

# 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](http://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](http://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 [here](#).

## 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 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: grade and any access arrangements. If you are entering in Hong Kong, Macau or Taiwan you will also be able to confirm the need for a translated exam paper.
- 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'.

#### 5. Booking options and selecting a region/exam date

- Choose the exam window in which the candidate(s) will take the exam
- If you have location settings enabled on your device, the filters shown in the dark grey bar will automatically search for your nearest region. You can remove these filters if you need to book a candidate into an alternative 'venue'. Then click 'Apply' to see availability.
- Once you've selected the exam window for your exams, click 'Next' to go to the 'Summary' page and add your candidate details.

#### 6. 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:

<p><b>ABRSM Contact ID</b> - 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.</p>
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<p><b>Date of birth</b> - this is compulsory as we need this information to identify candidates in our system and link up their records.</p>
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<p><b>Email address for the candidate (parent/carer)</b> - 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.</p>
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**Presented by** – this 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.

**Sensitive data consent** – if you have requested access arrangements or reasonable adjustments for a candidate, please read the information provided and tick the box.

**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.
- For candidates in Hong Kong, Macau and Taiwan you can also request to have ‘Simplified Chinese’ or ‘Traditional Chinese’ exam
- 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

#### 7. 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.

#### 8. Pay for your exams

#### 9. 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.

#### 10. What happens next?

- Candidates will be emailed a link to the necessary software to take the exam and their log in details between 21 May and 26 May – ready for them to take their exam between 26 May and 23 June

### Candidates requiring paper based exams due to Access Arrangements

Candidates should contact [accesscoordinator@abrsms.ac.uk](mailto:accesscoordinator@abrsms.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 to arrive by the beginning of the Exam Window and must remain sealed until the start of the exam when it should be opened in front of the camera.

## **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 22 April 2021*