

Agreement between ABRSM and (school or organization name)
(the Music Medals Partner) to establish and run Music Medals assessments

The Associated Board of the Royal Schools of Music (ABRSM) agrees with the Music Medals Partner (MMP) that the following undertakings constitute the basis under which Music Medals assessments will be provided and conducted. The parties to this agreement accept their respective responsibilities as set out below. Additional information is contained within the Music Medals Regulations available at www.abrsm.org/musicmedals. These Regulations set out the full context in which this agreement is undertaken.

- 1 Training**
 - ABRSM undertakes to provide online training free of charge for the MMP's staff so that they may enter candidates for Music Medals and conduct the assessments as Teacher-Assessors.
 - The MMP undertakes to ensure its staff complete the Teacher-Assessor training before conducting Music Medals assessments.
- 2 Teacher-Assessors**
 - The MMP agrees to counter-sign the Teacher-Assessor's registration form, to identify their staff as Teacher-Assessors for Music Medals assessments.
 - The MMP will notify ABRSM of Teacher-Assessors leaving their organization and thus no longer registered under the Partnership Agreement.
- 3 Co-ordinators**
 - The MMP may register a Music Medals Co-ordinator to undertake elements of Music Medals administration as set out in the Music Medals Regulations.
 - The MMP will notify ABRSM of Co-ordinators leaving their organization and thus no longer registered under the Partnership Agreement.
- 4 Confidentiality**
 - The MMP undertakes on behalf of itself and its employees that it will at all times maintain the confidentiality of all confidential ABRSM materials, including assessment materials (personalized confidential Option tests and report forms), which it receives or downloads for the purpose of conducting Music Medals assessments.
 - The MMP undertakes on behalf of itself and its employees to ensure that Teacher-Assessors engaged by the MMP will conduct Music Medals assessments in all respects in accordance with the Music Medals Regulations.
- 5 Protection of Children and Parental Consent**
 - ABRSM expects that all organizations participating in Music Medals will have their own child protection policy in place. On signing the Partnership Agreement, the MMP confirms that such a policy exists within their organization.
 - The MMP accepts responsibility for ensuring the personal integrity and suitability of Teacher-Assessors and Co-ordinators registered to undertake Music Medals activities under the Partnership Agreement.
 - It is the responsibility of the MMP to obtain parental/guardian consent for video recordings of children to be made for the purposes of assessment. ABRSM provides a sample parental consent letter on the website (www.abrsm.org/musicmedals) to facilitate obtaining these consents.
- 6 Payment**
 - The MMP understands that the online entry process requires the applicant to choose *either* to pay for Music Medals entries direct, thus accepting liability, *or* to transfer liability for payment to the MMP on whose behalf entries are being made. Where the liability is transferred, details of entries made and fees owing are emailed to the MMP who must then choose whether to accept liability for payment. Only when acceptance of liability has been confirmed may Music Medals entries proceed.
- 7 Copyright and Archive**
 - The MMP agrees that the copyright of video-recordings of Music Medals assessments passes to ABRSM.
 - The MMP understands that ABRSM will select a sample of assessments for archiving and quality control purposes.
 - A policy document, *Uses and Security of Video Footage*, available at www.abrsm.org/musicmedals, confirms the uses made of video footage by ABRSM. The MMP confirms acceptance to these uses through the signing of this Partnership Agreement. With regard to printed material, the MMP understands that the reproduction of copyright publications, including sheet music, by photocopying or other means is illegal unless written permission has been obtained from the publisher.

8 **Statistical feedback**

- ABRSM will make available comprehensive statistics for the MMP regarding their Teacher-Assessors and candidates, including details of results amended as part of the moderation process.

9 **Syllabus Revision and the Regulated Qualifications Framework (RQF)**

- ABRSM has obtained accreditation from the RQF for Music Medals.
- In order to maintain the status of Music Medals as accredited qualifications both parties accept that, from time to time, there may be some amendments to the syllabus. Amendments may be made either to meet the requirements of the RQF or in the normal course of syllabus review undertaken by ABRSM from time to time.

Signature..... Date.....
For and on behalf of ABRSM

Signature..... Date.....

Please print name.....

Position in school/organization.....

For and on behalf of (school/organization name).....

Address.....

Postcode.....

Email.....

How many teachers from your organization will be training as Teacher-Assessors? (Please estimate).....

Please return the signed agreement to:

Music Medals Office
ABRSM
4 London Wall Place
London
EC2Y 5AU

Please note that the MMP is required to countersign each Teacher-Assessor's registration form to confirm the link between that Teacher-Assessor and the school or organization. If you would like senior colleagues to countersign registration forms on your behalf they will need to supply sample signatures below.

Signature..... Date.....

Please print name.....

Position.....

Signature..... Date.....

Please print name.....

Position.....