted the opportunity to resit the exam at a later date. In such cases, a new exam application must be submitted for the rescheduled date prior to the published application deadline; however, any fees paid for the original exam will be credited towards the new application.

5.3.4 Failure to Attend a Rescheduled Exam

- **If a candidate submits an application for a rescheduled exam** but is subsequently unable to attend, they must make reasonable efforts to notify the admissions team **at least seven (7) days before** the scheduled exam date. Failure to provide such notification will result in forfeiture of the exam fee and the right to resit under the original application, and a new application and exam fee will be required to book another exam.

5.3.5 Failure to Submit a New Application for a Rescheduled Exam

- **If a candidate is approved to reschedule their exam but fails to submit an application** for the new date before the application deadline, they will automatically **forfeit** both the original exam fee and the right to resit under their original application. A new application and exam fee will be required to book another exam.

Valid Reasons Include: Illness (Supported by a doctor's note), Bereavement of a close relative, Serious Accidents or Emergencies, Unforeseen Travel Disruption

Invalid Reasons Include: Forgetting the exam date or time, Misreading the exam schedule, Not receiving an admission card, Inability to locate the exam venue, Having other personal commitments at that time.

6. Appeals

- Candidates may appeal decisions regarding exam results. For a detailed overview of the appeals process, including how to submit an appeal, please refer to the document titled **“Appeals Policy”**



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7. Special Accommodations and Accessibility

- The Academy of South Indian Music (ASIM) is committed to ensuring that all candidates have **equal access to examinations**. We recognise that some candidates may require **reasonable adjustments or special accommodations** due to a disability, medical condition, or other specific needs.
- Requests for special accommodations **must be submitted in writing** at the time of exam registration or as early as possible, to allow sufficient time for assessment changes and specific arrangements.
- Examples of accommodations may include (but are not limited to):
 - Extended examination time
 - Modified seating or venue arrangements
 - Accessible exam materials (e.g., large print)
 - Assistance with mobility or communication needs
- Candidates must provide **relevant supporting documentation**, such as a medical certificate, psychological assessment, or letter from a qualified professional, confirming the nature of the condition and recommended accommodations.
- All requests will be reviewed **confidentially and on a case-by-case basis** by the Admissions Team.
- The Academy of South Indian Music will make every reasonable effort to implement appropriate accommodations; however, certain adjustments may not be possible if they compromise the integrity, fairness, or security of the examination process.



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8. Data Protection and GDPR Compliance

- The Academy of South Indian Music (ASIM) is committed to protecting the privacy and personal data of all candidates, parents, and staff in accordance with the UK General Data Protection Regulation (GDPR) and any applicable local data protection laws.
- The personal data collected during exam registration, administration, and results processing will be used solely for legitimate educational and administrative purposes, including:
 - Processing exam applications and payments
 - Communicating with candidates and parents
 - Issuing admission cards, results, and certificates
 - Managing deferrals, accommodations, and other exam-related procedures
- Personal information will be:
 - Processed lawfully, fairly, and transparently
 - Collected only for specified, explicit, and legitimate purposes
 - Limited to what is necessary for exam administration
 - Kept accurate, up to date, and stored securely
 - Retained only for as long as necessary for examination and legal purposes
- ASIM will not share personal data with third parties without the candidate's consent, unless required by law or necessary for exam delivery (e.g., to examination boards or assessment partners under a confidentiality agreement).
- Candidates (or parents/guardians of minors) have the right to:
 - Access their personal data held by ASIM
 - Request correction of inaccurate or incomplete information
 - Request deletion of data, where applicable under law
 - Object to or restrict certain types of data processing
- Any such requests or concerns should be directed in writing to our support team:
Help & Support
Email: support@asimexam.com
- Data breaches or suspected breaches will be managed in accordance with ASIM's Data Protection Policy, and reported to the relevant authorities within the timeframes required by law.

9. Support and Contact

- **General, Application, and Exam Enquiries:** admissions@asimexam.com
- **Help & Support:** support@asimexam.com
- **Response Times:** Email enquiries are typically responded to within **three (3) business days**.