# 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 for Online Music Theory Exams**, all available at: 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

- You will need the following information for each candidate:
    o Name
    o Date of birth
    o ABRSM Contact ID (if known)
    o Exam grade (1 to 5)
    o Any access arrangements or reasonable adjustments
    o Email address for the candidate (or their parent/carer) – this is optional at the moment

## Private Visits

For exams in *2020 only*, you can enter candidates for an online Grade 1 to 5 Music Theory exam as part of a Private Visit booking if you are also booking paper-based Grade 6 to 8 Music Theory exams. To book exams at a Private Visit, please follow the usual Private Visit booking process, and not the 'Public Venue' process outlined 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 new online service for the first time, register and create your account here 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'.

## 4. Add your exams

- Select your exam details: grade and any access arrangements.
- 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 venue

- You will see a list of venues.
- While we update our systems, you will still need to select your nearest 'venue' from the options provided, even though Grade 1 to 5 candidates **will not attend a Public Venue** to take their exam. They can take their exam in a location of their choice.
- If there is a choice of venues in one location, select the venue labelled 'online Theory Grade 1-5'.
- If you have location settings enabled on your device, the filters shown in the dark grey bar will automatically search for your nearest venues. 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 a venue for your exams, click 'Next' to go to the 'Summary' page and add your candidate details.

## 6. Summary – check your booking and complete your 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:

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**ABRSM Contact ID –** the first time you book an exam 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 appear on all future communications about their exams. The Contact ID should then be entered every time an exam is booked for the candidate. It should also be entered if the candidate registers for an account.

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**Date of birth –** this is compulsory as we need this information to identify candidates in our system and link up their records.

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**Email address for the candidate (parent/carer)** – this is optional at the moment. If you provide an email address we will email the candidate (parent/carer) inviting them to set up an account in the candidate's name using their Contact ID. With an account the candidate (parent/carer) can view exam details and results and change exam dates online. We will only use the email once, for this purpose, unless the candidate registers and sets up an account, in which case they will receive operational emails about exam bookings.

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> **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.
- 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 to this 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.

**Viewing your bookings** - to view your booked exams at any time, go to 'My bookings' 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' 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.

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