

CLOSING DATES FOR PRACTICAL AND WRITTEN EXAMINATIONS**CLOSING DATES FOR EXAMINATIONS IN :**

SPOKEN ENGLISH , SPEECH & DRAMA, EFFECTIVE SPEAKING, ORAL COMMUNICATION
 WRITTEN ENGLISH, GENERAL ENGLISH, THEORY OF MUSIC
 PIANO, ELECTRONIC KEYBOARD, VIOLIN, RECORDER, SINGING

<u>CLOSING DATES</u>	<u>DATES OF EXAMS - PRACTICAL EXAMS</u>
DECEMBER 22 nd 2016	FEBRUARY 1 ST - 8 TH
JANUARY 29 th 2017	MARCH 1 ST - 8 TH
FEBRUARY 28 th 2017	APRIL 1 ST - 8 TH
MARCH 31 st 2017	MAY 1 ST - 8 TH
APRIL 29 th 2017 MAY 31 st 2017	JUNE } 27 TH JUNE - 6 TH JULY JULY }
JUNE 30 th 2017 JULY 29 th 2017	AUGUST } 23 RD AUGUST - 7 TH SEPTEMBER SEPTEMBER }
AUGUST 31 st 2017	OCTOBER 1 ST - 8 TH / 25 TH - 31 ST
SEPTEMBER 30 th 2017	NOVEMBER 1 ST - 30 TH
OCTOBER 31 st 2017	DECEMBER 1 ST - 18 TH

<u>CLOSING DATES</u>	<u>DATES OF EXAMS - WRITTEN EXAMS</u>
FEBRUARY 10 th	1 st or 2 nd Sunday in April 2017 Written English, Theory of Music, Creative Writing
JULY 31 st	1 st or 2 nd Sunday in October 2017 Written English, General English, Theory of Music

LATE ENTRIES

LATE ENTRIES WILL BE ACCEPTED **FREE OF CHARGE FOR ONE WEEK AFTER CLOSING DATE.**

LATE ENTRY FEE OF **HALF THE ENTRY FEE WILL BE CHARGED FOR ENTRIES RECEIVED DURING THE SECOND AND THIRD WEEK AFTER THE CLOSING DATE.**

ENTRIES RECEIVED FROM THE **FOURTH WEEK** AFTER THE CLOSING DATE WILL BE SCHEDULED FOR THE NEXT SESSION.

PLEASE NOTE THE ABOVE WILL BE STRICTLY ENFORCED.

CHANGES IN ENTRIES

ENTRY TO A DIFFERENT GRADE AFTER ENTRIES ARE RECEIVED WILL BE ON **PAYMENT OF DIFFERENCE IN FEE & HALF THE ENTRY FEE.**

CHANGE OF DATE OR RE ENTRY WILL BE **HALF PAYMENT OF THE ENTRY FEE.**

PROCEDURE TO APPLY FOR AN EXAMINATION

THESE INSTRUCTIONS SHOULD BE READ CAREFULLY. PLEASE CONFORM TO THE FOLLOWING.

Online Entries accepted - www.iimsd.com click 'Registration'

1. The entry forms could be collected or requested by post or could be downloaded.
2. Complete the entry form fully and correctly.
Note : The name to be spelt correctly in **BLOCK CAPITALS** with correct Date of Birth. (One name commonly used & surname.) **If the Date of Birth is not entered he/she will not be considered for a prize.**
3. Please note if a candidate is entered for Theory of Music & Written English/General English an extra ONE hour will be given from the scheduled time of the higher grade. If a candidate is entered for 2 exams of the same subject the time duration will be that of the higher grade.
4. Examination fees are payable as follows.
 - Cash payment could be made & receipt obtained
 - Pay by cheque in favour of the
'International Institute of Music, Speech & Drama (Pvt) Ltd.'
 - Pay to the following banks;
Sampath Bank - Kollupitiya Branch - A/C 0134-1000-1297
Commercial Bank - Kollupitiya Branch - A/C 1108127601In favour of the '*International Institute of Music, Speech & Drama (Pvt) Ltd.*' and the bank slip to be posted to the office with the entry forms.
5. Hand over or post to the Administrative Secretary the entry form duly completed together with the fees / cheque / bank slip with the name of the teacher / student written at the back of it.
6. For a correction of name or re-issue of an admission notification a fee of Rs. 300/- will be charged.
7. Purchasing of Examination Papers & Books payment to -
A/C Name - J. I. Ferdinando
National Savings Bank, Bambalapitiya Branch - A/C No. 1002-3880-5547

OFFICE ADDRESS

NO : No: 357 1/1, R. A. De Mel Mawatha, Colombo 03.
TEL : 011 2375853 / 4513969 / 3158282
FAX : 011 2375853
E-MAIL : iimsd_ferdi@yahoo.com / joy_ferdi@yahoo.com

WORKING HOURS : WEEK DAYS 9.00 am - 4.30 pm

PRIZE WINNERS : Candidates receiving the Highest Honour Mark for Practical & Written examinations at each Centre and within the specified age group as at December 31st of the previous year will receive a Prize at the Annual Prize Giving in Colombo.

IDENTITY CARD : Kindly produce the Postal / National ID / Passport or Photograph attested by a JP / Principal of School / Attorney at Law or Clergy at the Examinations.

RESULTS : Certificates are sent by courier together with the results.