

# Online Music Theory Requirements

## Proctored exams – individual candidates

- Candidates will need the use of a quiet and well-lit room for the exam to take place in.
- The exam room should be free from notes, books of any kind or any representation of a piano keyboard. If this is not possible then all books should remain closed and out of reach of the candidate. Any depiction of musical notation or representation of a piano keyboard, including an actual piano, should be covered so it is not visible to the candidate.
- The desk or table the candidate takes their exam at should be as clear as possible and candidates should ensure they show it fully in their room scan.
- Candidates can use their own blank paper in the exam to work out their answers. This can be any type of paper (manuscript or plain) as long as it is blank and does not show any musical notation or any representation of the piano keyboard. Candidates must show any paper to the camera at the start of the exam to confirm that it is blank. At the end of the exam they must hold up the paper to the camera and destroy it, ideally by tearing it into pieces.
- Candidates will need a laptop or desktop computer with webcam facility and internet access as well as the following:
  - Download: ability to download and install software (admin rights required)
  - Operating system: Windows 8.1, 10, 11 64bit (x64) / Mac OS 10.15 (Catalina), 11 (Big Sur), 12 (Monterey) / Ubuntu 18.04
  - RAM: Recommended + 2 GB
  - Free Disk Space: 1 GB
  - Screen resolution: 1368 x 769 or higher
  - Bandwidth: minimum 300 Kbps upload and download speed
  - Minimum web camera resolution: 640 x 480
  - Webcam that allows for a 360 degree scan of the exam room. If this is not possible on your computer you are able to use a mobile phone or digital camera - then play this footage back to the webcam. The recording of the room scan must be done during the room scan section of the exam set up so that we can confirm the room is suitable for the exam
  - In-built or external microphone
  - Monitor: only one monitor is allowed. An additional monitor cannot be attached to a laptop
- Candidates must not access the internet during their exam. Should they attempt to access the internet, the PSI system will shut down.
- It is **not** possible to take the exam on a tablet or phone, and it cannot be run on a Chromebook.
- All laptop brands (i.e. Lenovo, Sony, ASUS, Dell, Mac, Acer, Samsung, etc.) that have Touchscreen capability are subjected to troubleshooting.

## Proctored exams – venues hosting multiple candidates

Grade 1-5 Online Music Theory exams can be held at any venue that is able to provide a Responsible Adult, a suitable room and the technical requirements – as outlined below.

ABRSM do not need to be notified of where the exam is being held in advance of the exam but once the necessary ID checks and room scans are complete and the exam has started, the candidate needs to say to the microphone: "I am sitting with other candidates and the Responsible Adult is present". This is so that the proctor is aware of the exam conditions for these candidates.

If an official educational institution, music service/hub or an education department at a prison/hospital are hosting the exam and face difficulties facilitating a 360-degree room scan for each candidate then they should email [theory@abrsms.ac.uk](mailto:theory@abrsms.ac.uk) requesting permission to forgo the room scan. The system still requires the room scan to take place but it does not need to be rotated 360 degrees and does not need to show a full view of the room. An invigilator provided by the institution is required throughout the exam if this is the case – this person can be the same person as the Responsible Adult.

### Requirements:

#### Responsible Adult

- A Responsible Adult must be present for the duration of the exam.

#### Exam room

- A quiet and well-lit room for the duration of the exam.
- Free from notes, books of any kind, any depiction of musical notes or any representation of a piano keyboard. If this is not possible then all books should remain closed and out of reach and any depiction of musical notation or representation of a piano keyboard, including an actual piano, should be covered so it is not visible.
- Candidates must sit back to back, face to face or a sufficient distance away from each other to make sure they cannot see each other's screens or rough notes.

## Un-proctored exams (permission required)

An official educational institution, music service/hub or an education department at a prison/hospital are hosting the exam are able to run exams with an invigilator, provided by them, and without the need for their candidates to be proctored.

### Requirements:

#### Invigilator

- An invigilator must be present for the duration of the exam. ABRSM recommends 2 invigilators for up to 59 candidates and an additional invigilator for every additional 30 candidates.

#### Exam room

- The exam must be taken within the educational institutions' premises and cannot be taken at a candidate's home unless authorised by ABRSM.
- A quiet and well-lit room for the duration of the exam.
- Free from notes, books of any kind, any depiction of musical notes or any representation of a piano keyboard. If this is not possible then all books should remain closed and out of reach and any depiction of musical notation or representation of a piano keyboard, including an actual piano, should be covered so it is not visible.
- Candidates must sit back to back, face to face or a sufficient distance away from each other to make sure they cannot see each other's screens or rough notes.

#### Technical requirements

- Laptop or desktop computer per candidate with internet access and the following:
  - Download: ability to download and install software (admin rights required)
  - Operating system: Windows 8.1, 10, 11 64bit (x64) / Mac OS 10.15 (Catalina), 11 (Big Sur), 12 (Monterey) / Ubuntu 18.04
  - RAM: Recommended + 2 GB
  - Free Disk Space: 1 GB
  - Screen resolution: 1368 X 769 or higher
  - Bandwidth: 300 Kbps upload and download
  - Monitor: only one monitor is allowed. An additional monitor cannot be attached to a laptop
- It is **not** possible to take the exam on a tablet or phone, and it cannot be run on a Chromebook.
- All laptop brands (i.e. Lenovo, Sony, ASUS, Dell, Mac, Acer, Samsung, etc.) that have Touchscreen capability are subjected to troubleshooting.