

ABRSM

Amanuensis agreement

By signing this agreement you are confirming that:

- You fulfil the criteria and qualifications for acting as an amanuensis in an ABRSM Music Theory exam
- You have read and understood the Guidelines on the ABRSM website
- You will work within the parameters set out in these guidelines.

Please read the following statements carefully before signing and dating this Agreement. Once you have done this, please hand it to the invigilator, before the start of the exam.

1. I am musically literate and educated to at least the equivalent level of the exam being taken.
2. I have read the syllabus for the exam in question and understand what is required of the candidate.
3. I have discussed the candidate's requirements and understand whether a reader, a scribe, or both is needed.
4. I have discussed whether the candidate would like to be reminded of the time at any point, and if so, at what interval(s).
5. I will not normally lead the conversation or speak unless directed by the candidate.
6. I will not give any indication of whether the candidate's answers are right or wrong.
7. I will not read or re-read any questions or answers unless directed by the candidate.
8. I will not give the spelling of any word which does not appear in the question paper.
9. I will not advise the candidate regarding which questions to do, when to move on to the next question, or the order in which the questions should be done.
10. I accept that, as part of ABRSM's quality assurance processes, a moderator may be present as an observer.
11. I have read and understood the Guidelines on ABRSM's website.

Signed Date