

## Applicant checklist

### Before the exam

Give yourself at least 2 weeks before the exam to ensure the following:

- Ensure everyone involved in the exam knows the exam date and time, and understand the exam is not held at a Public Venue but at a suitable location arranged by you or the Responsible Adult (ie a candidate's home, teacher's home, candidate's school).
- Obtain parental permission for any candidate(s) under the age of 18 or vulnerable adults in order for the exam to be filmed. *ABRSM does not require proof that parental permission has been sought as this is your responsibility as the applicant.*
- Forward the email containing your candidate's Username (ABRSM Contact ID) and Password to your candidate or their Responsible Adult at least a week before the exam. *If you are an applicant with multiple candidates ABRSM will send a separate email for each candidate.*
- Advise your candidate(s) to watch [ABRSM's video guides](#) on completing a room scan of the exam environment.
- Read the [Online Safeguarding Policy](#) and our [Remote Proctoring in ABRSM Online Music Theory Exams](#) documents.
- Familiarise yourself with the candidate checklist below.

## Candidate and Responsible Adult checklist

### Before the exam

Give yourself 1-2 weeks before the exam to ensure the following:

- The exam date and time has been sent to you from the applicant (the person who made the exam entry). *You understand the exam is not held at a Public Venue but at a suitable location arranged by you or the applicant (ie a candidate's home, teacher's home, candidate's school).*
- Received your Username (ABRSM Contact ID) and Password from the applicant. *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 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.*
- Check you have all the 'Online Music Theory system requirements' in order to take the exam.
- Test the compatibility of the computer equipment and internet connection the candidate will be using to take the exam by running this simple check online: <https://systemcheck.rpexams.com>. *We recommend using a [Google Chrome](#) web browser.*
- Download the RPnow Proctoring Software, this is the software you will use to take the exam.
- Watch [ABRSM's video guides](#) on completing a room scan of the exam environment.
- Open the software and complete pre-exam set up as below:
  - Candidates (Test Taker) will be asked to input their name, email address and phone number at the start of the exam. The candidate's name should be entered exactly as it is on their Photo ID. *For candidates who are under 18 or vulnerable adults, the email address and phone number should be the Responsible Adult's details. The phone number, if entered, will only be used if technical support is required from PSI during the exam and is not stored outside of the exam context. Videos are not stored for any practice or set up.*
  - Run through the RPnow Proctoring software to get familiar with the pre-exam set up, including the Photo ID checks and room scan. *In advance of the exam day please note the proctoring software will not be able to assess your bandwidth so this should be checked using the [System Check link](#).*
  - Once the pre-exam set up is complete, candidates will be asked for their Username (ABRSM Contact ID) and Password. This will give them access to some example questions in advance of the exam day - though on the exam day itself these will not be available.
- Read the [Online Safeguarding Policy](#) and our [Remote Proctoring in ABRSM Online Music Theory Exams](#) documents.

If you need more support getting ready for your exam, these [videos](#) will take you through this process, step-by-step. You can also read our [Download and Installation guide](#).

## On the exam day

You will need:

- Access to the candidate's Username (ABRSM Contact ID) and Password, supplied by the applicant as above.
- A form of Photo ID to show when prompted by the system. This can be one of the following:
  - Passport
  - UK 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*).
- Time to complete all the steps below, before the exam begins. We recommend allowing 15 to 30 mins for this.

## Getting ready

These steps need to be completed before you can start the exam – we recommend allowing 15-30 mins for this:

- 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.

- 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, and contact information. The latter should be the RA'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**.
- 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 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.