

Running Online Theory exams as a Private Visit / for Multiple Candidates

For paper based Music Theory Grades 6-8, the venue for Private Visits must still be an educational institution, a music service/hub or an education department at a prison/hospital. There is no minimum number of candidates.

Full details on Private Visits for Music Theory Grades 6-8 can be found online [here](#).

For Online Music Theory exams Grade 1-5 the 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 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 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.

Technical requirements

- Laptop or desktop computer per candidate with webcam facility, internet access and the following:
 - Operating system: Windows 8, 8.1, 10, 32bit (x86) and 64bit (x64) / Mac OS 10.13, 10.14 and 10.15. RAM: Recommended + 2 GB
 - Free Disk Space: 1 GB
 - Screen resolution: 1368 X 769 or higher
 - Bandwidth: 300 Kbps upload and download

- Minimum web camera resolution: 640 X 480
- Download: ability to download and install software (admin rights required)
- 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 - guidance on this can be found below in the 'Setting up the exam' section
- 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.