

Candidate Identification Policy

(from September 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). These exams include:

- Graded Examination in Music Theory: All grades
- Certificate in Practical Music (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 Grades, including Practical Musicianship, and Diplomas (face-to-face exams)

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 (digital exams)

At the beginning of your video recording, you should hold your photo ID up to the camera for at least 5 seconds. Make sure that the camera focuses on the ID document and that the photo is clear. Then show your face to the camera for 5 seconds, to allow us to compare both images to confirm your identity.

Music Theory Grades 6 to 8 (paper-based exams)

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.

Music Theory Grades 1 to 5 (online 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 digital assessments, please make sure you have your photo ID ready before the exam. You will not be able to complete an online Music Theory exam without photo ID.

If you forget your photo ID for a face-to-face exam or paper-based Music Theory exam, don't worry! You will still be allowed to take your exam and it will not affect the 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 our 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

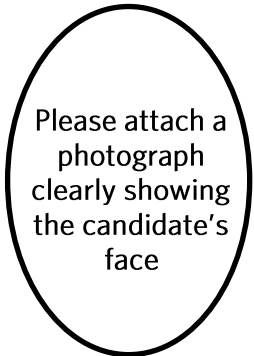
Exam type	Qualification titles
Graded Exams in Music Theory	ABRSM Level 1 Award in Music Theory (Grade 1) ABRSM Level 1 Award in Music Theory (Grade 2) ABRSM Level 1 Award in Music Theory (Grade 3) ABRSM Level 2 Award in Music Theory (Grade 4) ABRSM Level 2 Award in Music Theory (Grade 5) ABRSM Level 3 Certificate in Music Theory (Grade 6) ABRSM Level 3 Certificate in Music Theory (Grade 7) ABRSM Level 3 Certificate in Music Theory (Grade 8)
Certificate in Practical Music	ABRSM Level 2 Certificate in Practical Music (Grade 5) in Jazz subjects only ABRSM Level 3 Certificate in Practical Music (Grade 6) ABRSM Level 3 Certificate in Practical Music (Grade 7) ABRSM Level 3 Certificate in Practical Music (Grade 8)
Certificate in Music Performance	ABRSM Level 3 Certificate in Music Performance (Grade 6) ABRSM Level 3 Certificate in Music Performance (Grade 7) ABRSM Level 3 Certificate in Music Performance (Grade 8)
Graded Exams in Practical Musicianship	Grade 5 in Practical Musicianship Grade 8 in Practical Musicianship
ARSM	ABRSM Level 4 Diploma in Music Performance (ARSM)
DipABRSM	ABRSM Level 4 Diploma in Music Direction ABRSM Level 4 Diploma in Music Performance ABRSM Level 4 Diploma in Principles of Instrumental/Vocal Teaching
LRSM	ABRSM Level 6 Diploma in Instrumental/Vocal Teaching ABRSM Level 6 Diploma in Music Direction ABRSM Level 6 Diploma in Music Performance
FRSM	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 Practical Grades, Performance Grades, Practical Musicianship Grades and Diplomas.

In line with the Candidate Identification Policy, candidates can use this form instead of formal photo ID. 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

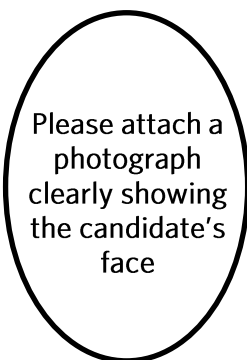
Declaration: I confirm that the photograph attached is a true likeness of the candidate detailed on this form.	
Name	
Relationship to candidate	
Signature	
Date	

Candidate name	
Candidate signature	
Date	

Appendix C

Candidate identification form for online Music Theory exams

In line with the Candidate Identification Policy, candidates can use this form instead of formal photo ID. It must be completed and signed by a responsible adult *and* by the candidate.

Declaration: 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	
	Candidate name	
	Candidate signature	
	Date	