



# DIRECTORATE MUSIC

## Circular 1 - 2025



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## **Circular 1 - 2025**

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28 January 2025

Dear Music Teacher

Greetings from the Directorate Music!

The highlight of 2024 was our 130th Anniversary Concert which we hosted in the ZK Matthews Great Hall at Unisa on 30 November. The congratulatory address was delivered by the Chancellor of Unisa, His Excellency Dr Thabo Mbeki and this joyous, celebratory concert which included performances on Classical Music, African Music and Jazz, was attended by more than 800 music lovers.

Our 2024 Unisa South African Music Scholarship was won by the clarinetist, Musa Makgato, a BMus student at Rhodes University, and the runner-up was Matthew Lamprecht, who has been studying violin at the Frank Pietersen Music Centre in Paarl since the age of seven.

The 15th Unisa International Piano Competition 2024, which the Unisa Music Foundation hosted from 22 January – 3 February 2024, was won by Leo de María (Classical) and Dabin Rye (Jazz) and we are indeed privileged to have Leo de María present masterclasses for us in Durban and Pretoria during the first semester of this year. The Unisa Music Foundation will be hosting the 3rd National Voice Competition at the Unisa Muckleneuk Campus from 12 – 19 July 2025.

New music exam centres were opened in Langebaan in the Western Cape and in Lira, Uganda. The centre at the West Coast Music Academy in Langebaan has been utilized since the May-June 2024 exam session and the centre in Uganda will be active from February 2025.

I wish you and your students a year filled with immense musical development.

Kind regards.

Sean Adams  
Deputy Director: Professional  
Directorate Music





## Section A Contact and banking details

### 1. Contact details and office hours

The offices of the Directorate Music are situated on the 5th level of the OR Tambo Administration Building, Unisa Main Campus, Muckleneuk Ridge, Pretoria. The offices are open Monday to Friday from 07h45 to 15h00 for music examination registrations and enquiries.

All written enquiries in connection with music examinations and related matters should be addressed to The Director, Directorate Music, PO Box 392, Unisa 0003.

Physical address: Preller Street, Muckleneuk Ridge, Pretoria (-25.7675638,28.1996419)

The web address of the Directorate Music is [www.unisa.ac.za/music](http://www.unisa.ac.za/music)

Email address for examination entries: [musicexamregistrations@unisa.ac.za](mailto:musicexamregistrations@unisa.ac.za)

Email address for music publications only: [musicpublicationsales@unisa.ac.za](mailto:musicpublicationsales@unisa.ac.za)

Specific enquiries may be directed to the following personnel:

Type of enquiry	Telephone number	Email	Contact Person
ADMINISTRATION Entry forms, circulars, invigilators, music examination centres, examination results, certificates, transfers, change of address, change of music teachers, incorrect spelling of names and refunds.	012 429 2800	<a href="mailto:modistk@unisa.ac.za">modistk@unisa.ac.za</a>	Ms Thalitha Modiselle Supervisor (teachers with surname starting with K-S)
	012 429 4695	<a href="mailto:moroblu@unisa.ac.za">moroblu@unisa.ac.za</a>	Ms Ursula Makgale (teachers with surname starting with A-J)
	012 429 2656	<a href="mailto:maonydp@unisa.ac.za">maonydp@unisa.ac.za</a>	Mr Philly Maonye (teachers with surname starting with T-Z)
LOGISTICS Special requests and dates regarding Practical music examinations. Music examiners.	012 429 2583	<a href="mailto:isaaccl@unisa.ac.za">isaaccl@unisa.ac.za</a>	Ms Collette Isaacs
PROFESSIONAL Syllabi, teacher accreditation, alternative pieces and all other professional matters; Orders of music publications and <i>Musicus</i> .	012 429 2615	<a href="mailto:adamssa@unisa.ac.za">adamssa@unisa.ac.za</a>	Mr Sean Adams Deputy Director (Professional)
	012 429 2913	<a href="mailto:ndalaat@unisa.ac.za">ndalaat@unisa.ac.za</a>	Mr Aubrey Ndala
THEORY OF MUSIC Requirements and exemptions	012 429 2615	<a href="mailto:adamssa@unisa.ac.za">adamssa@unisa.ac.za</a>	Mr Sean Adams Deputy Director (Professional)
GENERAL Music Scholarship Competitions and other enquiries not mentioned above.	012 429 2615	<a href="mailto:adamssa@unisa.ac.za">adamssa@unisa.ac.za</a>	Mr Sean Adams Deputy Director (Professional)

## 2. Unisa banking information

Unisa's banking details are as follows:

Bank:	First National Bank
Account holder:	UNISA Income Account
Account no:	627 9962 5200
Account type:	Cheque
Branch name:	Sunny Park
Branch code:	250645
Swift code:	FIRNZAJJ (for international deposits)
Reference:	Refer to page 9, par. 10

## 3. Communication

When submitting an enquiry, always include your **music teacher registration number, email address** and **cell phone number** to ensure a response within 48 hours.

When registering students, please indicate your preferred street address for courier deliveries of certificates.

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

## Section B Examination registration and administration

### 1. Examination entry fees: 2025

Grade or Level	Theory of Music	Practical	Performance level assessments
Pregrade 1	R 340	R 750	R 375
Grade 1	R 450	R 765	R 400
Grade 2	R 510	R 800	R 450
Grade 3 & Choir/Ensemble (Elementary)	R 540	R 880	R 565
Grade 4	R 645	R 1 030	R 645
Grade 5	R 730	R 1 140	R 700
Grade 6 & Choir/Ensemble (Intermediate)	R 830 <sup>1</sup>	R 1 305	R 800
Grade 7	R 975 <sup>1</sup>	R 1 525	R 875
Grade 8 & Choir/Ensemble (Advanced)	R 1 115 <sup>1</sup>	R 1 830	R 1 030
Two Pianos Grade 8	-	R 3 345 <sup>2</sup>	-
Performer's Assessment	-	-	R 2 425

<sup>1</sup> Students who wish to enter for one paper only or have already passed one of the papers only pay 50% of the registration fees.

<sup>2</sup> Students entering for the Grade 8 Two Pianos examination will be required to also pay the tuning of the second piano.

### 2. Other fees: 2025

Retrieval of old records prior to 1988	R 310
Retrieval of old records passed in 1988 or later	R 200
Late registration fee (per registration form)	R 270
<u>plus</u> additional fee per student	R 55
Amendments to entries	R 85
Transfer fee per student	R 340
Transfer fee on medical grounds (include medical certificate)	R 340
Remarking of scripts	50% of entry fee
Issuing of report of marks per script	R 220
Issuing of examiner's report	Full examination fee
Copy of an examination script	R 90



### 3. Issuing of academic record and subject 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 retrieved manually from the archives, hence the associated fee of R310. Records from 1988 or later can be retrieved from the database at a fee of R200. Payment must be made prior to the search and is non-refundable.
- 3.3 Proof of payment must be accompanied by FORM F (page 47) 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.
  - Students entering Unisa music examinations must study with a Unisa accredited music teacher.
  - Teachers who have not yet applied for accreditation must complete the teacher accreditation application process (FORM A, page 42) before registering students.
  - 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 and a **10% handling fee** will be charged if unaccredited teachers attempt to register students.
  - Teachers do not need to re-apply for accreditation once they have been accredited.
  - Unisa accredited music teachers may not enter students for examinations on behalf of other unaccredited music teachers.
- 4.2 Teachers who wish to apply for accreditation must complete FORM A (page 42) and attach the following documents (copies certified within the last three months):
  - CV (specifically detailing music qualifications and music teaching experience)
  - certified copy of highest music qualification obtained (if graded exams, a certified copy of both the Practical and Theory of Music qualification must be included)
  - certified copy of ID
  - certified copy of marriage certificate/official supporting documents (if the last names differ on qualifications and ID documents).
  - certified copy of matric certificate (high school completion) if in possession of graded music qualifications only.

- 4.3 Applications should be emailed or couriered to the Deputy Director (Professional) (see page 1 for address).
- 4.4 Applications for teacher accreditation will be processed on an on-going basis, however:
- For teachers who wish to enter students for the May-June session of 2025, the teacher accreditation application must be received no later than 21 February 2025. Applications for teacher accreditation received after 21 February 2025 will be processed for the August-October session registration.
  - For teachers who wish to enter students for the August-October session of 2025, the teacher accreditation application must be received no later than 16 April 2025. Applications for teacher accreditation received after 16 April 2025 will be processed after the August-October session registration period for 2025 registration.
  - It is advisable to email your documents. Should you prefer to courier them, keep the tracking number to track the delivery of your documents.

## 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 (PoPI), 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: 2025

The closing dates for both the Practical and Theory of Music registrations are:

February session	4 December 2024 (Theory of Music only)
May-June session	7 March 2025 (Practical and Theory of Music)
August-October session	7 May 2025 (Practical and Theory of Music)

**Entry forms, proof of payment and supporting documents must reach the University on or before the relevant closing date.**

## 7. Late entries

Late entries will be accepted up to two weeks after the closing dates upon receipt of a late registration fee of R 270 per teacher entry form plus R 55 per entry. Thereafter no late entries will be accepted.

## 8. Registration

- 8.1 Only one registration form will be used for all examinations, and all entries must be included on the 2025 form.

Practical, Theory of Music, Ensemble and Choir entries must be included on the same entry form and may be mixed on the form, but must appear in strict alphabetical order. If a particular student is being entered for both Practical and Theory examinations, the entries must follow one another on the form.

- The completed fillable electronic entry form, all supporting documents and the proof of payment must be emailed to [musicexamregistrations@unisa.ac.za](mailto:musicexamregistrations@unisa.ac.za).
- The completed form(s) may also be saved or scanned, and emailed to [musicexamregistrations@unisa.ac.za](mailto:musicexamregistrations@unisa.ac.za), together with proof of payment and other supporting documents. Emailed documents should be saved in such a manner that the data that they are representing is clearly recognisable, e.g.: Teacher's surname and initials + type of document ('entryform', 'consentforms', 'birthcert', 'proof of payment', etc) for example potgietermentryforms.pdf or potgietermconsentforms.pdf.

After submission of the electronic entry form(s), a reply will be sent to your email address, confirming receipt of your documents. Please contact the Directorate Music if a reply is not received within 48 hours of submitting the documents.

Original entry form(s) or hard copies of the electronic forms with supporting documents may also be couriered to the Directorate Music.

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

**\*The Examination entry form(s) and the supporting documents may not be emailed to individual staff members.**

- 8.2 Only accredited teachers may register students for music examinations. (Refer to page 4 par. 4)
- 8.3 If payments are made for the examination entries and the entry form(s) and supporting documents are not received by the closing date for entries, the money will be refunded after a 10% handling fee has been deducted.

<b>Steer clear of posting entry forms in the assignment boxes on any of the Unisa campuses.</b>
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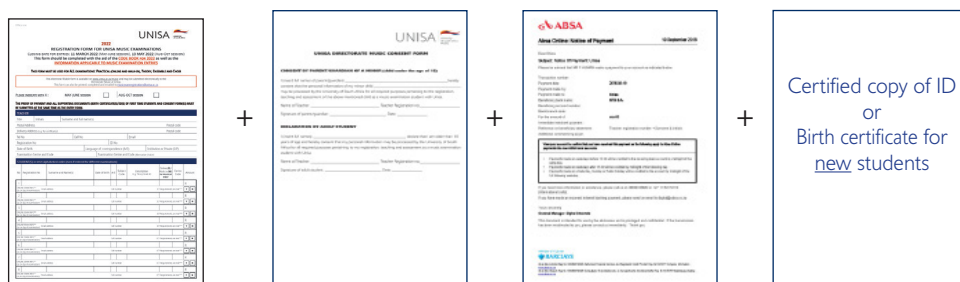
## 9. Completion of examination entry forms and submission of documents

9.1 The examination entry form should be accompanied by the following:

- Proof of payment (one collective payment should be made)
- completed consent forms and
- certified copy of birth certificate/ID (in case of new students).

*Incomplete entry forms will not be processed.*

Copies of these documents must be kept for the teacher's own records.



Entry form + consent form(s) + proof of payment + certified copy of ID/birth certificate of new student(s) only = **Registration material**

- 9.2 Handwriting must be legible. Forms must be completed in full and the additional information for the students doing online practical examination must be supplied on the entry form.
- 9.3 Students must be entered alphabetically by surname.
- 9.4 The examination registration number of existing students must be supplied.
- 9.5 The date of birth of new students must be filled in and a certified copy of the birth certificate or identity document attached.
- 9.6 The order and spelling of names should be correct as indicated on the birth certificate and/or ID. This is how the student's name will appear on the certificate.
- 9.7 If a student is entered for two or more examinations, two or more entries should be made, and the student's examination registration number and name must appear in each row of the registration form, in line with the different subject codes.
- 9.8 Consult the [2025 Codes booklet](#) for the correct centre and subject codes.
- 9.9 Indicate the student's preferred language medium (English or Afrikaans). The Practical examinations report are printed in English, but the examinations will be conducted in the student's preferred language.
- 9.10 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 the recommendations.

- 9.11 In the case of partially-sighted students there must be an indication of whether sight-reading and other tests need to be available in large print or Braille.
- 9.12 Special requests regarding practical examination dates must accompany the registration form. 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.
- 9.13 Where students are, for religious reasons, unable to take an examination on a Friday afternoon, Saturday or on Jewish holidays, it must be indicated clearly upon registration.
- 9.14 The consent column on the registration form must be signed by the parent/guardian/adult student, or the written consent must be attached to the registration form.
- 9.15 Amendments to entries may be made up to two weeks after the closing dates at a levy of R85 per amendment. (Amendments regarding personal particulars are not affected by this.)
- 9.16 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 write the required Theory of Music examination prior to the practical examination, and will need to pass this examination by no later than the end of 2025 in order for their practical examination certificate to be released.
- 9.17 Practical music examinations will only be arranged at centres where a minimum of 6.5 hours of examining will take place. 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.
- 9.18 Objection to the expense involved in travelling to and from an examination centre will not be accepted for the granting of a special centre.
- 9.19 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.
- 9.20 Jazz examinations and assessments will be offered at the following main centres only: Pretoria, Johannesburg, Bloemfontein, Parow, Port Elizabeth and Durban.
- 9.21 The Performer's Assessment examination is offered at all the existing Practical examination centres.
- 9.22 Organ, percussion and large ensembles/choirs must supply the complete physical address of the examination venue (name and address of the church, hall, etc.) on the registration form. Teachers/students are liable for the financial costs of additional examination venues for organ, choir and large ensemble examinations.
- 9.23 Entries from private schools must be clearly marked in order to facilitate the planning of the Practical examination dates.

## 10. Method of payment

The only methods of payment accepted are electronic transfers and bank deposits. Unisa does not accept any cash or card payments.

Entry fees must be deposited directly into Unisa's bank account. One collective payment must be made by each teacher.

Attach the proof of payment to the registration form. Do not mail, email or fax it separately.

### Use the following as reference:

- for individual registrations: Teacher's Unisa registration number + first 6 digits of the student's identity number;
- for group registrations: Teacher's Unisa registration number only.

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.

*No registration will commence if the proof of payment is not provided. Proof of payment must accompany the registration form and should not be submitted separately.*

## 11. Acknowledgement of registration

- 11.1 Teachers will be notified in writing as soon as their registration has been processed by receiving a Confirmation of Registration letter with a list of particulars of students registered for the examination session.

These letters will be mailed to all teachers by 14 April 2025 (May-June session) and 14 July 2025 (August-Oct session). Confirmation letters for the February session (Theory only) will be emailed to all teachers before the examinations in February 2025.

- 11.2 Inform Unisa immediately if such confirmation has not been received.

## 12. Amendments

### 12.1 Registration amendments

Teachers are required to check their Confirmation of Registration letters and notify the Directorate Music of discrepancies or errors **by no later than 21 working days** prior to the examination. No changes will be allowed later than that.

Verify all examination registration information i.e. spelling of names, instruments and grades registered for and report all registration errors and corrections in writing immediately.

A fee is payable when registration information needs to be amended. Amendments to entries may be requested up to four weeks after the closing dates subject to a levy of R90 per amendment.

**No amendments may be made to entries at the examination venue.** If a student plays/writes a different graded examination from the one entered for, the written examination will be cancelled and the practical examination will be downgraded to an Evaluation.

## 12.2 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. No fee is payable in this regard.

## 13. Examination dates: 2025

### 13.1 Theory of Music examination dates

February 2025 session			
Date and time		Code	Subject description
Monday 17 February 2025	14:30	T10-8 T30-C T50-G	Theory of Music Grade 1 Theory of Music Grade 3 Theory of Music Grade 5
Tuesday 18 February 2025	14:30	TV1-S T20-A T40-E	Theory of Music Pregrade 1 Theory of Music Grade 2 Theory of Music Grade 4
June 2025 session			
Wednesday 4 June 2025	14:30	T10-8 T30-C T50-G T61-K T61-J	Theory of Music Grade 1 Theory of Music Grade 3 Theory of Music Grade 5 Theory of Music Grade 6, paper 1 Jazz Theory Grade 6, paper 1
Thursday 5 June 2025	14:30	TV1-S T20-A T40-E T62-L T62-J	Theory of Music Pregrade 1 Theory of Music Grade 2 Theory of Music Grade 4 Theory of Music Grade 6, paper 2 Jazz Theory Grade 6, paper 2
October 2025 session			
Monday 20 October 2025	14:30	T50-G T61-K T71-M* T81-P* T61-J T71-J* T81-J*	Theory of Music Grade 5 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 Jazz Theory Grade 7, paper 1 Jazz Theory Grade 8, paper 1
Tuesday 21 October 2025	14:30	TV1-S T20-A T40-E	Theory of Music Pregrade 1 Theory of Music Grade 2 Theory of Music Grade 4
Wednesday 22 October 2025	14:30	T10-8 T30-C	Theory of Music Grade 1 Theory of Music Grade 3
Thursday 23 October 2025	14:30	T62-L T72-N* T82-Q* T62-J T72-J* T82-J*	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 Jazz Theory Grade 7, paper 2 Jazz Theory Grade 8, paper 2

\* October session only



### 13.2 Practical examination dates

May-June session: 2 May to early June 2025

August-October session: mid - August to early October 2025

### 13.3 Availability of examination dates

The examination dates for the individual centres will be available on the Directorate Music website by 4 April 2025 (May-June session) and 4 July 2025 (August-October session).

Teachers will be notified in writing by 14 April 2025 (May-June session) and 14 July 2025 (August-October session) of the specific examination dates at their centres.

Please refrain from enquiring about the identity of examiners per centre as this information is confidential.

## 14. Transfers

### 14.1 General

- Transfer requests will only be processed if FORM E (page 46), accompanied by proof of payment of the R340 transfer fee, is submitted.
- Entries may not be transferred to the following year.
- Unisa reserves the right to approve or refuse a transfer application.
- Do not proceed with arrangements until you have received written notification from the University.

### 14.2 Transfers of Theory of Music examinations

- Requests for changing a Theory of Music examination centre must be done in writing. Complete FORM E (page 46) and email it to the address on the form, to reach the University at least 21 working days prior to the written examination.
- Teachers are requested to ascertain well in advance whether or not the dates for the written examinations (page 10, par 13.1) clash with any educational activity or sport tours organised by schools. Students' centres/sessions must then be changed accordingly at registration or a transfer fee will be payable.
- The transfer fee of R340 includes all the papers per grade.
- If the question papers have already been despatched, the student is liable for the courier costs to the new centre.
- Unisa Theory of Music examinations are coordinated on an international basis. No request to write the Theory of Music examinations on any date or time other than those stipulated in the timetable will be considered and no correspondence in this regard will be entered into.

- If there are fewer than eight registered Theory of Music students per centre, the students will be transferred to the nearest open centre at no cost. Alternatively, February session students may be transferred to the June session and June session students to the October one.

### 14.3 Transfers of Practical Music examinations

- Transfers may be requested up to 25 March 2025 (May-June session) and 19 June 2025 (August-October session) without being liable for a transfer fee. Thereafter the transfer fee of R340 is payable. Complete FORM E (page 46) and email it to the address on the form.
- After 8 April 2025 (May-June session) and 18 July 2025 (Aug-Oct 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. The fact that a student is not fully prepared for the examination will under no circumstances be accepted as a reason for transfer.
- Transfers will only be processed if sufficient examination time is available at the requested centre.
- Should a student requesting a transfer also change teachers, the full particulars of the “new” teacher must be indicated. These particulars include full names, identity number, address, e-mail and telephone number(s).
- May-June session students may be transferred to the August-October examination session of the same year.
- Students may not transfer to the following year.
- Transfers may under no circumstances be negotiated with invigilators or music examiners.

## 15. Cancellations and cancellation fees

- 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 23, par. 7.3).
- All cancellations and withdrawals of students from Practical and Theory of Music examinations must be done in writing. The name and examination number of the student, the name and registration number of the teacher and the centre must be stated clearly.
- All cancellation fees are refunded by electronic transfer. The banking details of the beneficiary must be communicated in writing.
- No fees will be refunded for last-minute cancellations reported to the invigilator.
- Students will forfeit the following percentage of fees paid if they cancel their entries by the stipulated dates:

Non-medical cancellations - Practical

## May-June Session

25% on or before 15 March  
 50% 16 March to 12 April  
 100% after 12 April

## August-October Session

on or before 31 May  
 1 to 30 June  
 after 30 June

Non-medical cancellations – Theory of Music

## February Session

25% on or before 20 Dec.  
 50% 21 Dec. to 8 January  
 100% after 8 January

## June Session

on or before 1 April  
 1 to 30 April  
 after 30 April

## October Session

on or before 13 June  
 13 June to 29 August  
 after 31 August

- Cancellations 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 10 working days of the date of the examination. Students who wish to transfer from the October to the February 2026 Theory examination session will have 50% of their fees refunded upon the submission of a medical certificate and will need to pay the difference in fees.

## 16. Language of communication

### 16.1 Official language of the University

English is the official language of the University, therefore official documentation is available in English only.

### 16.2 Report forms

Practical examination report forms are printed in English, but the examination may be conducted in Afrikaans at the request of the student. However, the examiner may write the commentary in English.

### 16.3 Theory of Music question papers

Theory of Music question papers are printed in English and Afrikaans. Students may answer in either language.

### 16.4 Jazz examinations

Jazz examinations will be conducted in English only.

### 16.5 Certificates

Unisa music examination certificates are printed in English only.

## 17. Results

### 17.1 Estimated dates for release of results

Theory of Music - February session	7 March 2025
June session	4 July 2025
October session	28 November 2025

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.

17.2.2 No results will be given over the telephone, by e-mail 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 Results and certificates are sent by courier. Always inform the Directorate Music in writing of changes to your 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 non-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 R220 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 a copy of an examination script

A copy of an examination script may be requested and will only be issued to the student or to the parent/guardian if the student is a minor. The fee payable is R90 per application, and must be accompanied by FORM G (page 48).

#### 17.4.5 Deadlines

In all cases referred to in 17.4.1, 17.4.2, 17.4.3 and 17.4.4, the application, together with

proof of payment of the prescribed fee, should reach the University by 4 April 2025 (for the February session), 25 July 2025 (for the June session) and 28 January 2026 (for the October session) and must be emailed to the Deputy Director (Professional). After these dates the examination scripts are destroyed.

## 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 does not meet the Theory of Music requirement by the end of this year, the student must re-enter for the Practical examination and play again.
- 17.5.3 The October session's Theory of Music certificates will only be issued in January of the following year.
- 17.5.4 Certificates will be distributed via courier. Please ensure that we have the correct street address and telephone numbers.
- 17.5.5 In compliance with university policy, duplicate copies of certificates may not be issued.

## Section C Practical examinations

### 1. Examination dates and times

#### 1.1 The practical examination dates appear on page 11.

Practical examinations are conducted on Mondays to Saturdays from 08:30 to 17:00. Examinations may be conducted on a public holiday (except for religious holidays) and during school holidays where necessary.

#### 1.2 Timetable(s) for the practical examinations will be mailed to each teacher by the invigilator of the centre where the students have been registered.

#### 1.3 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 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 the tuning of the piano, sending out the timetables to teachers, etc.

All students must be examined at the venue arranged for this purpose.

#### 2.2 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 for half an hour if logistically feasible. Arrangements in this regard should be made with the invigilator.

### 3. Examination procedures

#### 3.1 Reporting time

All students must report to the invigilator at the examination centre 30 minutes prior to 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 the 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 flow of the examination.

3.2.3 Restrict the number of chaperones to two people to prevent crowding and noise in the waiting rooms.

3.2.4 Please refrain from engaging with the examiner during or after the examinations.

3.2.5 No one may stand and listen outside or near the examination room.

### 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 Students must provide competent accompanists for their recital. Poor ensemble may result in the penalisation of the student.

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 foot rests

Students must supply their own music stands, foot rests 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 The Theory of Music examinations required for the various practical grade examinations are as follows:

For Practical Pregrade 1 to Grade 3 .....None  
 For Practical Grade 4.....Grade 2  
 For Practical Grade 5.....Grade 3  
 For Practical Grades 6 .....Grade 4  
 For Practical Grade 7 & 8.....Grade 5

Please refer to section 2.1 on p.30 for more information on the Theory of Music requirements.

### 5.2 Syllabi

Only the current syllabi available on the website [www.unisa.ac.za/music](http://www.unisa.ac.za/music) **must** be used for Unisa music examinations. Please note that in some syllabi students have to play two pieces from one list.

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.

### 5.3 Incorrect repertoire

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

- pieces that are not part of the prescribed syllabus
- pieces that are not approved as alternative works (a certificate for an approved alternative work must be produced at the examination - see par 5.9 on page 19 for more information.)
- pieces chosen from the wrong list
- pieces for which the original score is not present in the examination room
- pieces downloaded from the internet for which official verification from the website confirming the student's right to use the score is not presented to the examiner
- two pieces from the same list (one piece will not be awarded a mark).

### 5.4 Incorrect Grade

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 as students cannot get credit for examinations for which they have not been registered.

### 5.5 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.

## 5.6 Repeats

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

## 5.7 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.

## 5.8 Memorisation

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

## 5.9 Alternative works

### 5.9.1 Pregrade 1 to Grade 8

Except in the case of piano examinations Pregrade 1 to Grade 7, students may suggest and request 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.

5.9.2 Requests for the approval of an alternative work (FORM C, page 44) must be submitted in good time, **preferably prior to examination registration**. No applications to perform alternative pieces will be processed after 31 July 2025.

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

### 5.9.4 Alternative Jazz piece for List C

Students may perform a through-composed piece from the 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 the Directorate Music.

## 5.10 Use of photocopies or copies downloaded from the internet in the practical examinations

5.10.1 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).

5.10.2 The original music must be present in the examination room. Examiners will 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.

5.10.3 Pieces where no original music has been provided will not be awarded any marks.

5.10.4 Copies may not be made of the pieces from the Unisa examination albums and students must play from the original Unisa examination albums.

5.10.5 Students 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.

- 5.10.6 Music purchased from online publishers/the internet must clearly display the student's right to use the downloaded score (either in the form of a watermark with the student'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.
- 5.10.7 Copies downloaded from IMSLP must be accompanied by official proof validating the music score as a true copy downloaded from IMSLP. As verification document, the page which contains the composer's name and the title of the piece and which appears prior to accessing the actual score, must be printed and handed to the examiner. All free internet downloads of music scores must be accompanied by official confirmation of the student's right to use the music score.
- 5.10.8 Where necessary, pages may be photocopied to facilitate page-turning.

### 5.11 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. In the case of hearing-impaired students, the Practical Musicianship tests may be replaced by a Viva Voce test and the necessary arrangements must be made with the Directorate Music.

### 5.12 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.

### 5.13 Sight-reading and sight-singing

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

- 5.13.2 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

### 5.14 Practical Musicianship

- 5.14.1 Changes to the 2011 Practical Musicianship syllabus

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

- 5.14.2 Practical Musicianship for organ students

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

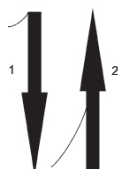
### 5.14.3 Practical Musicianship - Grade 6

Take note that a visualisation test was introduced in the Grade 6 Practical Musicianship tests.

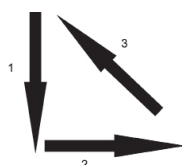
#### 5.14.4 Practical Musicianship Exercise 1/2

“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:

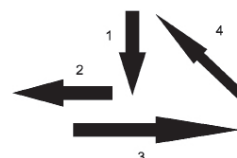
2 beats per bar



3 beats per bar



4 beats per bar



#### 5.14.5 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 1 .....	visualisation
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.

#### 5.14.6 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.

For hearing-impaired students, the Practical Musicianship test may be replaced by a *Viva Voce* test, consisting of questions on the pieces performed.

## 6. Notifications for specific instruments

### 6.1 Piano

#### 6.1.1 Only the 2016 (until further notice) syllabus may be presented for examination.



The Unisa Piano Examination albums are available from the Directorate Music at Unisa and selected book shops

6.1.2 The piano albums include selected pieces from the 2016 syllabus, but students 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.

6.1.3 Errata on the new piano albums are available online.

6.1.4 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.

6.1.5 Piano Duets and Two Pianos

The same student 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.

## 6.2 Jazz and Electronic keyboard

6.2.1 The current Unisa Pregrade 1 to Grade 5 Theory of Music (Western Art) requirements apply to all graded Jazz Practical examinations up to Grade 8. Therefore the Jazz and Western Art Music/Classical students do the same Theory of Music up to Grade 5 level. The current Practical Musicianship syllabus (Western Art) applies up to Jazz Grade 5 Practical only. Grades 6, 7 and 8 Jazz Practical students will be tested on the specific Unisa Jazz Grade 6, 7 and 8 Jazz Practical Musicianship.

6.2.2 The Jazz Piano and Electronic Keyboard albums are available from the Directorate Music. See the *2025 Order Form* for more information.

6.2.3 Jazz Ensemble examinations are also offered and the repertoire must be submitted for approval in good time, preferably before submitting the examination entries. (FORM D, page 45)

## 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 tone higher.

## 7. Other examination/assessment options

### 7.1 Ensemble Examinations

- 7.1.1 Ensemble examination entries (for all genres) must be completed on the registration form and indicated as such.
- 7.1.2 The scores or lead sheets of the pieces to be performed must be submitted for approval upon registration (FORM D, page 45).
- 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 syllabi are 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.
- 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 *2025 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 *2025 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 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, and only commentary will be given.
- 7.3.3 One teacher or parent may be present at the Evaluation.
- 7.3.4 If examination students perform without the required piano accompaniment indicated in the score, the examination will be downgraded to an Evaluation.
- 7.3.5 If a student plays any grade other than the grade registered for, the examination will be downgraded to an Evaluation as students cannot get credit for examinations for which they have not been registered.

## 8. Online Practical examinations

- 8.1 The requirements will be emailed to all parties concerned and test sessions will be arranged prior to the examinations.

### 8.2 Amended Practical Musicianship

The Practical Musicianship tests for the venue-based, walk-in examinations remain the same (as set out in the syllabus).

The amendments listed below are applicable to the Practical Musicianship tests for the online Practical examinations only. Students will be tested on the Practical Musicianship tests for the grades for which they have been entered and the exercises listed below will be amended accordingly.

*Due to the nature of the online exams and the confidentiality of the exam material, the music examples for the identification of errors and for the visualisation and sight-singing tests cannot be supplied to students taking these exams.*

#### Pregrade 1:

Test 2: replace beat the time with **clap the rhythmic pattern after the examiner has played the melody twice**

#### Grade 1:

Test 2: replace beat the time with **name the time/metre after the examiner has played the melody twice**

Test 5: replace identifying the error in the manner of playing with **identify which one of two renditions of the same melody was played legato or staccato (identify one only)**

#### Grade 2:

Test 1: replace beat the time with **name the time/metre after the examiner has played the melody twice**

Test 3: replace sing the scale degree with name the scale degree played above the tonic/doh

#### Grade 3:

Test 1: replace beat the time with **name the time/metre after the examiner has played the melody twice**

Test 3: replace sing the scale degree with **name the scale degree played above the tonic/doh**

Test 5: the identification of a rhythmic error will not be asked as the music example cannot be supplied - **another example of test 4 will be asked (refer to the Practical Musicianship syllabus online)**

#### Grade 4:

Test 1: replace beat the time with **name the time/metre after the examiner has played the melody twice**

Test 6: the identification of a rhythmic or pitch error will not be asked as the music example cannot be supplied - **another example of test 5 will be asked (refer to the Practical Musicianship syllabus online)**



#### Grade 5:

Test 1: replace beat the time with ***name the time/metre after the examiner has played the melody twice***

Test 4: rhythmic dictation: students must provide their own music manuscript paper, write down the rhythmic pattern played by the examiner and read their answer to the examiner

Test 7: the identification of a rhythmic and pitch error will not be asked as the music example cannot be supplied - ***another example of tests 1 and 2 will be asked (refer to the Practical Musicianship syllabus online)***

#### Grade 6:

Test 1: the visualisation test will not be asked as the music example cannot be supplied - ***another example of test 4 will be asked (refer to the Practical Musicianship syllabus online)***

Test 2: all students will have to do dictation as the music example for the sight-singing test cannot be supplied - students must provide their own music manuscript paper, write down the melody played by the examiner and read their answer to the examiner.

#### Grade 7:

Test 1: the visualisation test will not be asked as the music example cannot be supplied - ***another example of test 6 will be asked (refer to the Practical Musicianship syllabus online)***

Test 2: all students will have to do dictation as the music example for the sight-singing test cannot be supplied - students must provide their own music manuscript paper, write down the melody played by the examiner and read their answer to the examiner.

#### Grade 8:

Test 1: all students will have to do dictation as the music example for the sight-singing test cannot be supplied - students must provide their own music manuscript paper, write down the melody played by the examiner and read their answer to the examiner.

### 8.3 Amended Viva Voce

Due to the nature of the online Practical Music exams and the confidentiality of the exam material, Sight-reading pieces cannot be supplied to students taking these exams. The Sight-reading will therefore be replaced by a Viva Voce test counting 10 marks. Questions on the topics listed below will be asked and must be prepared for all the pieces that will be played at the examination.

#### Pregrade 1 and Grade 1:

- the dates of birth and death of the composer
- the key of the piece
- the meaning of the time signature
- the meaning of the tempo indications, dynamics and performance indications.

#### Grades 2 and 3:

- the dates and places of birth and death of the composer
- the key of the piece
- the meaning of the title of the piece
- the meaning of the time signature
- the meaning of the tempo indications, dynamics and performance indications.

#### Grade 4:

##### As for Grades 2 and 3 plus:

- the names of any two other genres composed by each composer

#### Grade 5:

##### As for Grade 4 plus:

- cadences
- modulations

#### Grades 6 – 8:

##### As for Grade 5 plus:

- repetition, sequence and imitation (where applicable)
- the overall form structure of each piece
- the general style characteristics of the style period of each piece.

**NB: Students taking the venue-based, walk-in exams will do the Sight-reading and not the Viva Voce test.**

## 9 Supplementary practical examinations

### 9.1 Grade 8

Supplementary examinations are permitted for Grade 8 students, provided that they obtain at least 46% in the examination. The full examination fee is payable.

### 9.2 Unisa Music for Matric

Grade 7 practical students, who obtained a mark of 46% and higher and who can submit proof that they are registered for the Grade 12 National Senior Certificate examination and that Unisa Grade 7 Music Practical is part of their matric subjects, will be granted an opportunity to improve their marks during the aegrotat examinations of the August-October Unisa music examination session. Such students must be registered for the August-October session practical examinations by no later than 4 June 2025.

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

## 10. Exemptions

Grade 5 Theory of Music is the **COMPULSORY** Theory of Music examination for students entering for the Grade 8 Practical examination.

### 10.1 International music qualifications

Students in possession of international qualifications (Grade 6 or higher) may apply for exemption from Grade 5 Theory of Music. These exemptions will be evaluated by the professional staff of the Directorate Music.

### 10.2 Application procedure

Please use the enclosed Request for Exemption FORM B (page 43). A certified copy of the student's academic record on an official letterhead of the Conservatoire/School/University where the student is studying must accompany the application.

## 11. Practical examination results 2024: Average marks per grade

Grade	May session	September session
Pregrade 1	83	81
Grade 1	77	79
Grade 2	80	78
Grade 3	79	76
Grade 4	77	76
Grade 5	71	76
Grade 6	73	78
Grade 7	76	78
Grade 8	66	78

## 12. Publications for practical examinations

### 12.1 Instrumental Albums

Instrumental albums for guitar, violin, soprano recorder, flute, electronic keyboard and jazz piano and various Stockton albums contain a selection of pieces from the prescribed syllabi.



### 12.2 Jazz Sight-reading Specimen tests books with CD

New jazz sight-reading specimen test books have been published and may be purchased with an accompanying CD containing backing tracks.



### 12.3 Instrumental albums; Change in sale process

As from January 2018, the [solo part](#) and [accompaniment](#) of the Unisa Instrumental examination albums are being sold separately.

### 12.4 Achievers publication

The details of students who excelled in our music examinations and of music teachers who received merit certificates have previously been included in our academic journal *Musica*. Academic journals contain peer-reviewed scholarly articles and we have therefore decided to remove the Unisa music examination achievers information from the journal and create a separate publication for it. This has led to the birth of our *Achievers* publications which will be printed annually.



Refer to the [2025 Order Form](#) and website for more information on our music publications.

## Section D Written examinations

### 1. Venues and dates

#### 1.1 Venues

Theory of Music examinations will be arranged where **at least eight students** have registered, irrespective of the grades. Unisa reserves the right to combine examination centres.

#### 1.2 Transfers

For more information about transferring to another centre, see page 11, par 14.

#### 1.3 Examination dates and timetables

The examination dates and times appear on page 10.

Timetable(s) for each student will be mailed to the teacher four weeks prior to the examination date. **Students must present these timetables at the examination venue for identification purposes.**

#### 1.4 Alternative dates

Unisa Theory of Music examinations are coordinated on an international basis. No request to write the Theory of Music examinations on any other date or time other than those stipulated in the timetable (see page 10, par 13.1) will be considered and no correspondence will be entered into in this regard.

#### 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)
Grade 6-8 Jazz Theory .....	3 hours per paper (2 papers per grade)

### 2. Registration information

#### 2.1 Theory of Music requirements

##### 2.1.1 The Theory of Music requirement follows below.

During 2025 students must:

- be entered for the required Theory of Music examination during the session prior to the Practical examination session (for example, Theory in February and Practical in May/June,

or Theory in February or June and Practical in August/September)

- pass both the Practical and the required Theory of Music examination by the end of 2025, or forfeit the Practical examination if the Theory requirement is not met.

Students may not enter for both the Practical and required Theory of Music examination during the same examination session and students who have passed the Theory of Music requirement long before the Practical examination will retain credit for the Theory of Music component.

As from 2026, students must, where applicable, have passed the required Theory of Music examination prior to entering for the Practical examination.

- 2.1.2 Potential South African Music Scholarship Competition Grade 8 students forfeit the opportunity to participate if they have not passed Grade 5 Theory of Music by the June session.

## 2.2 Grade 6, 7 and 8, Papers 1 and 2

Grade 6, 7 and 8 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, and cannot get credit for an examination for which they have not been registered.

### 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 Students 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.



3.2.4 Students may not take any books, study material, or music manuscript paper (not even blank ones) into the examination room.

3.2.5 Students must bring their own writing utensils to the examination room. The question paper may be completed with a pen or pencil, but preferably with a pencil.

### 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 [2025 Order Form](#).

## 4. Syllabus requirements

### 4.1 Syllabus

All Theory of Music Examinations will be based on the Theory of Music Syllabus 2015 (until further notice), available online. Sufficient notes regarding solfa notation have been included in the new syllabus to supply the necessary guidelines.

### 4.2 Accumulative syllabus content

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

### 4.3 Grade 6, 7 and 8: Requirements to pass

Students entering for the Grade 6, 7 or 8 Theory of Music or Jazz Theory examinations must pass both the examination papers in order for the Theory qualification to be awarded. Students who fail either of the two papers will retain credit for the paper passed.

## 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 National Senior Certificate examination and that Unisa Theory of Music Grade 5 is part of their matric music subject, may be granted an opportunity to improve their marks during an aegrotat examination. Such students must be registered for the October session Theory of Music examinations by no later than 18 July 2025.

### 5.2 Certification

Students who failed a June session Theory of Music or Jazz Theory examination required for certification of a Practical grade examination that same year, will be permitted late entry for the October session. Written application together with proof of payment must be submitted by 18 July 2025.

## 6. Theory of Music results 2024: Average marks per grade

Grade	Average		
	February session	June session	October session
Pregrade 1	78	86	79
Grade 1	80	79	85
Grade 2	68	77	80
Grade 3	79	74	82
Grade 4	69	71	74
Grade 5	71	77	69
Grade 6	-	67	67
Grade 7	-	-	65

## 7. Theory of Music support material

### 7.1 Theory of Music Workbooks

Although some changes have been made to the Theory of Music syllabus in the past, the Unisa Pregrade 1 to Grade 5 Theory of Music Workbooks are still in use and may be purchased from the Directorate Music (refer to the *2025 Order Form*).

### 7.2 Theory of Music Form analysis prescribed pieces

- The Grade 5 and Grade 6 Theory of Music Form Analysis Prescribed Pieces may be purchased. See the *2025 Order Form* for more information.
- Grade 6: Please note that the first movement of Mozart's Sonata in C, K.309. replaces the first movement of Beethoven's Sonata in B flat, Op. 22. The analysis is available online at [www.unisa.ac.za/music](http://www.unisa.ac.za/music) (see *Theory of Music resources*).

### 7.3 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.

### 7.4 Scores for Form Analysis in Theory of Music papers

- 7.4.1 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.
- 7.4.2 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

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.

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.

Lists of names of students who qualify for the Roll of Honour of outstanding achievers (Practical and Theory of Music respectively) for 2024 will be published in a separate publication entitled *Achievers 2024*.

### 2.      Merit certificates to music teachers

Recognition is given to music teachers whose students did exceptionally well in either the practical or theoretical music examinations.

Each teacher who enters at least 10 practical or 10 theory of music students for Unisa music examinations in a particular year and where at least 10 students in each category (practical or theory - not a combination of both) obtain an average distinction mark, receives a certificate of merit.

This list of music teachers who received a certificate of merit for 2024 will also be published in the *Achievers 2024* publication.

## Section F      Unisa Music as subject for matric

### 1.      Conditions

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

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 student is registered to complete the National Senior Certificate.

## Section G Publications

1. Order form for music examination publications

The *2025 Order Form* used to order the music examination publications sold by the Directorate Music is available on the website. Unisa music publications are also available at selected music book shops.

## 2. Buying from the Directorate Music: Direct Sales

The music publications are no longer sold by the Unisa Press Bookshop and may be ordered directly from the Directorate Music.

### 3. Mail orders

- Orders may be e-mailed to [musicpublicationsales@unisa.ac.za](mailto:musicpublicationsales@unisa.ac.za). Orders will be despatched once proof of payment has been received.
- Proof of payment must accompany the order. No cheque or cash payments are accepted.
- Only return the pages of the *Order Form* relevant to your order.
- Please allow *at least six weeks* for delivery of your ordered publications.
- Postage is included in the cost of the publications. If you would however prefer us to courier the items, please include a courier fee of R100 per parcel for national, and R220 per parcel for international carriers.
- Copies of examination papers and memoranda must not be ordered prior to the examination having been written. If this is done, additional courier costs will be charged for each extra parcel that needs to be dispatched.

Download the official order form for music examination publications from the internet at [www.unisa.ac.za/music](http://www.unisa.ac.za/music)

[illegible]

## Section H Unisa Music Scholarship Competition 2024

### Prizewinners



Musa Makgato, winner of the Unisa South African Music Scholarship



Matthew Lamprecht, runner-up of the Unisa South African Music Scholarship

### Scholarships and prizes

Two Unisa South African Music Scholarships – winner R17 500 and runner-up R14 000, made available by the Directorate Music.

Winner: Musa Makgato (Clarinet), Grahamstown

Teacher: Jenny Brand

Runner-up: Matthew Lamprecht (Violin), Paarl

Teacher: Inge Wittenberg

Two [Du Toit-Van Tonder Music Scholarships](#) of R9 000 each, funded by the interest on a bequest by Cecil Henry du Toit (1937-1985) and have been awarded annually since 1986.

Winners:

Giorgia Ehlers (Cello), Pretoria

Teacher: Berthine van Schoor

Joshua McLachlan (Organ), Bloemfontein

Teacher: Jan Beukes

[Unisa Piano Scholarship](#) R14 000, sponsored by the Directorate Music is awarded to the best piano competitor under the age of 20.

Winner: Eléna Monvoisin (Piano), Cape Town

Teacher: Magdalena Claassen

[Unisa South African Composition](#) Prize of R14 000, sponsored by the Directorate Music is awarded for the best performance of a South African composition.

Winner: Matthew Lamprecht (Violin), Paarl

Teacher: Inge Wittenberg

[Johanna van der Spuy Memorial Prize \(1906-2010\)](#) of R3 000 for the best performance of a Romantic work.

Winner: Joshua McLachlan (Organ), Bloemfontein

Teacher: Jan Beukes

[Unisa/Deon van der Walt Vocal Scholarship](#) of R4 000, established from the box office income of a Gala Concert given by the late Deon van der Walt, which was jointly organised by SAMRO and Unisa and held at the State Theatre in 1997. This scholarship is awarded to the best grade 8 singing student.

Winner: Sarah-Leigh Bokwe (Mezzo soprano), Howick

Teacher: Botes Gresse

[Developing Artists Prizes](#) of R2000 each made available by the Directorate Music.

Winner: Kyras Adams (Violin), Paarl

Teacher: Hadley Duminy

Winner : Musa Makgato (Clarinet), Grahamstown

Teacher: Jenny Brand

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The following prize was not awarded in 2024:

- [Mimi Coertse Prize](#) of R2 000 for the best rendition of a South African Art Song. This prize is sponsored by Mimi Coertse.

## Section I      Music Competitions in 2025

### 1.      Unisa South African Music Scholarship Competition 2025

15 -17 October 2025

#### 1.1      Main Scholarships

Unisa SA Music Scholarship (First Prize) R17 500

Unisa SA Music Scholarship (Runner-up) R14 000

#### 1.2      Age Restrictions

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

Instrumentalists              21 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 5 by the June session of that particular year. Students writing the required Theory of Music Grade 5 examination in the October 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 Unisa South African Music Scholarship Competition.

### 2.      3<sup>rd</sup> Unisa National Voice Competition 2025

The Unisa Music Foundation will be presenting the 3<sup>rd</sup> Unisa National Voice Competition from 12 - 19 July 2025. The competition will include a Classical and Jazz category.

For more information contact the Unisa Music Foundation at [boshimk@unisa.ac.za](mailto:boshimk@unisa.ac.za) or 012 429 3311 or visit the Music Foundation website at [www.unisa.ac.za/musicfoundation](http://www.unisa.ac.za/musicfoundation)



## Annexures

FORM A: Accreditation application - Personal information

FORM B: Request for exemption from Grade 5 Theory of Music

FORM C: Application for approval of an alternative work

FORM D: Application for approval of Choir/Ensemble/Jazz Ensemble repertoire

FORM E: Request for transfer of a Practical/Theory of Music examination to another examination centre/session

FORM F: Request for issuing of an academic record and subject declaration

FORM G: Request for access to a copy of a Theory of Music examination script

FORM H: Request for the remarking of a Theory of Music examination script

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## UNISA POPIA DECLARATION

The declaration below applies to all parties who supplied personal information to or who has supplied personal information, on behalf of another party, to the University of South Africa:

### CONSENT IN TERMS OF THE PROTECTION OF PERSONAL INFORMATION ACT NO 4 OF 2013

1. I declare that all the personal information furnished by me on this form are true and correct, and I undertake to inform Unisa of any changes in my (or my music students') personal information.
2. I undertake to comply with all the rules, regulations and decisions of the university and any amendments thereto and I have taken note of advice which may be applicable to students in general.
3. I, as a student registered at Unisa or an applicant intending to study with Unisa, or a music teacher entering students for the Unisa Music exams, hereby consent that Unisa may collect, use, distribute, process my (or my music students') personal information for all required academic processes pertaining to my application or registration to study with Unisa, which may include, but is not limited to:
  - 3.1 internal administrative processing;
  - 3.2 institutional and scholarly research; and
  - 3.3 funding submissions.
4. I also consent that Unisa may share my personal information with the Matriculation Board and Admissions Committees, Higher Education South Africa, the Department of Higher Education and Training, the Council on Higher Education, the South African Qualifications Authority, other public higher education institutions, Qualification Verification Agencies, professional bodies, third parties rendering various services to the university and legal entities which may lawfully require such information for legal obligations and/or investigations.
5. I understand that in terms of the Protection of Personal Information Act (POPIA) and other laws of the country, there are instances where my express consent is not necessary in order to permit the processing of personal information, which may be related to investigations, obligation or when personal information is publicly available.
6. I will not hold the university responsible for any improper or unauthorised use of personal information that is beyond its reasonable control.
7. I confirm that I have read the notice and understand the contents.

Note: The nature of personal information collected can be viewed in the Personal Information Inventory Lists published on the Unisa webpage at [www.unisa.ac.za](http://www.unisa.ac.za).

## ACCREDITATION APPLICATION

Surname					Title	
Full names						
Unisa Music Registration No						
Gender	Female	<input type="checkbox"/>	Male	<input type="checkbox"/>		
Identification No					Date of birth	
Country of birth					Nationality	
Residential address			Postal/Courier address			
			Postal code			
					Postal code	
Contact details	Home tel				Cell/Mobile	
	Email					

Qualifications (list from highest to lowest; attach CV)

Year completed	Qualification	Institution
Teaching experience (in years)		

**Please tick the appropriate block below ☒ If you agree, please indicate the lessons you are offering.**

I agree	<input type="checkbox"/>	that my name and contact details be included in the list of Unisa accredited Music teachers on the webpage of the Directorate Music at Unisa
I do not agree	<input type="checkbox"/>	List instruments/Theory of Music for which you offer lessons: _____

Please tick to confirm that all required documents are attached ☒

***All copies must have been certified within the last three (3) months***

<input type="checkbox"/>	Certified copy of highest music qualification
<input type="checkbox"/>	Certified copy of ID
<input type="checkbox"/>	Certified copy of marriage certificate if surname on qualification differs from current surname on ID
<input type="checkbox"/>	Certified copy of matric certificate if highest music qualification is a graded music certificate (Practical and Theory)
<input type="checkbox"/>	Curriculum vitae (CV) especially detailing qualifications and teacher experience

Protection of Personal Information Act (POPIA) Declaration:

In compliance with the Protection of Personal Information Act (POPIA), the personal information collected here is solely intended for use by the Professional Division of the Directorate Music and Unisa. I understand that in terms of POPIA and other laws of the country, there are instances where my express consent is not necessary in order to permit the processing of personal information, which may be related to investigations, litigation or when personal information is not publicly available. I shall not hold the university responsible for any improper or unauthorized use of personal information that is beyond its control. I have read this declaration in its entirety and understand the contents and implications thereof

Signature		Date	
-----------	--	------	--

Please EMAIL documents to Mr Sean Adams at [adamssa@unisa.ac.za](mailto:adamssa@unisa.ac.za) or courier them to Mr Sean Adams, Directorate Music, OR Tambo Administration Building, Room 5-35, Preller Street, Unisa Main Campus, Muckleneuk Ridge, Pretoria 0003

## FORM B

**REQUEST FOR EXEMPTION FROM GRADE 5 THEORY OF MUSIC**  
(for applicants with international qualifications only)

Address \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Postal code \_\_\_\_\_

Email \_\_\_\_\_

Tel/Cell/Mobile \_\_\_\_\_

Date \_\_\_\_\_

I hereby request exemption from Theory of Music Grade 5 (for Grade 8 practical).

Enclosed please find **a certified copy of my academic record.**

Protection of Personal Information Act (POPIA) Declaration:

In compliance with the Protection of Personal Information Act (POPIA), the personal information collected here is solely intended for use by the Professional Division of the Directorate Music and Unisa. I understand that in terms of POPIA and other laws of the country, there are instances where my express consent is not necessary in order to permit the processing of personal information, which may be related to investigations, litigation or when personal information is not publicly available. I shall not hold the university responsible for any improper or unauthorized use of personal information that is beyond its control. I have read this declaration in its entirety and understand the contents and implications thereof.

Name										
Examination number (if applicable)										
Signature										

Please EMAIL documents to Mr Sean Adams at [adamssa@unisa.ac.za](mailto:adamssa@unisa.ac.za) or courier them to Mr Sean Adams, Directorate Music, OR Tambo Administration Building, Room 5-35, Preller Street, Unisa Main Campus, Muckleneuk Ridge, Pretoria 0003

Enquiries: [adamssa@unisa.ac.za](mailto:adamssa@unisa.ac.za) Tel: 012 429 2615

[ndalaat@unisa.ac.za](mailto:ndalaat@unisa.ac.za) Tel: 012 429 2913

Office use	
Approved <input type="checkbox"/>	Not approved <input type="checkbox"/>
By _____	Date _____

## FORM C

## APPLICATION FOR APPROVAL OF AN ALTERNATIVE WORK

PARTICULARS OF TEACHER			
Surname and Initials			
Unisa Music Registration No			
Postal address			
		Postal code	
Tel/Cell/Mobile no			
Email			
PARTICULARS OF STUDENT			
Full names and surname			
Examination session and year			
Examination Instrument		Grade	
ALTERNATIVE WORK TO BE PRESENTED			
List			
Composition (indicate movements clearly)	Composer:		
	Title:		
Duration <sup>1</sup>			

## Protection of Personal Information Act (POPIA) Declaration:

In compliance with the Protection of Personal Information Act (POPIA), the personal information collected here is solely intended for use by the Professional Division of the Directorate Music and Unisa. I understand that in terms of POPIA and other laws of the country, there are instances where my express consent is not necessary in order to permit the processing of personal information, which may be related to investigations, litigation or when personal information is not publicly available. I shall not hold the university responsible for any improper or unauthorized use of personal information that is beyond its control. I have read this declaration in its entirety and understand the contents and implications thereof.

SIGNATURE		DATE	
-----------	--	------	--

Please email copy of alternative work plus this application form to

[adamssa@unisa.ac.za](mailto:adamssa@unisa.ac.za) or [ndalaat@unisa.ac.za](mailto:ndalaat@unisa.ac.za)

or courier to

Mr Sean Adams, Directorate Music, OR Tambo Administration Building, Room 5-35, Preller Street, Unisa Main Campus, Muckleneuk Ridge, Pretoria 0003

Enquiries: Tel: 012 429 2615/2913

## FORM D

## APPLICATION FOR APPROVAL OF CHOIR/ENSEMBLE/JAZZ ENSEMBLE REPERTOIRE

PARTICULARS OF TEACHER			
Surname and Initials			
Unisa Music Registration No.			
Postal address			
		Postal code	
Tel/Cell/Mobile no			
Email			
PARTICULARS OF CHOIR/ENSEMBLE/JAZZ ENSEMBLE			
Name			
Examination session and year			
Category		Grade*	
WORKS TO BE PRESENTED			
List A	Composer:	Title:	Duration:
List B	Composer:	Title:	Duration:
List C	Composer:	Title:	Duration:

## Protection of Personal Information Act (POPIA) Declaration:

In compliance with the Protection of Personal Information Act (POPIA), the personal information collected here is solely intended for use by the Professional Division of the Directorate Music and Unisa. I understand that in terms of POPIA and other laws of the country, there are instances where my express consent is not necessary in order to permit the processing of personal information, which may be related to investigations, litigation or when personal information is not publicly available. I shall not hold the university responsible for any improper or unauthorized use of personal information that is beyond its control. I have read this declaration in its entirety and understand the contents and implications thereof.

SIGNATURE		DATE	
-----------	--	------	--

\* Elementary/Intermediate/Advanced

Please email copies of all works plus this application form to

[adamssa@unisa.ac.za](mailto:adamssa@unisa.ac.za) or [ndalaat@unisa.ac.za](mailto:ndalaat@unisa.ac.za)

or mail to

Mr Sean Adams, Directorate Music, OR Tambo Administration Building, Room 5-35, Preller Street, Unisa Main Campus, Muckleneuk Ridge, Pretoria 0003

Enquiries: 012 429 2615/2913

## FORM E

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

PARTICULARS OF TEACHER				
Surname and Initials				
Unisa registration number				
Postal address			Postal code	
Tel/Cell/Mobile no				
Email				
PARTICULARS OF STUDENT				
Full names and surname				
Unisa music registration number				
Examination session and year				
Examination Instrument/Theory paper		Grade		
Existing (old) centre				
New centre 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	Tel nos.

## Protection of Personal Information Act (POPIA) Declaration:

In compliance with the Protection of Personal Information Act (POPIA), the personal information collected here is solely intended for use by the Professional Division of the Directorate Music and Unisa. I understand that in terms of POPIA and other laws of the country, there are instances where my express consent is not necessary in order to permit the processing of personal information, which may be related to investigations, litigation or when personal information is not publicly available. I shall not hold the university responsible for any improper or unauthorized use of personal information that is beyond its control. I have read this declaration in its entirety and understand the contents and implications thereof.

<b>SIGNATURE (TEACHER)</b>		<b>DATE</b>	
----------------------------	--	-------------	--

Unisa reserves the right to approve or refuse a transfer application. Transfers may under no circumstances be negotiated with invigilators. Please do not proceed with arrangements until you have received written notification from the University.

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 R 340 transfer fee accompanies the written application.

Please refer to pages 11-12 for more information on transfers of Practical and Theory of Music examinations.

<b>Banking details:</b> Bank: First National Bank Account holder: UNISA Income Account Account no: 627 9962 5200, Branch code: 250645 (Sunnyside), Swift code: FIRNZAJJ (for international deposits) Reference: Teacher music registration number + surname and initials of student
---

Office use / Kantoorgebruik	
Approved / Goedgekeur <input style="width: 40px; height: 20px;" type="checkbox"/>	Not approved <input style="width: 40px; height: 20px;" type="checkbox"/>
By _____	Date _____

## 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			
Surname and Initials			
Postal address			
			Postal code
Tel/Cell/Mobile no			
Email			
PARTICULARS OF STUDENT			
Full names and surname			
Maiden name if applicable*			
Examination number or date of birth			
Examination Session/Month/Year	Instrument and Grade	Centre where examination was conducted	

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

FEES
Retrieval of old records prior to 1988 - R 310
Retrieval of old records passed in 1988 or later - R 200

Protection of Personal Information Act (POPIA) Declaration:

In compliance with the Protection of Personal Information Act (POPIA), the personal information collected here is solely intended for use by the Professional Division of the Directorate Music and Unisa. I understand that in terms of POPIA and other laws of the country, there are instances where my express consent is not necessary in order to permit the processing of personal information, which may be related to investigations, litigation or when personal information is not publicly available. I shall not hold the university responsible for any improper or unauthorized use of personal information that is beyond its control. I have read this declaration in its entirety and understand the contents and implications thereof.

SIGNATURE	DATE

<p><b>Banking details:</b>  Bank: First National Bank  Account holder: UNISA Income Account  Account no: 627 9962 5200, Branch code: 250645 (Sunnyside), Swift code: FIRNZAJJ (for international deposits)  Reference: Teacher or student music registration number + surname and initials of student</p>
---

Email this form with proof of payment to

[moroblu@unisa.ac.za](mailto:moroblu@unisa.ac.za) (Teacher surname starting with A-J) Tel: 012 429 4695

[modistk@unisa.ac.za](mailto:modistk@unisa.ac.za) (Teacher surname starting with K-S) Tel: 012 429 2800

[maonydp@unisa.ac.za](mailto:maonydp@unisa.ac.za) (Teacher surname starting with T-Z) Tel: 012 429 2656



## FORM G

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

**Issued only to the student, or the parent/guardian if the student is a minor**

<b>A PARTICULARS OF STUDENT REQUESTING ACCESS TO A COPY OF AN EXAMINATION SCRIPT</b>			
Surname and full names of student			
Unisa registration number			
ID No			
Postal address			
			Postal code
Tel/Cell/Mobile no			
Email			
Please indicate how you would like to receive the copy of your examination script. Photocopies of examination scripts are mailed via registered mail. email <input type="checkbox"/> Mail <input type="checkbox"/>			
<b>B PARTICULARS OF EXAMINATION SCRIPT AND REASON FOR REQUEST</b>			
Paper and Code			
Examination Year and Session			
Reason for requesting information			
<b>C FEES</b>			
The fee payable for access is R 90.00 per application of the examination script.			
<b>D FORM OF ACCESS TO SCRIPT</b>			
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			
<b>E DECLARATION and Popia DECLARATION</b>			
I hereby declare that I am the requester of the examination script and that the information as supplied is true and correct.			
Protection of Personal Information Act (POPIA) Declaration:			
In compliance with the Protection of Personal Information Act (POPIA), the personal information collected here is solely intended for use by the Professional Division of the Directorate Music and Unisa. I understand that in terms of POPIA and other laws of the country, there are instances where my express consent is not necessary in order to permit the processing of personal information, which may be related to investigations, litigation or when personal information is not publicly available. I shall not hold the university responsible for any improper or unauthorized use of personal information that is beyond its control. I have read this declaration in its entirety and understand the contents and implications thereof.			
Signed at _____ this _____ day of _____ 20 ____.			
SIGNATURE (REQUESTER)		RELATIONSHIP TO STUDENT	

**Banking details:** Bank: First National Bank

Account holder: UNISA Income Account

Account no: 627 9962 5200, Branch code: 250645 (Sunnyside), Swift code: FIRNZAJJ (for international deposits)

Reference: Surname and initials of student or parent

Email this form with proof of payment to [adamssa@unisa.ac.za](mailto:adamssa@unisa.ac.za)

## FORM H

## REQUEST FOR THE REMARKING OF A THEORY OF MUSIC EXAMINATION SCRIPT

A PARTICULARS OF REQUESTER OF THE REMARK			
Surname and full names of student			
Unisa registration number			
ID No			
Postal address			
		Postal code	
Tel/Cell/Mobile no			
Email			
B PARTICULARS OF EXAMINATION SCRIPT TO BE REMARKED			
Surname and full names of student			
Unisa registration number			
Paper and Code			
Examination Year and Session			
Reason for requesting remark			
C FEES			
The fee payable for the remarking of an examination script is 50% of the examination entry fee.			
D DECLARATION AND POPIA DECLARATION			
I hereby declare that I am the requester of the remarking of the examination script and that the information as supplied is true and correct.			
Protection of Personal Information Act (POPIA) Declaration:			
In compliance with the Protection of Personal Information Act (POPIA), the personal information collected here is solely intended for use by the Professional Division of the Directorate Music and Unisa. I understand that in terms of POPIA and other laws of the country, there are instances where my express consent is not necessary in order to permit the processing of personal information, which may be related to investigations, litigation or when personal information is not publicly available. I shall not hold the university responsible for any improper or unauthorized use of personal information that is beyond its control. I have read this declaration in its entirety and understand the contents and implications thereof.			
Signed at _____ this _____ day of _____ 20 _____.			
_____		_____	
SIGNATURE (REQUESTER)		RELATIONSHIP TO STUDENT	

## Banking details:

Bank: First National Bank

Account holder: UNISA Income Account

Account no: 627 9962 5200, Branch code: 250645 (Sunnyside), Swift code: FIRNZAJJ (for international deposits)

Reference: Surname and initials of student or parent

Email this form with proof of payment to [adamssa@unisa.ac.za](mailto:adamssa@unisa.ac.za)