

Applicant checklist

Before the exam

- Make sure everyone involved in the exam knows the exam window during which the exam needs to be taken.
- Make sure everyone involved understands that the exam is not held at one of our Public Venues but at a suitable location arranged by you or the responsible adult (e.g. a candidate's home or candidate's school).
- Obtain parental permission (for candidate(s) under the age of 18 or vulnerable adults) for the exam to be filmed. *We do not require proof that parental permission has been sought as this is your responsibility as the applicant.*
- Read our [Online Safeguarding Policy](#), our guide to [Remote Proctoring in ABRSM Online Music Theory Exams](#) and [Candidate Identification Policy](#)
- Advise your candidate(s) to watch [our video guides](#) on completing a scan of the room where the exam will take place. This is essential so that we can be sure the exam is taken under exam conditions and in line with our rules and regulations
- Encourage your candidates to try the practice exams available online [here](#).
- Encourage candidates (or their Responsible Adult) to read the candidate checklists in advance of the exam.

Candidate and Responsible Adult checklist

Before the exam

- Make sure you are aware of the exam window in which the exam needs to be taken.
- Make sure *you understand the exam is not held at a Public Venue but at a suitable location arranged by you or the applicant (i.e. a candidate's home, candidate's school).*
- You have received your Username (ABRSM Contact ID) and Password from ABRSM, which will have been sent to the Candidate email address included at the time of entry. This will be sent between 21 - 26 May 2021 so check your Junk mail if you do not appear to have received it. *Note: this Password is only to gain access to the exam and is not the same Password required to gain access to your ABRSM online account if you have registered for one.*
- Parental permission has been given to the applicant, if the candidate is under 18 or is a vulnerable adult, in order for the exam to be filmed. *ABRSM does not require proof that parental permission has been sought as this is the responsibility of the applicant.*
- You have read the [Online Safeguarding Policy](#), our [Remote Proctoring in ABRSM Online Music Theory Exams](#) and [ABRSM's Candidate Identification Policy](#)
- You have checked you have all the [Online Music Theory system requirements](#) in order to take the exam and have tested the compatibility of the computer equipment as well as the internet connection the candidate will be using to take the exam by running this simple check online: [PSI RPNOW System Check](#). *We recommend using a Google Chrome web browser.*
- [Download the RPNOW Proctoring Software](#) - this is the software you will use to take the exam. Only download the software via a link provided by ABRSM and do not copy and paste the link in to a search engine or use a link via another website or organisation. Candidates will not be able to progress through the software until 26 May.
- Watch [ABRSM's video guides](#) on completing a room scan of the exam environment
- Try the Practice exams available online [here](#).

On the exam day

You will need:

- Access to the candidate's Username (ABRSM Contact ID) and Password sent to the candidate by email at least two weeks before the exam. This can be written down on your blank paper.
- A form of Photo ID to show when prompted by the system. This can be one of the following:
 - Passport
 - Photo Driver's License

- College or University ID card
- Rail or transport card
- National ID card
- A completed ABRSM Candidate Identification Form (see *Appendix C in ABRSM's Candidate Identification Policy*)
- Computer or laptop with the exam's RPnow Proctoring software already downloaded and installed.
- Blank paper (plain or manuscript) and a pen or pencil to work out answers during the exam (*candidates will need to show both sides of their blank paper to the camera during their room scan*). This blank paper can have the candidate's Username and Password written on it. If it is written down, it must be shown to the camera when showing the blank paper. No other text, notation, or images are permitted to be written on the paper. If so, this will be flagged by our proctors and may lead to a malpractice investigation and disqualification
- Time to complete all the steps below, before the exam begins. We recommend allowing 15 to 30 mins for this.

Getting ready at least 15 to 30 mins before the exam:

These steps need to be completed before you can start the exam.

- Prepare the exam room in line with our [Online Music Theory system requirements](#).
 - There are no open books or depictions of musical notes in the room.
 - Any piano keyboards in the room are covered.
- Visit the toilet
 - Should it be essential for a toilet break once the exam has started, this should be limited to only once and should be for a maximum of 5 minutes. Candidates must inform the online invigilator (proctor) that they are taking a toilet break during the exam by looking at the camera and saying this out loud. They can also write this down and show the piece of paper to the camera. The exam recording should continue during this time.
- Launch the RPnow Proctoring software.
- Follow these steps to complete the exam set up:
 - select the exam you're entered for
 - enter the candidate's (Test Taker's) name so that it matches the Photo ID being used (this includes correct full/shortened names i.e. Matt and Matthew – the name entered here should match the ID) and contact information. The latter should be the Responsible Adult's details if the candidate is under 18 or a vulnerable adult.
 - ensure all other apps, programmes and browsers are closed
 - show the candidate's Photo ID
 - perform the room scan
 - take the candidate's picture on the screen
- From this point on, the session will be recorded (desktop, webcam and audio), until the exam window is closed at the end of the assessment.

Starting the exam

Once the pre-exam set up has taken place:

- Enter your **Username (ABRSM Contact ID)** and **Password**. This can be written down on your blank paper in advance of the exam.
- The link to the live exam will show at the start of the scheduled exam time and will remain active for the duration of your exam. A timer in the right-hand corner will show how long a candidate has to complete the exam and will not start until the candidate has entered the actual exam.
 - Candidates who have been entered with access arrangements or reasonable adjustments should be aware of the extra time they have been provided. The correct time for all candidates will show in the top right hand corner of the exam system as a countdown in minutes remaining to complete the assessment
- The Responsible Adult is allowed to leave and re-enter the exam room once the live exam has been accessed providing this does not disrupt the exam and no prohibited items are brought into the exam room.
- Before closing the exam window at the end of the assessment and stopping the recording, please tear up any paper used in the exam in front of the camera so it can be seen clearly.

If a candidate forgets to tear up the rough paper as requested in front of the camera at the end of the exam then a photo of the torn paper will need to be provided by email to theory@abrs.ac.uk.