How to book an online Music Theory exam

Who can make the booking?
Anyone who is 18 or older can book the exam via an ABRSM account registered in their name. This could be a teacher, member of staff from a school or other organisation, a parent or the candidate if they are aged 18 or over. We refer to the person who books the exam as the exam ‘applicant’.

Before you book
- Check the syllabus and supporting materials and read our guidance, all available at: www.abrsm.org/en/our-exams/online-theory
- Check booking periods, exam dates and fees at: www.abrsm.org/en/exam-booking/exam-dates-and-fees
- Check the system requirements required for online Music Theory exams, found here, and perform a system check here.
- You will need the following information for each candidate:
  - Name
  - Date of birth
  - ABRSM Contact ID (if known)
  - Exam grade (1 to 5)
  - Any access arrangements or reasonable adjustments
  - Email address for the candidate (or their parent/carer)
  - Preferred exam date

Private Visits
Online Music Theory exams cannot be booked at a Private Visit. Instead, you will need to select the ‘Public Venue’ option when you book. However, the exam itself can take place at any venue that meets our requirements and venues can host multiple candidates as outlined in our guidelines – Online Music Theory Requirements.

Booking an exam
1. Log in or register
   - If you have an account, log in with your username and password.
   - If you are using our online service for the first time, you can register and create your account here or by clicking on or the red Login button on our website.

2. Dashboard
   - When you reach the dashboard, click ‘Public Venue Booking’.

3. Let’s get started!
   - Select the ‘Territory’ where the exams will take place.
• Choose ‘Music Theory exams’, then choose ‘Assessment Type – Online’.

4. Add your exams
• Select your exam details. If required, add any access arrangements and confirm if a translation is required
• To add more exams with exactly the same details, click the plus sign to increase the number of candidates.
• To add exams for different grades or with different access arrangements, click ‘Add more’.
• To change the number of exams use the number box. To remove an exam click the ‘x’.
• When you’ve added all your exams, click ‘Show available booking options’ and you will be asked to specify the Region within the Territory you are entering in (in some territories this is not required)

5. Adding candidate details
• If you have an ABRSM Contact ID for the candidate, add it here with their date of birth and click ‘Find candidate’ to bring up their details.
• If the candidate doesn’t have a Contact ID yet, tick ‘This candidate does not have a Contact ID’ and then complete their details.

You may find the following information useful when completing candidate details:

<table>
<thead>
<tr>
<th><strong>ABRSM Contact ID</strong> – the first time an exam is booked for a candidate, they will not have a Contact ID. We will provide this once an exam has been booked for them and it will then appear on all communications about their exams. The Contact ID should be entered every time an exam is booked for the candidate and if the candidate registers for an account.</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Date of birth</strong> – this is compulsory as we need this information to identify candidates in our system and link up their records.</td>
</tr>
<tr>
<td><strong>Email address for the candidate (parent/carer)</strong> – this is compulsory and must be that of the Candidate or Responsible Adult so that we can send the exam log in details and the links to this email address.</td>
</tr>
<tr>
<td><strong>Presented by</strong> – this is will show the applicant name by default, but you can change it to any name that you want to have on the certificate as ‘presenting’ the candidate for their exam. This might be a school, music centre or a particular teacher. You can enter different ‘presented by’ names for different candidates.</td>
</tr>
<tr>
<td><strong>Sensitive data consent</strong> – if you have requested access arrangements or reasonable adjustments for a candidate, please read the information provided and tick the box.</td>
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</table>
National centre number (UK only) – add this if candidates are taught at a school or college or if you teach them on behalf of a school or college. We can then confidentially pass on exam information to the government for inclusion in performance tables.

- Add any other candidate details in the same way.
- Select the translation required if appropriate
- Once you’ve completed and checked your candidate details, tick the box at the bottom of the page to show that you’ve read and agree to our Exam Regulations.
- Click ‘Submit and pay’ to complete your booking

6. Postal address and booking summary
- Add, check or amend your postal address here. We need this to send certificates.
- You can also check your booking details here.
- Click ‘Confirm’ to go to the payment window.

7. Pay for your exams

8. Exam booking confirmation
- You will see a message to confirm that we are processing your booking.
- Shortly afterwards you will receive an email to confirm your booking.

9. What happens next?
- Candidates will receive an email confirming their booking. If they are not yet registered with ABRSM they need to do this as the link to launch the exam is on their ABRSM account
- 3 hours after the booking has been made the candidate will be able to launch the exam on their Dashboard by pressing ‘Start Music Theory exam’. Candidates will have 28 days in which to take the exam after booking.

Candidates requiring paper based exams due to Access Arrangements

Candidates should contact accesscoordinator@abfrm.ac.uk immediately after making an exam booking confirming the address the Physical Exam Paper should be sent to and providing Supporting Documentation confirming a paper is required. The paper will be dispatched to this address within two weeks of the entry being made and a separate link to the RP Now proctoring software will be emailed to the candidate. The exam paper must remain sealed until the start of the exam when it should be opened in front of the camera.

Candidate being entered for unproctored exams (permission required)

Official educational institutions are able to run exams with an invigilator, provided by them, and without the need for their candidates to be proctored. Instructions on this process will be provided shortly.
Once permission has been granted, when you make an entry under the account that has been registered for un-proctored exams you will see a pop up asking whether the candidates you are entering will be invigilated by your institution (and not require proctoring) or whether the candidates will require proctoring (ie if they are planning to take the exam at home).

The rest of the booking process will continue as above

**Viewing your bookings**
To view your booked exams at any time, go to 'My bookings' on your dashboard and click ‘Booking details’.

**Cancelling an exam**
If you cancel an exam before the booking period closes or within 14 days of making the booking, we will automatically refund the exam fee. You will receive an email to confirm this.
To cancel an exam booking:
- Log in and click ‘Booking details’ on your dashboard to view the relevant booking.
- You will see a list of candidates/exams with a bin icon at the end of each line.
- Click on the relevant bin icon to cancel a candidate’s exam.

*Updated 8 July 2021*