

# Unproctored Online Music Theory exams – Approval Application Form

## Your details

### Organiser details

(In order to run unproctored Online Music Theory exams, you must be a member of staff at the institution of general education, music service or educational department at the prisons/hospital where the exams will be held)

Contact name:			
Contact ID:			
<b>If you are submitting this form on behalf of an organisation, please fill out the following section</b>			
Organisation name:			
Organisation address:			
	Postcode:		
	Country:		
Company/charity number:		National centre number (UK only):	
Company directors/Head teacher/Head of Service:			

### Type of Visit Organiser

<input type="checkbox"/> Primary school (ages 5 to 12)	<input type="checkbox"/> Private music teacher
<input type="checkbox"/> Secondary school (ages 12 to 18)	<input type="checkbox"/> Music school
<input type="checkbox"/> Further education institution	<input type="checkbox"/> Music hub/Music service (UK and Ireland only)
<input type="checkbox"/> Other (please specify)	

As the applicant, you take responsibility for agreeing to the terms and conditions of ABRSM's approval (found here [www.abrsm.org/private-visits](http://www.abrsm.org/private-visits)), and will be the official point of contact with ABRSM. Applicants applying to run unproctored Online Music Theory exams on behalf of an organisation must have sufficient authority within that organisation to accept these conditions on its behalf.

Please fill in the following sections as they relate to the qualifications and assessments you wish to host at your venue. Please ensure you provide full information. Any missing information may delay your application, or it may be denied.

### Written exams in Graded Exams in Music Theory

Only registered institutions of general education, music services and educational departments at prisons/hospitals are allowed to host unproctored Online Music Theory exams. If you are applying to host these exams, please be aware that your head teacher will be held responsible for the quality of their delivery. It is expected that all exam administration will be managed by your organisation's exams officer. Please provide the following details as they relate to your venue:

**Head teacher / Head of Service**

Head teacher's name:	
Phone number:	
Email address:	

**Exams Officer**

Exams Officer's name:	
Phone number:	
Email address:	

**Description of the venue**

Number of exam rooms:	
Capacity for each room:	

Please confirm that your facilities meet the requirements for delivering Graded Exams in Music Theory as set out in the venue requirements checklist by providing the following evidence:

- Completed venue requirements checklist
- Photographs of each room set up as they will be when used for the exams (total size of photo evidence should not exceed 25MB)
- Floor plans for each room, clearly labelled and including dimensions
- A signed letter from the head teacher on headed paper confirming that they acknowledge their responsibility for the secure receipt, storage and handling of all exam papers, and the correct delivery of the exams.

**Declarations**

In signing this declaration, I confirm that the information provided in this application form and appendices is true and accurate to the best of my knowledge.

By applying for approval, I accept the terms and conditions as stated by ABRSM in their Exam Regulations and Visit Organiser Terms and Conditions document as published at [www.abrsm.org/private-visits](http://www.abrsm.org/private-visits).

By submitting this application form, I consent to the processing of this personal data for the purposes stated in the privacy statement below.

Name:	
Job title:	
Signature:	
Date:	

**Privacy statement**

ABRSM will use the personal information provided on this form to manage your Private Visits in accordance with applicable data protection laws and our Privacy Policy - please visit [www.abrsm.org/privacypolicy](http://www.abrsm.org/privacypolicy).

We will process your personal information to carry out our obligations under any contract between you and us, and where otherwise reasonably necessary for our purposes.

ABRSM is registered as a data controller with the UK Information Commissioner's Office under registration number Z6618494.

**Where does the form need to be sent?**

Once completed, the form should be sent to [theory@abrsm.ac.uk](mailto:theory@abrsm.ac.uk) along with any other supporting documents with a subject line reading 'Unproctored Online Music Theory exam - Approval Application form'.

**Unproctored Online Music Theory exams – Checklist.** You must have meet these requirements to receive approval.

Staffing	
You have an invigilator, who is ideally not the candidates' music teacher, who is familiar with the General Requirements as above. ABRSM recommends 2 invigilators for up to 59 candidates and an additional invigilator for every additional 30 candidates	
Exam Room	
The exam room is safe and secure with minimal hazards	
The exam room is situated in a quiet area with minimal noise disturbance	
The exam room has adequate lighting	
The exam room has heating or air conditioning as necessary and good ventilation	
The exam room allows invigilators to walk around in between desks and computers	
The exam room is clear of any materials that may aid the candidates in their exam	
The exam room allows candidates to 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	
<p>Laptop or desktop computer per candidate with internet access and the following:</p> <ul style="list-style-type: none"> <li>• Download: ability to download and install software (admin rights required)</li> <li>• Operating system: Windows 8, 8.1, 10, 32bit (x86) and 64bit (x64) / Mac OS 10.13, 10.14 and 10.15.</li> <li>• RAM: Recommended + 2 GB</li> <li>• Free Disk Space: 1 GB</li> <li>• Screen resolution: 1368 X 769 or higher</li> <li>• Bandwidth: 300 Kbps upload and download</li> <li>• Monitor: only one monitor is allowed. An additional monitor cannot be attached to a laptop.</li> </ul> <p>It is <b>not</b> possible to take the exam on a tablet or phone, and it cannot be run on a Chromebook.</p> <p>Please ensure that the browser you intend to use has pop-ups allowed for the ABRSM Portal and please also ensure that the exam is allowed through your school's smoothwall/firewall.</p> <p>Please note, it is not possible to download any software in advance of an exam. The link to download the secure browser will be presented when 'Start Music Theory Exam' has been selected which should only be done when the candidate is present and ready to start the exam. Once the download is complete the exam can begin immediately.</p>	
Additional Requirements	
You have adequate insurance cover	
You have a child protection / safeguarding policy in place	

You have a written data protection policy	
You have a complaints handling process in place	
The venue is signposted and easy to find	