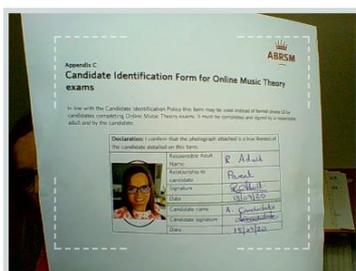# Online Music Theory

Exam set up reference guide

This document will take you through the steps required to set up and take an online Music Theory exam, step-by-step. This document complements the video guides found on our website.
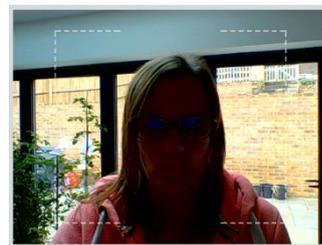
1. As the candidate, launch the RP Now software from your ABRSM account by clicking on 'Start Music Theory exam'. Guidance on downloading this software can be found here

2. Complete the security check. This means shutting down any disallowed programmes or applications running in the background on the computer. The system will prompt you to close down anything required before allowing you to continue

3. Show and take a photo of the candidate's ID on the screen titled 'ID Photo Instructions'

   - See ABRSM's Candidate Identification policy here for a list of all acceptable ID documents
   - A downloadable Candidate Identification form for Online Music Theory exams can be found here.

4. Ensure you show <u>only</u> your Photo ID here and ensure the following:

   - The ID clearly shows the candidate's photo and full name (as previously entered in the 'Test Taker Information section)
   - Is lined up within the white square box on screen
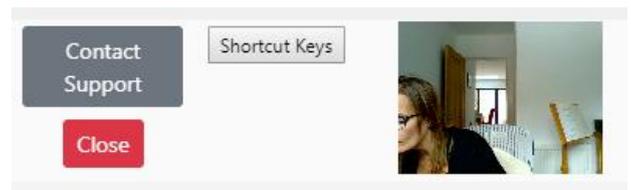   - Is clear and in focus

5. Complete the room scan of the exam environment ensuring the recording shows the following:
   - The entire exam room including all four walls and behind the laptop/monitor
   - The desk or surface the candidate is working on showing it is clear of notes, mobile phones, or other prohibited items. If working on your lap (on a sofa) please show the entire area you will be working from and that it is clear from any disallowed items
   - The floor around the desk and the underside of the desk
   - Blank paper that the candidate may use during their exam

If your computer is too large to provide a 360 degree room scan, when the room scan is requested, the candidate or Responsible Adult can film a room scan on their mobile phone and then play this 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.
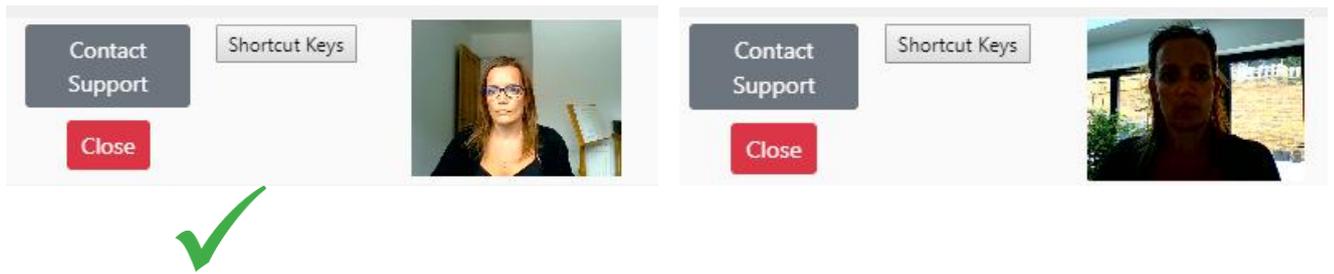
6. Take a user photo of the candidate. Ensure the following:
   - The user's face is within the white box on the screen
   - The lighting is suitable so that we can see the image clearly

7. You will then be directed to your exam which you will need to click on

8. Read all instructions, including details about showing your blank paper to the screen at the beginning of the exam

9. Complete the exam

10. Throughout the exam, be mindful that you should be visible to the camera and ensure the following:
    - You remain in view of the camera wherever possible:

    - The lighting remains suitable throughout the exam in order for the proctor to see you:

11. If you need to leave the exam room at all for a permitted break (a single toilet break is allowed, if essential) or need to tell us anything else about changes to the exam environment, you should say this out loud to the camera as it will be recorded, reviewed and verified as part of our post-exam quality assurance processes.

12. Tear up your rough paper in front of the camera before selecting the 'end test' button to end the exam and submit your answers to ABRSM

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