

RSL Awards

现代音乐认证场地 设立指导手册

RSL China Contemporary Music Exam Venue Setup Handbook v. 2025

Version April 2025

本手册用于指导 RSL 大陆合作伙伴了解设立音乐认证场地的规范和条件，并包括相关文件模版。仅供合作伙伴内部使用。

This Handbook serves as a guidance for Rockscool China Territory Distributors when establishing new Exam Venues for RSL; working templates are also included. This Handbook is for RSL distributors internal use only. Please do not further distribute to any third party.

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ROCKSCHOOL 现代音乐认证场审核条件 Taking on a New Exam Venue

收到新的认证场地申请要求后 Upon receiving a new venue request

RSL 中国办公室、英国总部负责审核和确认该认证场地的地理位置附近是否有签约新认证场地的需求。对于国际学校希望成为认证场地的，由 RSL 中国办公室直接跟进。

On receipt of the application form, RSL China Office / RSL London Head Office are responsible to check and see whether there is demand for the new venue. For international schools, RSL China Office will be responsible for following up with the exams venue setup guidance and procedures.

是否需要设立新认证场地，取决于以下前提：

Demand for a new venue can be judged by:

- 该地点附近是否有足够多的设立认证场地需求：该地点附近 40 公里半径范围内是否已有认证场地设立。
- The lack of a venue in an area where there is significant demand and no venue within a 25 mile radius.
- 同一城市内确实有设立两间或更多认证场地的迫切要求，例如都有需要在平时以及周末进行认证。
- Such a high demand in a city that two venues are required i.e. demand for both weekday and weekend exam dates.
- 该认证场地是否有学生申请参加 Rockschoool 的水平认证，且学生人数达到 20 人
- The venue puts in candidates for Rockschoool exams with a minimum entries number of 20 candidates
- 该认证场地的设备是否符合等级认证设备要求。
- The equipment of the venue must meet the criteria (please see "Venue Requirements").

是否需要新设立认证场地以替代旧有的：

Demand for replacing an existing venue:

- 已有认证场地的表现如何——是否有持续的投诉和问题
- How has the existing venue performed- have there been consistent complaints or issues
- 设备是否达到较高标准？
- Is the equipment of a higher standard?

我们不会拒绝设立新的认证场地，除非提出申请的认证场地完全达不到标准。如果目前无法在该城市设立新的认证场地，我们会保留这份申请书，并根据实际情况在将来使用。

At no point reject the venue, unless they are entirely unsuitable. If we are unable to take the venue, we will keep them on file.

到达认证场地时 On arrival at the venue

我们将从以下几方面进行考察：

We will consider the following:

- 这间认证场地容易找到吗？
- Was the venue easy to find?
- 附近有提供给考生和考官的停车位吗？
- Was there parking available for the examiner? This does not need to be on-site.
- 这间认证场地有残障人士设施吗（例如轮椅坡道）？
- Does the venue have disabled access?
- 用作考场的房间，门上有观察窗可以看见水平认证房间里面吗？
- Is there a window looking into the exam room?
- 水平认证房间是隔音的吗？
- Are the exam rooms sufficiently sound proofed?
- 设备是否达到良好的标准？
- Is the equipment of a good standard?
- 水平认证房间足够大吗？
- Is the exam room big enough?

在同一地区考察多家认证场地时，不会马上做出决定。在考察完所有的认证场地之后才会做出相关决定。

When we are looking at multiple venues in the area, they aren't able to make a decision on whether any venues will be taken on as a venue until they have seen the other venues.

参访之后 [After the visit](#)

我们将通知成功申请者，并发送包括服务协议（SLA）在内的文件包。

We will inform the successful venue that they will be an official exam venue, and send the venue a Welcome Pack with a personalised Service Level Agreement (SLA).

文件包内容包括:

The Welcome Pack Consists of:

文件编号 File #	文件 File Content	说明 Remarks
00	认证场地服务协议 SLA	认证场地服务规范 SLA between Exam Venue and RSL
01	认证场地附加信息表 Exam Venue Additional Information	认证场地填写完毕后, 发给 RSL 中国办公室进行备案和网页上传 Exam Venue fills out all the information in the Form and revert to RSL China Office for filing and RSL China website update purpose
02	认证场地设备清单 Exam Venue Equipment List	认证场地填写完毕后, 发给 RSL 中国办公室进行备案和网页上传 Exam Venue fills out all the information in the Form and revert to RSL China Office for filing and RSL China website update purpose
03	常见问题 FAQ	供认证场地工作人员参考 As a reference for Exam Venue staff
04	安全政策 (包括场所安全、儿童保护政策和考官指南) Exam Venue Safety Policy	供认证场地工作人员参考 As a reference for Exam Venue staff
05	认证场地标志 Exam Venue Signs	供认证场地打印并塑封, 在水平认证当天张贴在认证场地内部 Exam Venue must print and laminate these signs, and post them inside the Venue on the Exam Days

拟设立认证场地在填写完成 **SLA、设备清单和附加信息表**后需要在第一次考期开始之前**两个月内**寄回, 否则考期必须被取消。

Venues must return their completed SLA, Equipment List and Additional Information Form **two months before** the first session is undertaken. If they do not supply this information the exam day must be cancelled.

表格收回后, 电子扫描版将在 Rockscool 中国区办公室存档, 邮箱: lillianlan@rslawards.com。

Once the information has been returned the area reps will need to save a copy of the SLA, Equipment List and Additional Information sheet to their corresponding folders. A fully scanned copy of these documents shall be sent to Rockscool China Territory Manager's email box: lillianlan@rslawards.com

中国区办公室负责在 RSL 云端创建认证场地账户。

China Office shall add the new exam venue to RSL Cloud system and create a Cloud Account accordingly.

在添加设备单信息时, 请参考以下格式:

When adding equipment list, please refer to the format below:

营业时间: 09: 00 - 17: 00

Opening Hours- 09:00 – 17:00

考场设备 Exam Room

吉他音箱 Guitar Amp: Roland GA-112

贝司音箱 Bass Amp: Roland Bass Cube

架子鼓型号 Drum Kit: Yamaha Gig-Maker

钢琴/键盘 Piano/Keyboard: Roland RD300 Piano

练习室设备 Warm Up Room

吉他音箱 Guitar Amp: Roland GA-112

贝司音箱 Bass Amp: Roland Bass Cube

架子鼓型号 Drum Kit: Yamaha Gig-Maker

钢琴/键盘 Piano/Keyboard: Roland RD300 Piano

认证场地设备要求 Venue Requirements

针对各项等级认证:

- 用于水平认证的房间: 在考官和学生之间要能留出至少 3 米的距离。
- 一张大桌子 (不小于 1.2 米宽度) 和两把椅子, 供考官 (和 RSL 中国办公室指派译员) 使用。
- 一把椅子和两个乐谱架, 供考生使用。
- 一套功放设备, 放在适合考官使用的位置。

All Exams

- Examination room. This should be large enough to allow 3 metres between candidate and examiner
- 1 large table (no shorter than 1.2 metres long is recommended) and 1 chair (and another chair for the delegated exam translator if applicable) for the examiner
- 1 chair and 2 music stands for the candidate
- Small PA system that it can be operated by the examiner

电吉他认证:

- 一个吉他功放和脚踏开关, 以及吉他转接线接头 (大转小/小转大)。为保障考生认证服务利益, 不得使用综合功放。

Guitar Exams

- 1 guitar amplifier with footswitch and jack-to-jack lead

电贝司认证:

- 一个贝司功放和贝司转接线接头 (大转小/小转大)。为保障考生认证服务利益, 不得使用综合功放。

Bass Exams

- 1 bass amplifier and jack-to-jack lead

爵士鼓认证:

- 一套 5 头爵士鼓含 5 片镲片 (包括底鼓、军鼓、高通鼓、中通鼓、地通鼓、踩镲一副、两片 Crash Cymbals、一片 Ride Cymbal、可调节高度的鼓凳)

Drum Exams

- 1 drum kit (kick, snare, 2 x raised toms, floor tom, hi-hat, 2 crash cymbals, ride cymbal, adjustable stool)

钢琴及键盘认证:

- 带有钢琴功能的 88 键键盘乐器 (包括延音踏板和内置扬声器), 和/或
- 立式或三角钢琴。钢琴必须在水平认证前确保调校音高 (A440)。

Piano and/or Keyboard Exams

- 88-note keyboard with 'piano action', sustain pedal and internal speakers, and/or
- An upright or grand piano. If provided it must be in tune at concert pitch (A440) prior to the exam session

声乐等级认证:

- 一套声乐用功放、话筒架及连线。
- 对于 6-8 级认证, 还需提供键盘乐器。

Vocal Exams

- 1 vocal PA and microphone stand with lead. For Grade 6-8 exams, a keyboard will be required.

现代音乐认证场地申请表 New Venue Application Form

1. 详细资料 Venue Details

单位名称以及详细地址 Venue Name & Full Address	
联系人姓名/职位 Contact name/position	
固定电话/手机 Telephone/Mobile	
电子信箱地址 Email Address	
可启用时间（注明日期/时间） Availability (please list specific days/hours)	

2. 设施 Facilities

请在可用处注明，并标注设备品牌和型号。
Please mark where available with brands/model

主考场房间 Main exam room	有/无 Y/N	设备品牌 / 型号 Brand & Model
1x Table (Examiner) 桌子 x1 (考官用)		/
1x Chair (Examiner) 椅子 x1 (考官用)		/
1x Chair (Candidate) 椅子 x1 (考生用)		/
2x Music Stands (Candidate) 谱架 x2 (考生用)		/
1x PA 功放设备 x1		
1x Guitar Amp with Footswitch 吉他音箱与脚踏开关 x1		
1x Bass Amp 贝斯音箱 x1		
1x 88 Note Weighted Keyboard 88 键-键盘 x1		
1x Acoustic Piano 原声钢琴 x1		
1x Jack to Jack Lead 吉他/贝司转接头 x1		/
1x Microphone Stand with Lead 麦克风支架及连线 x1		/
练习室 Warm Up Room		
CD player/PA CD 播放机/PA		
Amps (Bass and Guitar) 音箱 (贝司和吉他)		
Keyboard 键盘		
Music Stand 谱架		/
Chair 椅子		/
等待区 Waiting Area		
Seating for 10 People 可供 10 人等待的座椅		/
Refreshments 茶点		/

Drum Kit: * 爵士鼓	品牌 / 型号 Brand & Model
Kick and Pedal 底鼓和踏板	
1 x Snare 小军鼓 x1	
2 x Raised Tom 通鼓 x2	
1 x Floor Tom 地通鼓 x1	
1 x Hi-Hat 踩镲 x1	
2 x Crash Cymbal 吊镲 x2	
1 x Ride Cymbal 节奏镲 x1	
Stool 鼓凳	
Sticks 鼓槌若干	

*请注意：练习室也需要提供相同的器材。

*Please note that the same equipment should be provided for the Warm Up Room.

3. 健康安全条款 Health & Safety

Do you have public liability insurance? _____

您有购买公众责任保险吗? _____

Is the equipment used by candidates regularly PAT tested? _____

考生所使用的器材是否定期进行过电器安全测试 (PAT) 检查? _____

When was your latest PAT test certificate issued? _____

贵处最近一次 PAT 检查证书何时签发的? _____

Where can the first aid kit be located and who is responsible for it? _____

急救药箱放置在哪里? 谁负责维护这个药箱? _____

Are the location of fire exits and details of the fire drill available to examiners and candidates? _____

消防逃生出口的位置、火灾应对细节是否可提供给考官和考生吗? _____

请联系 RSL 中国办公室，帮您做好场地登记和审核。

Please contact RSL China Office to facilitate you for the venue registration and review.

4. 接下来会如何? What Happens Next?

一旦收到申请，我们依据贵单位所在的地理位置以及器材的状况决定是否该地设立认证场地的需求，然后会正式通知您。

Once we have received the application, we will make an informed judgment as to whether or not there is the demand for the venue- this could be based on location or on the equipment available.

如果您的申请被批准，我们将会联络您。

If your application has been successful you will be contacted for the hire of your premises.

RSL 中国办公室或代表将会安排一次对贵处的访问，目的是考察水平认证日当天如何运作、场所是否适合等。

The RSL China Office or delegated representative will arrange a visit to your venue to discuss how the exam days will run and judge suitability of the venue.

一旦场所被确认，我们将把您的场地信息放入报名信统，供考生选取。

Once the venue is confirmed, we will update the online entry system to advertise this new option to candidates applying for examinations.

请注意，如果我们暂时未能设立认证场地，但贵处已经达到较高的标准，我们会保留申请表格以便未来设立新认证场地时使用。

Please note, if we are unable to take the venue on but the venue is of a high standard we will keep the application form on file so that if the need for a new venue arises we have all the necessary information.