

The role of the Responsible Adult

Online Music Theory exams

The Responsible Adult (RA) is there to support the candidate with the setup of the system ahead of the exam, and to provide assistance should there be any issues with the technology during the exam.

The RA is not an invigilator, therefore is not responsible for the conduct of the candidate during the exam. The candidate should have been informed of what is and what is not permitted ahead of the exam.

Who can act as the RA?

- Anyone over the age of 18 (including close relatives, i.e. parents).
- The RA should not be the candidate's teacher (i.e. instrumental, vocal, or theory teacher).
- However, ABRSM recognises that, in some instances, there may be very limited options available for a suitable RA. Only in these rare circumstances may the RA be the candidate's teacher.

The RA is only able to assist with the following:

- All the pre-exam set-up steps up to and including entering the candidate's Username and Password.
- Assisting if there is a problem with the candidate's computer or any technical issues. If so, the Responsible Adult can contact PSI Support (as above). For instance:
 - The exam page freezes
 - Internet connection is lost
 - The computer shuts down
 - An error message appears on screen
 - The candidate is unable to navigate to a different question
- Prompt the candidate to tear up the rough paper at the end of the exam as per the on screen instructions

The RA must not:

- Make any attempt to view the exam content or communicate with the candidate once the exam has started, unless technical assistance is required.
- Assist the candidate in answering the questions or remind the candidate to check their answers at the end of the exam.
- Attempt to copy or reproduce any exam content they see as a result of being in the exam room.
- All exam content is copyright by the Associated Board of the Royal Schools of Music (ABRSM). No part of the exam may be copied or reproduced in any way. Unauthorised use is illegal.

During the exam the RA can:

- Read a book/use a computer/use a phone as long as the material does not show musical notation or representation of a piano keyboard, and neither aids or distracts the candidate.
- Leave and re-enter the room, and does not need to stay in sight of the camera.

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