



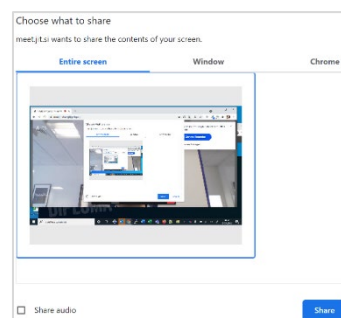
Music Production / Music Theory Exams

Remote Invigilation

You will take the exam online, supervised by an RSL invigilator who will monitor you through your webcam and screen sharing. The invigilator will ensure that your environment is appropriate and that you adhere to the rules set out in this guidance.

How it works and what candidates need to do

1. You will receive from us a link to a video conference. We use Jitsi Meet – please see <https://jitsi.github.io/handbook/docs/user-guide/user-guide-join-jitsi-meeting> for basic instructions.
2. Please prepare the computer and the space where you will take the exam according to the requirements below. Please note that the exam can not be taken using a mobile or tablet.
3. If you use a Mac please ensure that Google Chrome is enabled for ‘screen recording’ (please see <https://support.apple.com/en-gb/guide/mac-help/mchld6aa7d23/mac>)
4. At the start time you will be given please open the video conference link in Google Chrome
5. The RSL invigilator will greet you when they are available. Please note that you may have to wait until the invigilator is available. This will not affect your exam time.
6. The invigilator will perform a thorough check of your environment. Among other things this involves panning your camera around to ensure that your environment is appropriate for the exam in accordance with the requirements below.
7. You will also share your screen through the videoconference system. Please click on the sharing button . In the sharing window, choose “Entire screen” and click on the area showing the screen content so that a blue frame appears around it. Leave “Share audio” unticked and click on Share. Then click on the camera button  to re-enable your camera (the invigilator will see both, your shared screen and your camera video).
8. When ready, the invigilator will provide you with a link to the exam and your unique exam login code via the video conference chat.
9. Once your exam has started, the invigilator will switch off their camera and microphone but will continue monitoring as you take the exam.
10. If you have a question please use the ‘Raise Hand’ function and wait for the invigilator to speak to you. Please note that the invigilator will not answer any questions about the exam content.
11. At the end of the exam please submit. The invigilator may speak to you again at this point.
12. Once the exam has been submitted you can end the videoconference.



Candidate requirements

To sit the exam you will need the following:

- Computer (laptop or desktop) with Windows 7 or higher, or Mac OS X 10.5 or higher. Remotely invigilated exams can not be taken on a tablet or mobile phone.
- The screen size needs to be comfortable for the duration of the exam
- Google Chrome browser version 64 or higher
- Webcam (built in or separate) with resolution of 640x480 or higher
- Microphone (built in or separate)
- Stable internet connection with download and upload speed of 1Mbps or higher
- It is recommended to connect the computer via ethernet cable. If a Wifi network is used the computer should be positioned where the signal strength is optimised.
- Computer connected to charger



- Quiet, private walled room with closed door and no distraction
- Clear desk except for permitted items
- Well-lit space

The following rules apply:

- Bring a photo ID such as driving licence, passport or ID card
- Bring a reflective surface such as a large mirror, or mobile phone in selfie mode, so you can show the edges of your screen to your invigilator
- Close all programs, applications and websites unless instructed to open them by the invigilator for the purpose of taking the exam
- Ensure that your exam is held in a well-lit, quiet and private location and that no one is allowed in the room
- Remove any hats, sunglasses and headphones
- Remove all notes from the workspace
- Remove any mobile phones, tablets or smart watches from the room
- For exams with a duration of more than 2 hours, one toilet break is allowed. You will need to submit the exam and we will provide a second code to resume the exam after the break with a new set of questions. Please use the raise hand function before starting the break. For exams shorter than 2 hours a toilet break is not allowed so please ensure you go before the start of your examination. If you require an adjustment to this rule please contact us prior to the exam.
- Remove any computers, electronic devices or laptops that are not connected with the live exam
- **Music Theory:** 1 sheet of blank white A4 paper is permitted to be used for rough notes. Both sides of the sheet must be shown to the invigilator during the initial check. Candidates are not permitted to write any question content on the sheet. After submission of the exam the invigilator will inspect the sheet.
- **Music Production:** A pair of headphones is to be kept at the computer, to be used for the listening tests. The headphones have to be off at all times except for the listening test section
- Remove any physical calculators
- No food may be taken or consumed in the room where you are taking the exam
- Drinks – you are allowed a bottle of water or similar, but the label must be removed
- Hearing aids are only permitted when requested prior to the sitting

Music Theory exams

Please familiarise yourself with the notation editor flat.io which is used in the exam to enter notation. Please see <https://www.rslawards.com/rockschool/graded-exams/music-theory/> for further guidance about practising with the editor.

On the site we also provide guidance for each grade under the tab “Digital Popular Music Theory Exams”:

- [Debut](#)
- [Grade 1](#)
- [Grade 2](#)
- [Grade 3](#)
- [Grade 4](#)
- [Grade 5](#)
- [Grade 6](#)
- [Grade 7](#)
- [Grade 8](#)



Digital Popular Music Theory Exams

We've been working hard to make our Popular Music Theory Exams available online, and we're delighted to announce from the comfort of your own home.

The content of the exams remains largely unchanged and an interactive sheet music editor means you and your stud accessible.

You can learn more about how our Digital Popular Music Theory exams work, including how to enter for an individual download the full list of FAQs below.