



Identify

Proposal

Mrs Kandilaki's last request of me is to edit/create numerous amounts of letters concerning the payment of fees for coming exams, which require the payment to be sent in on the due date (with no exceptions).

This specific subject came up on the basis of previous years, when Mrs Kandilaki was forced to come up with around 300 000drx on the spot, as the parents concerned explained how the money couldn't be obtained in such little time, gave their greatest apologies and promised to repay the teacher.

Problem ✓

To cease this problem, and clear out any misunderstandings, I intend on using Word Processor (specifically Microsoft Word) to create notices and write letters to the various pupils individually. In these letters the date and time of their exam will be announced, including the set date the fee must be handed in by.

Mrs Kandilaki would like the letters to be addressed personally to each family, their individual data presented in the letter. She hopes to save time by keeping a general set-up for each letter, and then just adding the specified data, but unfortunately isn't acquainted with a technique possible of it. Therefore I have decided on using mail merge to send out similar letters that merely contain slight changes with the data.

For the letters to be distinguished as part of the music department, I have been asked to design a logo based on the description given to me, as this is the first time it is being introduced into the music department.

Objectives ✓

I believe that I am capable of doing it, if I obtain all the correct information required. I shall do this by sending out data capture forms and comparing it with the information already obtained, this way I can retrieve info that will help with my mail merge.

Alternative Solutions

Instead of using word processor to carry out this project, an alternative solution would be to write the letters by hand. The disadvantages of this are:

1. The user must write out each individual letter, as there is no mail merge to use.
2. If a mistake is made by hand, the letter most probably will have to be rewritten, or typex will be used (causing the letter to look unprofessional and untidy).
3. A logo cannot be used with manual methods, unless the user has paper printed previously with the logo.
4. It is more time consuming, and a copy of the letter sent, can easily be lost.

Objectives

Some quantitative objectives wanted by the user are:

- Create a letter informing parents and pupils of the exam dates, and the fee to be paid. If the fee to be paid is forgotten, another letter must be written reminding the parent, and informing them of the consequences.
- Create a logo based on music, and the school owl.
- Logo must be placed top left hand corner of the letter, and the width should be less than half the page.
- At the top of the letter the school's name, address, and contact numbers should be included.

The qualitative objectives required are:

- Letters must be presentable, and seem professionally done.



Analyse

Hardware & Software

This project uses a great array of software, the main –of course– being Microsoft Word, and the others that follow are Adobe and Microsoft Access.

The word processor will not only be used to write the letters and apply mail merge, but it shall also be the software to display the annotations made on my procedures. Adobe on the other hand is to design my logo, which will be based on the present school logo, and therefore firstly require the actual design. Lastly, Microsoft Access contains the data needed to create the merge fields.

The hardware that will be managed is basically the most frequently used, these being a mouse, keyboard and floppy for the input devices, and a monitor and printer for the output.

Data Collection

To obtain and be certain that all the data required for the letters are in my possession, I will need to send out data capture forms. This will be asking for information that will be further needed when entering the pupil in for exams -(a copy of the appliance form is included in this project).

The personal data needed will be:

Full name

Age

Instrument(s) played

Grade entered for or Preparatory Test

The examining board has already supplied the other methods of data collection. These are, the various exams offered and their prices. Usually a week before the actual exams the British Embassy informs the school of the precise exam date. Mrs. Kandilaki, though, is the one who decides the order of the exams (i.e. which pupils go first etc.).

Practical or Theory exams

Entry form

Please use this entry form for
All Practical subjects (Prep Test & Grades 1 - 8)
Performance Assessment (for adults & for candidates with special needs)
Theory exams (Grades 1-8)

Separate forms must be used for Theory and Practical entries
Please do not enter candidates for Theory and Practical exams on the same form.

This form provides space (in section 4) for application on behalf of up to 10 candidates. If you wish to enter more, please use additional forms.

There are separate forms for
Ensembles, Choral Singing, LRSM(1992), and Diplomas

When entering candidates you will also need to make reference to the following sources of information:

- Examination Regulations & Information booklet International Edition
- The current syllabuses
- Current Date and Fee leaflet
- The guidance notes provided on this form

All of the above are available from the Board's Representative.
The Examination Regulations & Information booklet *International edition* and Syllabuses are also available on the Board's website (www.abrsm.ac.uk).

If this is the first time you have filled in an entry form, please read the guidance notes first. If you need further information or guidance, please contact your Representative.



**ASSOCIATED BOARD
OF THE ROYAL SCHOOLS OF MUSIC**

London Office
24 Portland Place
London W1B 1LU
United Kingdom

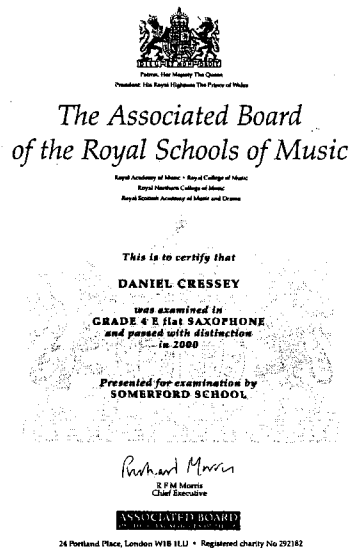
Website: www.abrsm.ac.uk
E-mail: international@abrsm.ac.uk

For office use only

Guidance notes

Glossary particularly for first-time applicants

- Applicant** The **applicant** is you, the person filling out the form.
You may be applying on behalf of the exam candidate(s) (eg you are a teacher, a parent or guardian, a school head).
You may be applying for yourself (you must be an adult to do this) and you are therefore also the candidate.
- Candidate** A **candidate** is someone who will be taking an exam. This may be your pupil, child, a member of your school, or yourself.
- Entry** An **entry** is an application for the examination of any number of candidates at the same centre, on the same date and for whom the same person or school's name will be shown on the mark forms and certificates. The entry may consist of more than one form.
- Multiple entries** A **multiple entry** consists of a number of separate entries made by one applicant who requests that candidates should be examined *either* at different centres *or* for whom different teachers' names are to be shown on mark forms and certificates. In every such case a *separate* entry form should be used.
- Certificate** The exam **certificate** shows who has presented the candidate. You may not want this to be you – for example, it could be your school or institution, or your teacher if you are entering yourself. Make sure you tell us which name you want to be on the certificate in section 1b of the entry form.



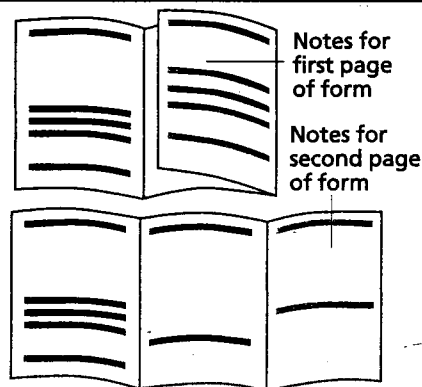
Completing this form

Please complete sections 1 to 5 of this form.

Please write clearly in the boxes in **BLOCK CAPITALS**. A box should be left blank between names.

When you have completed the form, tear off the fold-out page of notes and keep it for your own information. Send the top and carbon copies of the completed form with the fees to your Representative.

If there is no Representative (see Regulations) send the top copy only direct to the Board in London together with the full fees.



1a Applicant information all applicants

Applicant number _____

Title _____ for example Dr, Mr, Mrs, Mdme, Miss, Ms

Given name _____

Family name (surname) _____

Degrees/Diplomas *optional* _____

Address *line 1* _____

Address *line 2* _____

Address *line 3* _____

Address *line 4* _____

Post code _____

Country _____

Home telephone _____

Work telephone _____

Fax _____

E-mail _____

Practical /Theory

Family name first *optional*

For London office use only

1b Certificate information optional

Name of presenter _____

1c Place of examination all applicants

2 Theory examination at a school optional

School address *line 1* _____

School address *line 2* _____

School address *line 3* _____

School address *line 4* _____

Post code _____

Name of Head of School _____

Designation _____

Signature _____

3 Practical exam date preferences optional

1a Applicant information notes

The Applicant is the person making the entry who accepts responsibility for entering candidates. Adult candidates may enter themselves. All communication will be with the person named as the applicant.

Applicant number If you do not know your applicant number or this is your first entry, complete all other boxes in this section; a permanent applicant number will be sent to you in due course.

If you have given your applicant number and your address and telephone number have not changed, complete Title, Family name (surname) and Given name(s) only.

Practical/Theory Please write **P** for Practical entries or **T** for Theory entries in this box.

Applicant details The applicant's details (Title, Given name(s), Family name (surname), Diplomas/Degrees) will be shown on the grade certificate as being the person who presented the candidate(s) unless you indicate otherwise in Section 1b. If the details given total more than 40 characters (including spaces) the Board reserves the right to edit this information.

Family name first If you wish your family name(s) (surname) to appear first on mark forms, certificates and correspondence please write **Y** in this box.

Contact details Please give your full address and home telephone, work telephone and fax numbers including codes, and Email address if you have them. Communications concerning your candidates' exams will be sent by mail.

1b Certificate information notes

If you wish someone other than the Applicant to be named on the certificate as having presented the candidate (eg a school or institution, or the teacher if you are entering yourself), please complete this section, writing the full name exactly as you wish it to appear on the certificate. Please leave a blank space between each name. A maximum of 40 characters in total is allowed.

1c Place of examination notes

For Practical and Theory entries, you **must** enter the place of examination (eg region, town, school or studio) where you would prefer your candidates to be examined. Please refer to Regulation 4, Dates and places of examination.

2 Theory examination at a school notes

Who should complete this section Please complete this section only if examinations will be held in a school or teacher's studio distant from the nearest public centre, in accordance with Regulation 14(b).

Head of School details The Head of the school must sign the declaration in this section as accepting responsibility for the conduct of the examination. In accordance with Regulation 14(b), this is the person who accepts responsibility for the examination and to whom papers will be sent. If the exam is held at a teacher's studio or the Head of the school is also the music teacher, the duty of invigilation must be delegated to a responsible deputy in no way connected with the candidates.

Designation Please indicate the role of the person signing the declaration eg Head Teacher, Principal, Head of Department.

3 Practical exam date preferences notes

Requests concerning the days and times of examination will be considered if noted here. Please note that completing this section does NOT guarantee that your choice will be met.

It must be remembered that appointments may be given for any date(s) within the whole of the examining period subject to the availability of the Board's examiners. See Regulations 4 & 9.

A. B. Exams April 03

135
58,5

1120,

letter

✓ ①	Chris Batistatos	Gr1	violin	40€	41,5€	✓
●	Rosa Papadantonaki	Gr1	violin	40€	41,5€	✓
●	Gabriella Cambanis	Gr1	violin	40€	41,5€	✓
●	Laura Correa	Gr3	violin	47€	48,5€	✓
●	Milou Vreeman	Gr4	violin	52€	53,5€	✓
●	Constantinos Linos	Gr3	piano	47€	48,5€	✓
* ●	Eleni Asimacopoulos	Gr5	clarinet	52€	53,5€	✓
→ ●	Eleni Asimacopoulos	Gr6	piano	52€	53,5€	✓
●	Ella Douglas	Gr3	clarinet	47€	48,5€	✓
●	Mady Ford	Gr2	clarinet	47€	48,5€	✓
●	Stacey Rontiris	Gr4	piano	52€	53,5€	✓
●	Alexandros Pefsetakis	Gr5	piano	52€	53,5€	✓
●	Akis Kattis	Gr1	piano	40€	41,5€	✓
●	Sereena Gordon McLeod	Gr2	piano	47€	48,5€	✓
●	Adrien Faucher	Gr1	piano	40€	41,5€	✓
●	Christina Liranos	Gr5	cello	52€	53,5€	✓
●	Sophia Liranos	Gr5	^{alto} saxophone	52€	53,5€	✓
●	John Miller	Gr2	violin	47€	48,5€	✓
●	Lauren Obee	Gr3	piano	47€	48,5€	✓
●	Claudia Simos	Gr4	piano	52€	53,5€	✓
●	Arion Pepas	Gr3	piano	47€	48,5€	✓
Sp3 ●	Zenon Toprakcioglu	Gr1	piano	40€	41,5€	✓
●	Dennis Kourouniotis	Gr1	p	40€	41,5€	✓
●	James Morton	Gr3	^{alto} sax	47€	48,5€	✓
●	Alex Millard	Gr2	piano	47€	48,5€	
●	Yiota Fanelis	Prep test		30€	31,5€	
●	Michael Daskalakis	Prep test		30€	31,5€	
●	Jate Weldon	Gr1	guitar	40€	41,5€	
* ●	Helen Noble	Gr3	piano	47€	48,5€	
●	Cosla Petrotakis	Gr2	piano	47€	48,5€	
●	Vogassaris Debbie	Prep Test		30€	31,5€	
●	Lilian Maroudi	Prep Test		30€	31,5€	
●	Gruma Ryden	Prep test		30€	31,5€	
●	Anna Batistatos	Gr3	piano	47€	48,5€	



Music Examination Dates and Fees

DIPLOMAS	DipABRSM		LRSM		FRSM*	
	Euro		Euro		Euro	
Complete exam with no substituted component	130		475		696	
Exams with substituted component						
Directing with Programme Notes substituted	130		475			
with Arrangement substituted	124		415		610	
with Programme Notes and Arrangement substituted	124		415			
Performing with Programme Notes substituted	130		475			
Teaching with Written Submission substituted	124		415		610	
with Case Study and Video of Teaching Practice substituted	-		398			
with Case Study, Video of Teaching Practice and Written Submission substituted	-		355			

DipABRSM: Diploma of the Associated Board of the Royal Schools of Music

LRSM: Licentiate of the Royal Schools of Music

FRSM: Fellowship of the Royal Schools of Music

GREECE

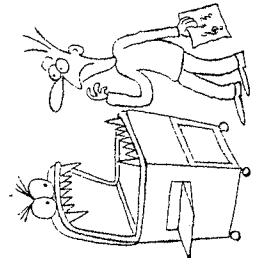
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Setting the Standards



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3 GREECE

	Examination date	Last date of entry
ACTICAL	April	Friday 24 January
	November/December	Friday 26 September
	Saturday 1 March	Friday 10 January
THEORY OF MUSIC	Saturday 24 May	Friday 4 April
	Saturday 1 November	Friday 19 September

Please note that entries cannot be accepted after the last date of entry.

THEORY	Euro
Grade 1, 2 or 3	25
Grade 4 or 5	31
Grade 6, 7 or 8	38
PREPARATORY TEST	30
PRACTICAL	
Grade 1	40
Grade 2 or 3	47
Grade 4 or 5	52
Grade 6	57
Grade 7	63
Grade 8	70

ENSEMBLES	Euro
Primary	57
Intermediate	63
Advanced	70
PERFORMANCE ASSESSMENT	52

Your Representative is:

Examinations Officer
 The British Council
 14 Lycavitou Street
 Athens 10673
 Telephone (01) 364 3691
 Fax (01) 363 0332
 E-mail: viassis_klitsiotis@britishcouncil.gr

All fees are payable in advance and must be forwarded with the entry form(s)

Output Methods

My two main methods of output in this project are the VDU (monitor) - which can allow me to also proof read the final letter - and the printer, which will present the final piece.

The data that needs to be printed and sent to the parents and pupils of the school are the informative letters, and the data capture forms so that the required personal details for entry are obtained and verified.

How I made my Mail Merge

Firstly to obtain the correct data for the inserted merge fields, I was required to make a database containing the specified information. A section of my database is shown below. As you can see I decided on using combo boxes for the set fees, so no mistakes can be made typing in the information.

Music Exam Fees : Table						
ID	FORENAME	SURNAME	INSTRUMENT	GRADE	FEE	
1	Chris	Batistatos	violin	Grade 1	41.5	
2	Rosa	Papadantonaki	violin	Grade 1	41.5	
3	Gabriella	Cambanis	violin	Grade 1	41.5	
4	Laura	Correa	violin	Grade 3	48.5	
5	Milou	Vreeman	violin	Grade 4	53.5	
6	Constantinos	Linos	piano	Grade 3	48.5	
7	Eleni	Asimacopoulos	clarinet	Grade 5	53.5	
8	Ella	Douglas	clarinet	Grade 3	48.5	
9	Mady	Ford	clarinet	Grade 2	48.5	
10	Stacey	Rontiris	piano	Grade 4	53.5	
11	Alexandra	Petsetakis	piano	Grade 5	53.5	
12	Akis	Kattis	piano	Grade 1	41.5	
32	Yiota	Famelis	piano	preparatory test	31.5	

I then went straight to the document (letter) requiring this data for the merge fields, clicked on:

- Tools - from the menu
- Mail merge....
- Create
- Form letters....
- Active window

To create the form letters, you can use the active document window Mail merge or a new document window.



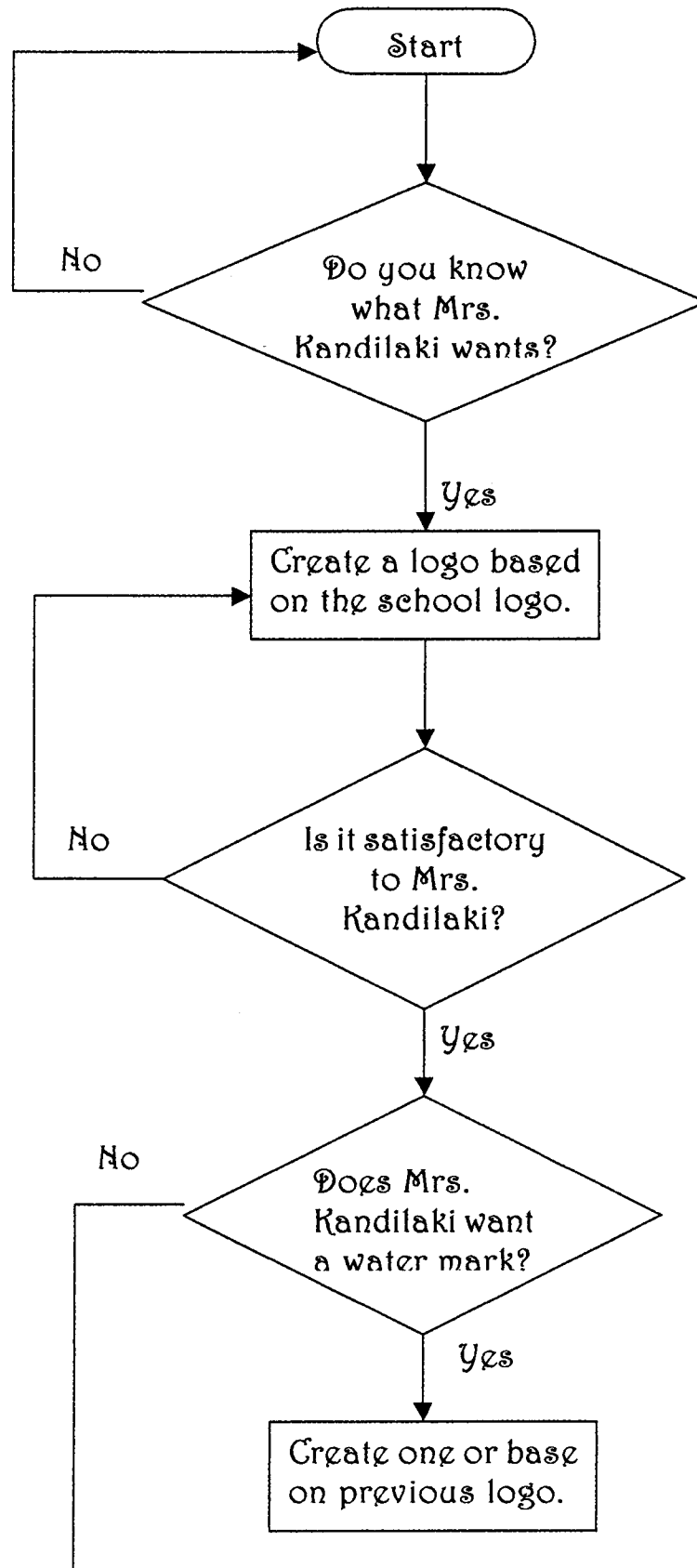
- Get data
- Open data source

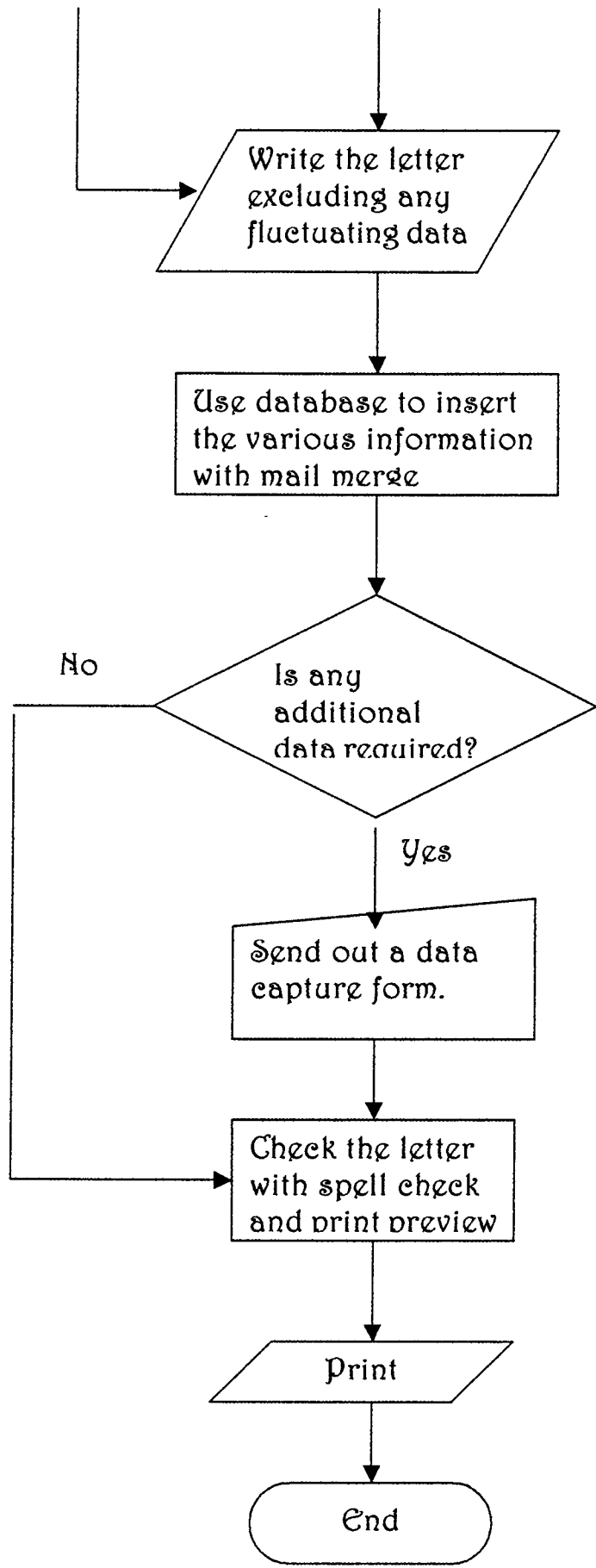
I then selected from the window the database table called 'Music exam fees' and from there inserted the merge fields:

The screenshot shows a word processing window with a mail merge in progress. A dropdown menu is open over the 'SURNAME' field, listing the names from the database table. The document text includes 'Dear Mr and Mrs «SURNAME»,', 'The last entry date for the 2003 Associated Board music Although the definite examination date is not yet known take place some time in April.', and 'Your child, «FORENAME» «SURNAME», has been'.

This will be marked in Implementation Analyse ✓

Flowchart





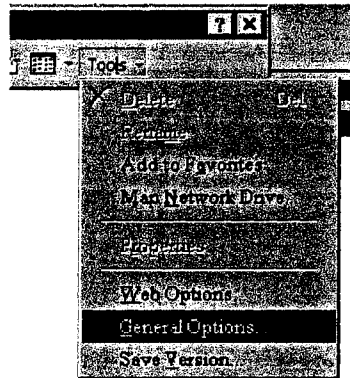
Backup Strategies

My main backup device in this project are floppy disks, which allow me to transfer any updated work done on a computer to others I use, during the course of my assignment. The reason for this feasibility is due to their size and the fact that the data cannot easily be damaged due to their hard exterior. A great advantage of the floppy disk is how it prevents you wasting time whenever you want to continue work on a different computer.

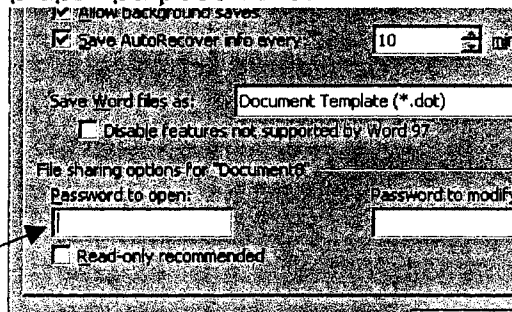
A password shall be required for my template, which is the basic structure for the letter informing about the exams. This is to prevent unauthorized access, which could lead to the distribution of misleading information. Other forms of backup devices that shall be used are the hard-drives at school and at home.

✓
Security

To create a password for the template, go to save as and click the tools menu:



Choose general options. In the password box required for opening the document type in the desired password.



A confirmation of the password is then needed