

# Instructions for Completing Adapted Practical Exams in January 2021

These instructions apply only to Grades 6–8 exams in January 2021 that have been transferred from UK & Ireland Session 3 (November–December 2020).

# Contents

Introduction .....	2
Adapted Practical Graded Exams and their assessment.....	3
Entry requirements .....	4
Booking an exam .....	4
Taking an adapted Practical exam.....	6
Adapted Practical exam flow chart .....	15
Malpractice and Maladministration .....	16
Results and certificates .....	16
Exam feedback.....	16
Appendices .....	17

## Introduction

Due to the Coronavirus and social distancing measures, we are unable to open some Public Venues for our long-standing Practical Graded Music exams (Practical) this winter. We have worked diligently with our regulators, teachers and examiners to ensure that, where possible, we are able to offer Grades 6 to 8 candidates the opportunity to be assessed and awarded a qualification, and gain the associated UCAS points.

For disrupted Session 3 Practical exams in the UK and Ireland (09 November–19 December 2020), learners wishing to take exams at Grades 6, 7 and 8 may be offered the opportunity to take an adapted exam for a limited time only, in January 2021.

## Definitions

In these instructions, the following terms have the meanings given here:

ABRSM's secure File Transfer Protocol (FTP)	ABRSM's secure email server, which encrypts files in transit. Where exam material is to be submitted to ABRSM, we will email instructions and a link for uploading files to the Teacher.
Applicant:	Anyone who is 18 or over and submits a booking for an ABRSM exam (often the school, music teacher, parent of a candidate or the candidate, if he or she is 18 or over).
Candidate:	A learner taking a Grade 6, 7 or 8 Practical exam.
Contact ID:	Everyone using our online booking service is given a unique Contact ID that allows us to identify individuals in our system. Any Teacher or Responsible Adult who has a Contact ID should include it on any declaration forms submitted to us. A Candidate's Contact ID is also used on submitted materials.
Responsible Adult:	The person who will oversee the Practical exam at the candidate's home under controlled conditions. The Responsible Adult must be aged 18 or over, and may be the Applicant, Teacher or parent/guardian. A Responsible Adult is required, irrespective of the age of the candidate.
Teacher:	The person who prepares the candidate for the exam and who will be responsible for submitting teacher assessments for Sight-reading and Aural tests. The Teacher will also be responsible for consulting with the Responsible Adult regarding the selection of Scales and arpeggios that the candidate has to present as part of their recorded evidence.
Pieces:	As well as referring to the Pieces played by instrumental candidates in exams, this can also be read to mean Songs for singers.
Scales and arpeggios:	As well as referring to the Scales and arpeggios section of the exam for most instrumentalists, this can also generally be read to mean the Unaccompanied traditional song for singers and the Study for percussionists.

## Adapted Practical Graded Exams and their assessment

In these current, exceptional circumstances, and in conjunction with the advice and guidance of our regulators, ABRSM has adapted its assessment method and approach for the explicit assessment of learners wishing to take our Level 3 qualifications this winter.

For adapted Practical exams, we require two different types of submitted evidence:

1. An audio recording of the Pieces and Scales and arpeggios, which will be assessed by one of our examiners.
2. Teacher-assessed marks for the Sight-reading and Aural tests, a selection of which will be subject to sampling (moderation).

The tables below reflect the number of marks and percentage weightings of each type of submitted evidence:

Exam sections	Maximum marks	% of total marks
Piece 1	30	20
Piece 2	30	20
Piece 3	30	20
Scales & arpeggios	21	14
<b>Total</b>	<b>111</b>	<b>74%</b>

Exam sections	Maximum marks	% of total marks
Sight-reading	21	14
Aural tests	18	12
<b>Total</b>	<b>39</b>	<b>26%</b>

### Marking criteria and result categories

The marking criteria, assessment objectives and result categories have stayed the same. Please refer to the *Practical Music Grades* qualification specification for further detail ([www.abrsm.org/specifications](http://www.abrsm.org/specifications)).

### UCAS points (UK)

In the UK, ABRSM's Grade 6-8 Practical exams contribute towards entry into higher education through the allocation of UCAS points. The following table shows the UCAS Tariff value of these grades:

Qualification/level	Pass	Merit	Distinction
Grade 6	8	10	12
Grade 7	12	14	16
Grade 8	18	24	30

## Entry requirements

Candidates should fulfil the normal prerequisites for entry (see [www.abrsm.org/examregulations](http://www.abrsm.org/examregulations)).

## Booking an exam

### Transferring a booking to an adapted exam

In order to take an adapted exam, candidates must have a booking for a Practical Grade 6, 7 or 8 in the UK or Ireland Session 3 (09 November–19 December 2020). If exams cannot take place on the booked date at the chosen venue, ABRSM will contact the person who made the booking (the Applicant) and, where possible, candidates will be offered an alternative date and/or exam venue. If an alternative exam appointment cannot be arranged, candidates may be offered an adapted exam on a specified date in January 2021, or we will provide a 100% refund.

For those who wish to take up the offer of an adapted exam, ABRSM will cancel the existing Practical exam booking, and make a new booking for an adapted exam. Details of the Applicant and Candidate will be taken from the existing booking. The Applicant does not need to be the Responsible Adult or Teacher. Please note that exam materials (where applicable) will only be sent to the Responsible Adult or Teacher. Applicants must inform ABRSM of any additional access arrangements or reasonable adjustments for the candidate (see 'Access' below).

No refund will be offered for the cancelled Practical exam, and no fee will be payable for the adapted exam.

Bookings for adapted exams will appear on the online booking service ([www.abrsm.org/account-login](http://www.abrsm.org/account-login)).

The exam date offered to candidates will be the date that all submitted materials must be uploaded to ABRSM. You will not be able to change this date after it has been confirmed. The date will be published to the online booking service before exams begin; an exam time will also appear, but you will not be required to upload your exam submissions at this specific time.

After 19 December 2020, ABRSM will contact all Applicants with an adapted exam booking asking for the names and email addresses of the Teacher and Responsible Adult. The Teacher and/or Responsible Adult will receive all exam materials and any other relevant information or resources required for the running of the exam.

### Access (for candidates with specific needs)

When a booking is transferred to an adapted exam you must advise us by email of any access requirements or reasonable adjustments required for the candidate that were not on their original booking.

Further guidance can be found at [www.abrsm.org/specificneeds](http://www.abrsm.org/specificneeds) and we are happy to discuss arrangements for the adapted assessments via email ([accesscoordinator@abrsm.ac.uk](mailto:accesscoordinator@abrsm.ac.uk)). Please be aware that some limitations may apply owing to the adapted delivery of these exams, but some common provisions, such as additional time, may not be needed. We will contact the Responsible Adult or Teacher to discuss any access requirements or reasonable adjustments if required before the exam.

### Late/New entries

Entries can only be accepted for candidates with existing Session 3 bookings, whose exams are cancelled; no new bookings can be accepted for these exams.

### Late submissions

Any submissions (including exam recordings, teacher assessments and declarations) received after the submission deadline will not be accepted and will not form part of the exam result.

### Exam Regulations

Some existing Exam Regulations are overridden by arrangements described in these Instructions for Completing Adapted Practical Exams. An addendum has been added to ABRSM's Exam Regulations titled, 'Exceptional Regulations for Adapted Exams in January 2021 (transferred from Nov/Dec 2020)', which applies to adapted exams taken in the UK and Ireland in January 2021. When the Applicant makes an exam booking, or when a booking is made on their behalf, at their instruction, the Applicant and ABRSM enter into a legally binding contract upon the terms and conditions set out in the Exam Regulations and addendum. These are available at [www.abrsm.org/examregulations](http://www.abrsm.org/examregulations).

## Taking an adapted Practical exam

### Exam date

An exam date will be offered by ABRSM. Whilst all exam materials to be submitted must be uploaded to ABRSM by the Teacher on that day, it is not compulsory to make the exam recording on that exact date. The recording can be made earlier as long as the instructions for selecting Scales and arpeggios (where applicable), and a link for uploading files have been received from ABRSM.

Applicants and Candidates will be notified of an exam time, but will not be required to upload exam submissions at this specific time.

### Place of exam

Candidates can make the exam recording in their own home or at any other venue that is deemed to be safe under current COVID-19 conditions. The exam recording must be overseen by a Responsible Adult.

### Instructions for the Responsible Adult

#### *Role of the Responsible Adult*

The Responsible Adult is responsible for overseeing the exam. The Responsible Adult must read these Instructions for Completing Adapted Practical Exams before undertaking this duty, and must make sure that the exam is run in accordance with these instructions.

#### *Before the exam*

The Responsible Adult will receive instructions for administering the Scales and arpeggios from ABRSM no less than two days before the day of the exam.

The Responsible Adult:

- is responsible for the safe receipt of these instructions, and for making sure that the candidate does not have sight of them before the exam;
- must therefore have their own email account, which the candidate does not have access to;
- is responsible for selecting which Scales and arpeggios the candidate should present, but may consult with the Teacher on how to follow the instructions for selecting them (ABRSM will not send a personalised list of Scales and arpeggios for the candidate);
- at the start of the recording, must provide the candidate with a written list of selected Scales and arpeggios to be played, which must not be disclosed beforehand.

If the Responsible Adult has not received the instructions for administering the Scales and arpeggios two days before the exam, please email [abrsms@abrsms.ac.uk](mailto:abrsms@abrsms.ac.uk) including 'adapted exams' in the subject line. Please remember to check junk and spam folders first.

### *During the exam*

The Responsible Adult must:

- stay in the exam room for the duration of the exam;
- make sure that Scales and arpeggios are played from memory\*
- or
- make sure that a Singing candidate performs the three 'Accompanied' songs (except where the syllabus allows differently) and the Unaccompanied traditional song from memory.

\* For Organ candidates, the Pedal solo and Left Hand & Pedals Study are not required to be played from memory.

The Responsible Adult may also:

- provide accompaniment for the candidate;
- assist the candidate with the recording device;
- operate any equipment required to play recorded accompaniments;
- announce the details required in Appendix 1: Candidate instructions for recording the exam, if the candidate chooses not to or is unable to.

### Instruments

We recognise that candidates may have limited access to the most suitable instruments at this time.

Piano candidates may use a digital piano as described on page 8 of the 2019 & 2020 Piano syllabus ([www.abrsm.org/piano](http://www.abrsm.org/piano)).

If a candidate is unable to meet the exam requirements in full with the instrument(s) available, please contact us at [syllabus@abrsm.ac.uk](mailto:syllabus@abrsm.ac.uk) with the following details:

- the instrument;
- the grade;
- the difficulties being encountered.

We will advise whether it is possible to take the exam at this time.

Even if some concessions can be made, please be aware that examiners apply the marking criteria (which include the assessment of pitch, tone and musical shaping) to assess musical outcomes without reference to the specific attributes of the instrument used.

### Pieces

The three Pieces should be performed consecutively. Candidates should announce each one, following the instructions in Appendix 1: Candidate instructions for recording the exam.

## Accompaniment

Under these exceptional circumstances, where social distancing is required, we are offering flexibility to singers and instrumentalists who are usually required to have an accompanist on the day of their exam. We will accept the following options for this adapted offer:

Option	Guidance
Live accompaniment	This is the recommended option if there is someone available to provide accompaniment; candidates will need to name their accompanist on the Candidate & Responsible Adult Declaration Form.
Unaccompanied performances	Short rests should be 'played' as written; several consecutive bars' rest should be shortened.
Live accompaniment using video conferencing software	Accompaniment played by the teacher or an accompanist via a video-conferencing application, subject to a suitably reliable connection.  Due to common latency issues, this approach is likely to be most successful if the accompaniment is treated like a backing track rather than attempting to achieve an interactive live performance between candidate and accompanist.
Pre-recorded accompaniment	Prepared by the teacher or an accompanist.
Commercial backing track	Selections of pieces from a limited number of syllabuses are available from ABRSM, either packaged with <i>Exam Pieces</i> publications or available individually from <a href="http://www.abrsmdownloads.org">www.abrsmdownloads.org</a>  Many publications listed in our syllabuses are published with backing tracks on accompanying CDs or available to download.  Any other available option.
A mix of the above approaches	Depending on the chosen pieces and what is available.

In the case of all accompanied options, please make sure that the candidate can hear the accompaniment clearly while performing.

Exceptionally, singers will also be allowed to accompany themselves. If choosing this option, singers will still be assessed against the usual criteria; marking allowances cannot be made for the fact that they are also undertaking the accompaniment role.

Examiners will be understanding of the impact of current restrictions and will focus on candidates' performances. All candidates will be assessed equally; there is no advantage to be gained by taking any one of the above options over another.

## Copies of the music

Candidates do not need to submit scanned copies of their music with the recording.

### Scales and arpeggios – for most instruments

In a live exam, candidates are asked to play a selection of the set requirements by the examiner. Items are usually chosen to test at least one of each type of scale/arpeggio etc. and a balance of articulation and other requirements. In order to replicate this, and to make sure that the examiner can make a reliable assessment, the Responsible Adult will be sent (no less than two days before the day of the exam) instructions for how to select an appropriate range of items from the syllabus.

The Responsible Adult should refer to the Scales and arpeggios detailed in the relevant Practical syllabus ([www.abrsm.org/exams](http://www.abrsm.org/exams)) and compile a list to be played by the candidate (ABRSM will not supply a personalised list). The list, including a note of the range, articulation etc., must be given to the candidate at the start of the exam recording.

The Responsible Adult may consult with the candidate's teacher to ensure that a broad sample of correct Scales and arpeggios, as required by the instructions, are selected. During the recording, the candidate should announce each item from the list and play it immediately afterwards, following the instructions in Appendix 1: Candidate instructions for recording the exam.

All requirements in this section of the exam must be played from memory unless the syllabus specifies differently or the candidate has been given permission to refer to notation (i.e. as a reasonable adjustment).

### Unaccompanied traditional song – for singers

The title of the Unaccompanied traditional song should be announced by the candidate before singing it. As in live exams, it must be sung from memory.

### Study – for Snare Drum, Timpani and Percussion (Combined)

Snare Drum and Timpani candidates may choose which Study (Study A or Study B) to play in the exam. Percussion (Combined) candidates choosing to take the technical requirements on Snare Drum or Timpani may also choose which Study to play. During the recording, the candidate should announce the Study (A or B) before they play it.

### Recording and submitting the exam

#### *General recording requirements*

The exam should be recorded as one continuous audio file. This means that the candidate (or Responsible Adult) will need to press record, and then the candidate must perform all three Pieces and the Scales and arpeggios in one take. The candidate should introduce themselves at the beginning of the exam, and introduce each Piece and each Scales and arpeggios item before playing. Tuning-up before the exam does not need to be recorded. **The recording must not be edited in any way after the exam.**

#### *Recording devices and set-up*

Most modern smartphones, tablets and laptops will be suitable for recording the exam. Please note that we will only be accepting **audio recordings**, therefore we ask candidates to use a voice recorder app rather than the camera app to do this.

We recommend trialling the recording device before the exam, to make sure that the device is best placed to produce recordings of sufficient quality of both the candidate's performance and any accompaniment. It is important for the examiner to hear the candidate and any accompaniment clearly.

**The candidate is responsible for the sound quality of the recorded exam. Examiners will mark based on what they hear and cannot take poor quality or balance of a recording into account. Appeals against the exam result cannot be accepted on the grounds of audio quality.**

#### *File format and size*

We recommend recordings of one of the following formats: MP3 or M4A. The file size must not exceed 150Mb.

It is unlikely that audio recordings in MP3 or M4A format will need to be compressed.

#### *Labelling the recording*

The audio file should be titled in the following format: Candidate Name\_Candidate Contact ID\_Instrument\_Grade. For example: *Alex Smith\_123AB456\_Piano\_Grade 8*. Please use an underscore or hyphen to separate each piece of information, and avoid the use of commas.

#### *Submitting the recording*

The Teacher will receive an email from ABRSM at least one day before the exam date entitled 'ABRSM Secure File Upload Request'. The Responsible Adult must provide the recording of the exam to the Teacher to be uploaded. The Teacher will be required to confirm that they have not edited this recording in any way. The recording must not be shared with anyone other than ABRSM and the Teacher.

Recordings of Practical exams will be kept by ABRSM for 90 days after the result is issued, and then destroyed.

#### *Other uses of the recording*

The recording of the exam is made for the sole purpose of ABRSM's assessment and it must not be shared or used for any other purpose. This means that the recording of the exam must not be shared with any other person or uploaded to file sharing or social media websites such as Facebook or YouTube. **If the exam recording is shared with anyone other than ABRSM for assessment purposes, the candidate may be disqualified.**

#### *Status of the recording (for data protection purposes)*

An audio recording of an exam has the status of an examination script and is therefore exempt from subject access requests made under data protection law. Candidates are, however, permitted to retain a copy of their recording after submitting it to ABRSM. They may request other information about themselves and how ABRSM uses their personal data in accordance with our Privacy Policy ([www.abrsm.org/privacypolicy](http://www.abrsm.org/privacypolicy)).

### *Declaration form*

The recording must be submitted along with a completed Candidate & Responsible Adult Declaration (see Appendix 2, and note on page 17). The declaration form may be digitally signed by typing a name into the signature box, or it can be printed, signed by hand, and then scanned or photographed and submitted.

The Candidate & Responsible Adult Declaration should be titled in the following format: Candidate Name\_Candidate Contact ID\_Instrument\_Grade\_CD. For example: *Alex Smith\_123AB456\_Piano\_Grade 8\_CD*. Please use an underscore or hyphen to separate each piece of information, and avoid the use of commas.

The Teacher will receive an email from ABRSM at least one day before the exam date entitled 'ABRSM Secure File Upload Request'. The Responsible Adult must provide the Candidate & Responsible Adult Declaration to the Teacher to be uploaded. The Teacher will be required to confirm that they have not edited this declaration form in any way.

## Instructions for Teachers

### *Role of the Teacher*

The Teacher is responsible for submitting the exam recording along with a declaration about its authenticity from the candidate and Responsible Adult, and the Teacher declaration containing the assessment of the Sight-reading and Aural tests. The Teacher must read these Instructions for Completing Adapted Practical Exams before undertaking this duty, and must make sure that the exam is run in accordance with these instructions.

### *Teacher assessments for Sight-reading and Aural tests*

Marks for the Sight-reading and Aural test sections of adapted exams will be based on teacher assessments. Teacher assessments will form part of the overall result of the exam, so it is vital that marks are evidence-based and give a true reflection of how the candidate would have performed in a live exam.

ABRSM suggests that Teachers carry out mock Sight-reading and Aural tests in order to establish their candidate's marks. These marks will form the primary source of evidence for these two sections of the exam. If Teachers cannot carry out a mock exam, they must make a professional judgement as to what marks their candidate would achieve under normal circumstances. ABRSM's assessment criteria for the Sight-reading and Aural tests can be found on page 14, and should be referred to when judging marks for these sections. Marks awarded for these sections in previous ABRSM exams can also be considered.

### *Information for Teachers of Horn, Trumpet, Organ and Harpsichord*

In addition to Sight-reading, Horn, Trumpet and Organ candidates are required to transpose, and Harpsichord candidates are required to realise a figured bass passage, for this section of the exam.

When making the assessment, Teachers may find it helpful to view the Sight-reading out of 12 (pass mark: 8) and the Transposition/Figured bass out of 9 (pass mark: 6). A consolidated mark out of 21 should be put on the declaration form for the Sight-reading section as a whole.

### *Resources for mock Sight-reading tests*

ABRSM is presently allowing teachers to scan or screen share ABRSM Sight-reading publications and send them to pupils to facilitate remote mock exams for teacher-assessment purposes.

Specimen Sight-reading tests from two grades lower should be used as Transposition tests for Horn and Trumpet. Sample Transposition tests for Organ are available in Organ Specimen Sight-Reading Tests. Parameters for the Figured bass realisation are given in the Harpsichord syllabus. Please refer to the relevant Practical syllabus for further information ([www.abrsm.org/exams](http://www.abrsm.org/exams)).

### *Resources for mock Aural tests*

Many teachers are continuing to teach remotely, but the time delay on most online platforms makes it difficult to deliver mock Aural tests effectively. For adapted exams in January 2021 only, ABRSM is making additional recordings from its *Specimen Aural Tests* publications at Grades 6-8 available to stream from our website ([www.abrsm.org/mock-aural-tests](http://www.abrsm.org/mock-aural-tests)). Teachers can use these resources to administer and assess mock Aural tests before submitting marks.

### *Declaration form*

No later than the day of the exam, Teachers will be required to submit their Sight-reading and Aural test assessments with a declaration (see Appendix 3, and note on page 17) outlining how their marking decisions were reached. The Teacher who has prepared the candidate must make this assessment and submit the declaration, whether or not they actually entered the candidate.

When submitting the declaration form, Teachers should detail what evidence they have used to support their assessment. Teacher comments will not appear on the final mark form, but may be used by ABRSM for sampling purposes. The comments for the Sight-reading and Aural test sections on the final mark form will read 'Teacher Assessed Mark'.

The declaration form may be digitally signed by typing a name into the signature box, or it can be printed, signed by hand, and then scanned or photographed and submitted. We will send the Teacher detailed instructions on how to return this using ABRSM's secure FTP email server.

The Teacher Assessment Declaration Form should be titled in the following format: Candidate Name\_Candidate Contact ID\_Instrument\_Grade\_TA. For example: *Alex Smith\_123AB456\_Piano\_Grade 8\_TA*. Please use an underscore or hyphen to separate each piece of information, and avoid the use of commas.

### *Sampling*

Teacher-assessed marks for Sight-reading and Aural tests will be sampled before the results are issued, as part of our quality assurance processes. We will review marks alongside, for example, data that we hold about a candidate's previous level of attainment. ABRSM reserves the right to query and adjust marks where there is evidence of significant divergence between the two. Information about any adjustments to teacher-assessed marks will not be released before the results are issued.

### *Submitting recordings, teacher assessments and declarations*

The recording, teacher assessment and declarations must all be submitted by the Teacher using ABRSM's secure FTP email server.

The Teacher will receive an email from ABRSM at least one day before the exam date entitled 'ABRSM Secure File Upload Request'. The Responsible Adult must provide the recording of the exam to the Teacher in order for it to be uploaded. The recording must not be shared with anyone other than ABRSM and the Teacher. The Teacher should not edit the recording, or Candidate & Responsible Adult Declaration, in any way.

After the exam, please click on the 'Upload Files' link in the email from ABRSM to access ABRSM's secure FTP email server. All files should be sent in one submission, and should be received by ABRSM before midnight on the date of the exam.

Depending on the file size, recordings may take several minutes to upload. Once the files state they have been 100% uploaded, it may take another few minutes before the 'Send' button in the top left hand of the page becomes available to click. Please be patient and do not exit the page until this has been completed. When the screen shows, 'File(s) Sending', this process is complete and you can exit the window.

Please do not upload multiple copies of the submissions. The teacher will be contacted one working day after the exam day if there are problems with any submission.

## Marking criteria

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### Grades 6-8 Sight-reading\*/ Sight-singing

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**Distinction** 19-21

- Fluent, rhythmically accurate
- Accurate notes/pitch/key
- Musical detail realised
- Confident presentation

**Merit** 17-18

- Adequate tempo, usually steady pulse
- Mainly correct rhythm
- Largely correct notes/pitch/key
- Largely secure presentation

**Pass** 14-16

- Continuity generally maintained
- Note values mostly realised
- Pitch outlines in place, despite errors
- Cautious presentation

**Below Pass** 11-13

- Lacking overall continuity
- Incorrect note values
- Very approximate notes/pitch/key
- Insecure presentation

**7-10**

- No continuity or incomplete
- Note values unrealised
- Pitch outlines absent
- Very uncertain presentation

**0** ● No work offered

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### Grades 6-8 Aural tests

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**Distinction** 17-18

- Accurate throughout
- Musically perceptive
- Confident response

**Merit** 15-16

- Strengths significantly outweigh weaknesses
- Musically aware
- Secure response

**Pass** 12-14

- Strengths just outweigh weaknesses
- Cautious response

**Below Pass** 9-11

- Weaknesses outweigh strengths
- Uncertain response

**6-8**

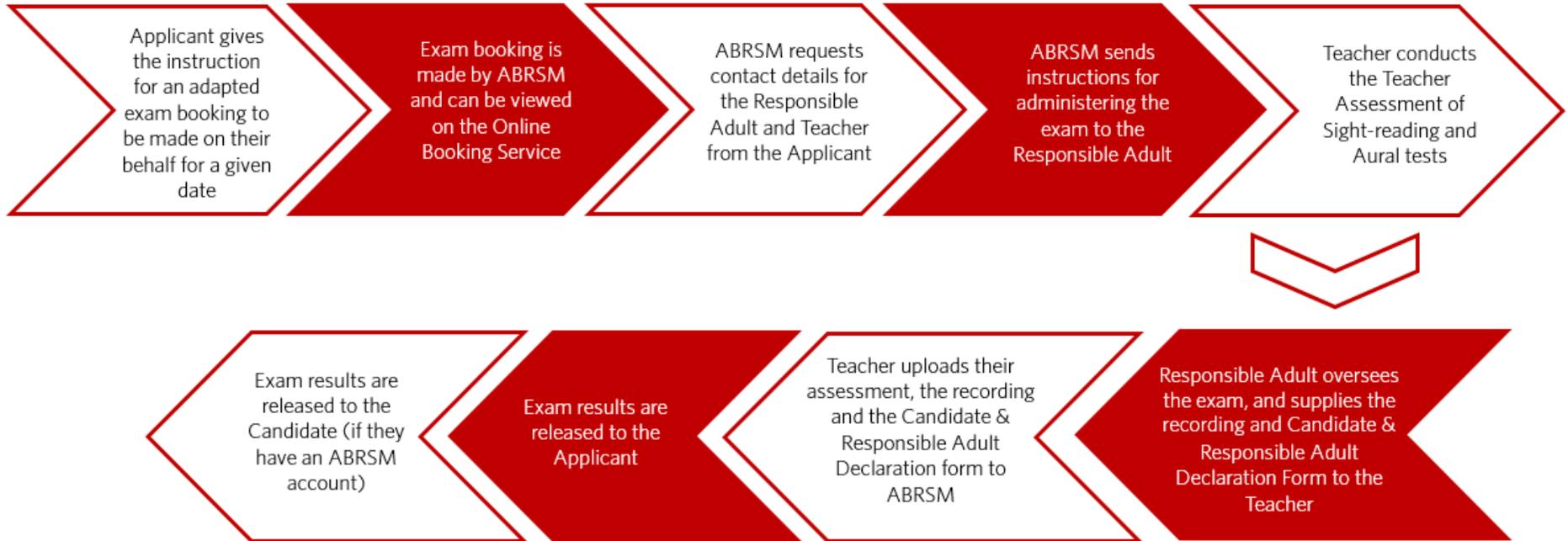
- Inaccuracy throughout
- Vague response

**0** ● No work offered

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\* Includes Transposition for Horn, Trumpet & Organ and Figured bass realisation for Harpsichord. In these cases, of the total 21 marks, 12 are allocated to Sight-reading and 9 to Transposition (or Figured bass realisation) and one combined mark is recorded.

### Adapted Practical exam flow chart



## **Malpractice and Maladministration**

Failure to comply with ABRSM's Exam Regulations ([www.abrsm.org/examregulations](http://www.abrsm.org/examregulations)) or these Instructions for Completing Adapted Practical Exams may be considered malpractice. Incidents of suspected malpractice will be investigated in line with ABRSM's Malpractice and Maladministration Policy ([www.abrsm.org/policies](http://www.abrsm.org/policies)). If malpractice is found to have been committed, the candidate may be disqualified.

## **Results and certificates**

Results will be issued in line with the schedules on our website at [www.abrsm.org/results](http://www.abrsm.org/results).

## **Exam feedback**

Specific guidance for questions about the administration of an exam or the results awarded is available on our website. We also welcome feedback about other matters. All feedback is logged and plays a valuable part in our quality assurance procedures. For further information on our processes and deadlines for submitting feedback, please visit [www.abrm.org/send-exam-feedback](http://www.abrm.org/send-exam-feedback).

## Appendices

The declaration forms shown in Appendices 2 and 3 are provided here for information. Versions formatted so that they can be completed electronically will be emailed to Teachers and Responsible Adults to complete and return to ABRSM.

### Appendix 1: Candidate instructions for recording the exam

You must introduce yourself at the beginning of the exam recording and each item played in your exam should be announced in turn, as outlined below. If you don't wish, or are unable, to make the announcements yourself, the Responsible Adult may do so instead.

Before beginning your audio recording, please check you have the following ready:

- all of the music for your Pieces;
- a list of your three Pieces and their composers, in the order you wish to play them;
- a list of the selected Scales and arpeggios (or details of the Unaccompanied traditional song/Study, as applicable);
- the details to say at the start of the recording (see below).

Once the recording has started, please begin by stating:

1. your name
2. the exam subject (instrument)
3. the grade
4. the Applicant's name

Then perform your three Pieces and Scales and arpeggios (or Unaccompanied traditional song/Study, as applicable). These four sections must be recorded in one continuous take, but may be played in any order.

Announce each Piece verbally before performing it, stating the composer and title in each case.

- Treble Recorder, Saxophone, Trumpet, Cornet and Flugelhorn candidates playing a piece on a related instrument should indicate the instrument being used when announcing that piece.

Announce the start of the Scales and arpeggios section and, where applicable, state which clef or scale group is being followed.

- Singing, Snare Drum, Timpani and Percussion (Combined) candidates should adapt the announcement to be suitable for the Unaccompanied traditional song or Study.

Before playing each individual scale/arpeggio etc., announce the full requirement verbally. For example:

- *Example 1:* F major, hands together
- *Example 2:* G sharp harmonic minor, legato-tongued

# Appendix 2: Candidate & Responsible Adult Declaration Form



*This declaration form must be submitted with the recording of the Pieces and Scales & arpeggios.*

Candidate name	<input type="text"/>
Candidate Contact ID	<input type="text"/>
Date of recording	<input type="text"/>
Grade	(pick one)
Subject ( <i>instrument</i> )	<input type="text"/>
Accompanist name ( <i>where applicable</i> )	<input type="text"/>

## Pieces performed

*Details can be found in the relevant Practical syllabus at [www.abrsm.org/exams](http://www.abrsm.org/exams).*

Piece	List	Number	Composer	Title
1	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
2	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
3	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Year of syllabus ( <i>e.g. 2020–2023</i> )	<input type="text"/>			

## *Singers only*

Unaccompanied traditional song	<input type="text"/>
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## *Percussion (Combined) only*

Technical requirements on	<input type="text"/>
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# Appendix 2: Candidate & Responsible Adult Declaration Form



## Candidate Declaration

*This section must be completed by the Candidate named above.*

**By checking this box, I confirm the following:**

- this recording is my own work entirely, and I understand that, if I cheated in any way, I may be penalised in line with ABRSM's Malpractice and Maladministration Policy. This can include disqualification from ABRSM exams and being barred from entering future ABRSM exams for a specified period of time;
- the uploaded recording was made in one continuous take and has not been edited in any way;
- this assessment was conducted under the conditions required by ABRSM;
- I will not share the recording of the exam with any person other than the Teacher, or upload it to file sharing or social media websites such as Facebook or YouTube.

Name of candidate

## Responsible Adult Declaration

*This section must be completed by the Responsible Adult who was present when the recording was made.*

**By checking this box, I confirm the following:**

- this recording is the work of the candidate named above. I understand that, if the candidate cheated in any way, they may be penalised in line with ABRSM's Malpractice and Maladministration Policy. This can include disqualification from ABRSM exams and being barred from entering future ABRSM exams for a specified period of time;
- the uploaded recording was made in one continuous take and has not been edited in any way;
- this assessment was conducted under the conditions required by ABRSM;
- I will not share the recording of the exam with any person other than the Teacher, or upload it to file sharing or social media websites such as Facebook or YouTube.

Name of Responsible Adult

Contact ID (if applicable)

## Appendix 3: Teacher Assessment Declaration Form



*This declaration form must be completed only by the teacher of the candidate and should be submitted no later than the day of the exam using ABRSM's secure FTP email server.*

Candidate name	<input type="text"/>
Candidate Contact ID	<input type="text"/>
Grade	(pick one)
Subject ( <i>instrument</i> )	<input type="text"/>
Date of assessment	<input type="text"/>

*Please complete this section if you were not the Applicant for this candidate.*

Applicant name	<input type="text"/>
Applicant Contact ID	<input type="text"/>

I confirm that I have read the information contained in ABRSM's Instructions for Completing Adapted Practical Exams in January 2021 on the assessment of Sight-reading and Aural tests, and that the marks provided below were decided in accordance with these instructions.

**Teacher Assessment for Sight-reading:**  **/21**

*Marking boundaries:*

Distinction	19–21
Merit	17–18
Pass	14–16
Below Pass	7–13
Not attempted	0

**Teacher Assessment for Aural tests:**  **/18**

*Marking boundaries:*

Distinction	17–18
Merit	15–16
Pass	12–14
Below Pass	6–11
Not attempted	0

## Appendix 3: Teacher Assessment Declaration Form



Please use the box below to state the evidence upon which these assessments are based. These comments will not appear on the candidate's mark form, but will be held by ABRSM for sampling and reference purposes. If this assessment relates to a Trumpet, Horn, Organ or Harpsichord exam, please outline the weighting between the Sight-reading and Transposition/Figured bass realisation.

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Please note that teacher-assessed marks for Sight-reading and Aural tests may be queried or adjusted by ABRSM during sampling.

### Teacher Declaration

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By checking this box I certify that:

- I have assessed this candidate according to the conditions outlined in ABRSM's Instructions for Teachers. I also understand that ABRSM may sample and potentially adjust the teacher-assessed marks;
- the uploaded recording was received from the Candidate or Responsible Adult and I have not edited it in any way;
- the uploaded Candidate & Responsible Adult Declaration Form was received from the Candidate or Responsible Adult and I have not edited it in any way.

Name of teacher

Contact ID (if applicable)

Date