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: https://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
- 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)
  - National ID (only for candidates in Hong Kong, Macao, Singapore, Malaysia and Taiwan)
  - Exam grade (1 to 5)
  - Any access arrangements or reasonable adjustments
  - Email address for the candidate (or their parent/carer) – this is compulsory
  - 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 – Online Music Theory Requirements.

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 Login/Register button on our website.

2. Dashboard
- When you reach the dashboard, click 'Public Venues & Remote Exams'.

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. If required, add any access arrangements and confirm if a translation is required.
- 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' and you will be asked to specify the Region within the Territory you are entering in (in some territories this is not required).

5. Adding candidate details

All candidates, apart from in Hong Kong, Macao, Singapore, Malaysia and Taiwan:
- 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.

Candidates in Hong Kong, Macao, Singapore, Malaysia and Taiwan:
- The first time you book exams for a candidate with our online service, add their National ID and date of birth, then complete the rest of the candidates details.
- For future bookings, you can just add the candidate's National ID and date of birth and click 'Find candidate' to bring up their details.

You may find the following information useful when completing candidate details:

ABRSM Contact ID – 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.
National ID (Hong Kong, Macao, Singapore, Malaysia and Taiwan only) – you will need to enter a candidate's National ID every time you book. After their first exam booking, entering the National ID will automatically complete the other details.

Date of birth – this is compulsory as we need this information to identify candidates in our system and link up their records.
Email address for the candidate (parent/carer) – this is compulsory and must be the address for the candidate, their parent/carer or the responsible adult. We use the email address to send exam details and invite candidates to create an ABRSM account. All candidates must have an account to access the link to take their exam.
Presented by – this is 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.
- Select the translation required if appropriate.
- 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.

6. **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.

7. **Pay for your exams**

8. **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.

9. **What happens next?**
   - Candidates will receive an email confirming their booking. All candidates must have an account as the link to take the exam will only be available through their own account. The account can be set up by the parent/carer but must be in the candidate's own name. Find out more about creating an account.

- 3 hours after the booking has been made, candidates will be able to launch the exam on their Dashboard by pressing 'Start Music Theory exam'. Candidates will have 28 days in which to take the exam after booking.

Important: Once a candidate selects 'Start Music Theory exam' the exam will be available for 3 hours. Candidates should not select 'Start Music Theory exam' unless they are ready to start the exam as this action can only be carried out once.

Candidates requiring paper based exams due to Access Arrangements

Candidates should contact accesscoordinator@abrsm.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 within two weeks of the entry being made and a separate link to the RP Now proctoring software will be emailed to the candidate. The exam paper must remain sealed until the start of the exam when it should be opened in front of the camera.

Candidate being entered for unproctored exams (permission required)

Official educational institutions are able to run exams with an invigilator, provided by them, and without the need for their candidates to be proctored: Unproctored Online Music Theory exams Approval Application Form.

Once permission has been granted, when you make an entry under the account that has been registered for unproctored exams you will see a pop up asking whether the candidates you are entering will be invigilated by your institution (and not require proctoring) or whether the candidates will require proctoring (i.e. if they are planning to take the exam at home).
The rest of the booking process will continue as above.

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 before the exam takes place and within 14 days of booking, we refund the full 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.

Please note, once an exam has been launched, you will need to write to theory@abrsm.ac.uk to request this cancellation.

Updated 5 October 2021