

## 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 <sup>nd</sup> 2017	FEBRUARY 1 <sup>ST</sup> - 8 <sup>TH</sup>
JANUARY 29 <sup>th</sup> 2018	MARCH 1 <sup>ST</sup> - 8 <sup>TH</sup>
FEBRUARY 28 <sup>th</sup> 2018	APRIL 1 <sup>ST</sup> - 8 <sup>TH</sup>
MARCH 29 <sup>th</sup> 2018	MAY 1 <sup>ST</sup> - 8 <sup>TH</sup>
APRIL 27 <sup>th</sup> 2018 MAY 31 <sup>st</sup> 2018	JUNE } 27 <sup>TH</sup> JUNE - 8 <sup>TH</sup> JULY JULY }
JUNE 29 <sup>th</sup> 2018 JULY 31 <sup>st</sup> 2018	AUGUST } 23 <sup>RD</sup> AUGUST - 9 <sup>TH</sup> SEPTEMBER SEPTEMBER }
AUGUST 31 <sup>st</sup> 2018	OCTOBER 1 <sup>ST</sup> - 8 <sup>TH</sup> / 25 <sup>TH</sup> - 31 <sup>ST</sup>
SEPTEMBER 28 <sup>th</sup> 2018	NOVEMBER 1 <sup>ST</sup> - 30 <sup>TH</sup>
OCTOBER 31 <sup>st</sup> 2018	DECEMBER 1 <sup>ST</sup> - 20 <sup>TH</sup>

<u>CLOSING DATES</u>	<u>DATES OF EXAMS - WRITTEN EXAMS</u>
FEBRUARY 9 <sup>th</sup> 2018	1 <sup>st</sup> or 2 <sup>nd</sup> Sunday in April 2018 Written English, Theory of Music, Creative Writing
JULY 31 <sup>st</sup> 2018	1 <sup>st</sup> or 2 <sup>nd</sup> Sunday in October 2018 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](http://www.iimsd.com) click 'Registration'**

1. The entry forms could be collected or requested by post or could be photocopied from the attached entry forms on following pages.  
**page 19 & 20 - IIMSD Graded Examination Entry Form**  
**page 21 & 24 - IIMSD Diploma Examination Entry Form**
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.  
**PLEASE NOTE - ONLY THE WRITTEN ENGLISH BEGINNER PAPER WILL BE READ.**
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 1108127601**In 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](mailto:iimsd_ferdi@yahoo.com) / [joy\\_ferdi@yahoo.com](mailto: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 Registered Centre and within the specified age group as at December 31<sup>st</sup> 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.