

# Candidate Identification Policy

## (from August 2020)

### 1. The policy

Candidates taking any exams which can either be used as a prerequisite for higher grades and diplomas, or used as part of a university application are required to provide a form of photographic identification documentation (photo ID). This policy also applies to all candidates taking Online Music Theory exams. These exams include:

- Graded Examination in Music Theory: All grades
- Graded Examination in Music Performance (Practical Grades): Grades 5 (Jazz only), 6, 7, 8
- Certificate in Music Performance (Performance Grades) : Grades 6, 7, 8
- Graded Examination in Practical Musicianship: Grade 5 and 8
- Diplomas: ARSM, DipABRSM, LRSM, FRSM

A full list of the qualifications covered can be found in appendix A. Exams not listed above are not affected by this policy.

Candidates can use the following types of photo ID:

- |   |   |
|---|---|
| <input checked="" type="checkbox"/> Passport                      | <input checked="" type="checkbox"/> Rail or transport card                                      |
| <input checked="" type="checkbox"/> UK Driver's Licence           | <input checked="" type="checkbox"/> National ID card  |
| <input checked="" type="checkbox"/> College or University ID card | <input checked="" type="checkbox"/> Candidate Identification Form (please see appendix B and C) |

### 2. What will happen on the day?

#### **Practical, Performance, Practical Musicianship and Diploma Exams (assessments taken in person)**

When you arrive, the steward will ask you to show them your photo ID. They will check your details against the candidate list and pass the photo ID back to you. No copies will be kept by the steward or by us. You will then complete your exam at your given time.

#### **Performance Grades and ARSM (remote assessments)**

At the beginning of your video recording, you should hold your photo ID up to the camera. This should be held for at least 5 seconds, making sure that the camera focuses on the ID document and that the photo is clear. You should then show your face to the camera for 5 seconds, to allow both images to be compared to confirm your identity.

#### **Music Theory exams (assessments taken in person)**

At the beginning of your exam, the invigilator will ask you to place your photo ID on the desk in front of you. The invigilator will check your photo ID during the exam. No copies will be kept by the invigilator or by us.

#### **Online Music Theory exams**

At the beginning of your exam, you will be prompted to take a picture of your photo ID through your webcam. Once you have taken a clear photo of the ID, you should confirm this photo on the system. You will then be prompted to take a photo of yourself. Both photos will be compared to confirm your identity.

### 3. What happens if I forget my photo ID?

For all remote assessments, please make sure you have your photo ID ready before the exam. You will not be able to complete the online Music Theory exam without photo ID.

If you forget your photo ID for an exam taken in person, don't worry! You will still be allowed to take your exam and it will not affect the examiner's assessment. The steward or invigilator will make a note that you did not have your photo ID and we will write to the person who made the entry after the exam.

#### **4. Why do I need to provide photo ID?**

We are required by our regulators to take all reasonable steps to ensure we identify the candidates who take our exams at the time of the assessment. This is particularly important for qualifications which may be used to enter for other qualifications or as part of a university or employment application.

#### **5. Impersonating a candidate - malpractice**

If anyone is found to be impersonating a candidate, in an attempt to take the exam on the candidate's behalf, this will be investigated as potential malpractice in line with the ABRSM Malpractice and Maladministration Policy. This is considered a serious academic offence and penalties for a proven case can include disqualification of the candidate from ABRSM exams and being barred from entering future ABRSM exams for a specified period of time. For further information, please refer to the [ABRSM Malpractice and Maladministration Policy](#).

## Appendix A: List of qualifications with photo ID requirements

Exam type	Qualification titles
Graded Exams in Music Theory	<p>ABRSM Level 1 Award in Graded Examination in Music Theory (Grade 1)</p> <p>ABRSM Level 1 Award in Graded Examination in Music Theory (Grade 2)</p> <p>ABRSM Level 1 Award in Graded Examination in Music Theory (Grade 3)</p> <p>ABRSM Level 2 Award in Graded Examination in Music Theory (Grade 4)</p> <p>ABRSM Level 2 Award in Graded Examination in Music Theory (Grade 5)</p> <p>ABRSM Level 3 Certificate in Graded Examination in Music Theory (Grade 6)</p> <p>ABRSM Level 3 Certificate in Graded Examination in Music Theory (Grade 7)</p> <p>ABRSM Level 3 Certificate in Graded Examination in Music Theory (Grade 8)</p>
Graded Exams in Music Performance	<p>ABRSM Level 2 Certificate in Graded Examination in Music Performance (Grade 5) <b>in Jazz subjects only</b></p> <p>ABRSM Level 3 Certificate in Graded Examination in Music Performance (Grade 6)</p> <p>ABRSM Level 3 Certificate in Graded Examination in Music Performance (Grade 7)</p> <p>ABRSM Level 3 Certificate in Graded Examination in Music Performance (Grade 8)</p>
Certificate in Music Performance	<p>ABRSM Level 3 Certificate in Music Performance (Grade 6)</p> <p>ABRSM Level 3 Certificate in Music Performance (Grade 7)</p> <p>ABRSM Level 3 Certificate in Music Performance (Grade 8)</p>
Graded Exams in Practical Musicianship	<p>Grade 5 in Practical Musicianship</p> <p>Grade 8 in Practical Musicianship</p>
ARSM	ABRSM Level 4 Diploma in Music Performance (ARSM)
DipABRSM	<p>ABRSM Level 4 Diploma in Music Direction</p> <p>ABRSM Level 4 Diploma in Music Performance</p> <p>ABRSM Level 4 Diploma in Principles of Instrumental/Vocal Teaching</p>
LRSM	<p>ABRSM Level 6 Diploma in Instrumental/Vocal Teaching</p> <p>ABRSM Level 6 Diploma in Music Direction</p>

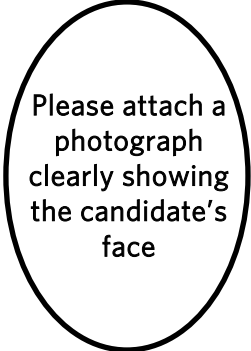
	ABRSM Level 6 Diploma in Music Performance
<b>FRSM</b>	ABRSM Level 7 Diploma in Music Direction ABRSM Level 7 Diploma in Music Education ABRSM Level 7 Diploma in Music Performance

## Appendix B

# Candidate Identification Form

(for Music Theory exams taken in person, and for all Practical, Performance, Practical Musicianship, Diploma exams)

In line with the Candidate Identification Policy this form may be used instead of formal photo ID by candidates completing graded music exams. It must be completed and signed by a responsible adult *and* by the candidate.

	Candidate name:
	Grade and instrument:
	Date and time of exam:
	Exam venue:

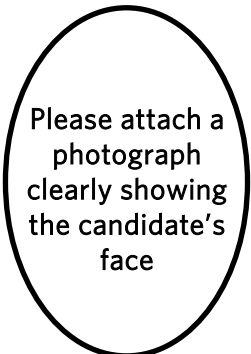
<b>Declaration:</b> I confirm that the photograph attached is a true likeness of the candidate detailed on this form.	
Name	
Relationship to candidate	
Signature	
Date	

Candidate name	
Candidate signature	
Date	

Appendix C

# Candidate Identification Form for Online Music Theory exams

In line with the Candidate Identification Policy this form may be used instead of formal photo ID by candidates completing Online Music Theory exams. It must be completed and signed by a responsible adult *and* by the candidate.

<b>Declaration:</b> I confirm that the photograph attached is a true likeness of the candidate detailed on this form.		
 <p>Please attach a photograph clearly showing the candidate's face</p>	Responsible Adult Name	
	Relationship to candidate	
	Signature	
	Date	
	<hr/>	
	Candidate name	
	Candidate signature	
	Date	