

Candidate Identification Policy

Czech Republic (from November 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: Grades 1-5
- Certificate in Music Performance (Performance Grades) : Grades 6, 7, 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:

- Passport
- College or University ID card
- National ID card
- Rail or transport card
- Candidate Identification Form (please see appendix B and C)

2. What will happen on the day?

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.

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. 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.

4. 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

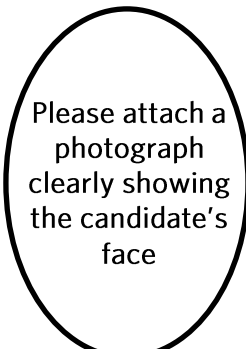
Exam type	Qualification titles
Music Theory	ABRSM Level 1 Award in Music Theory (Grade 1) ABRSM Level 1 Award in Music Theory (Grade 2) ABRSM Level 1 Award in Music Theory (Grade 3) ABRSM Level 2 Award in Music Theory (Grade 4) ABRSM Level 2 Award in Music Theory (Grade 5)
Performance Grades	ABRSM Level 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)
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 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.

 <p>Please attach a photograph clearly showing the candidate's face</p>	Candidate name:
	Grade and instrument:
	Date and time of exam:
	Exam venue:

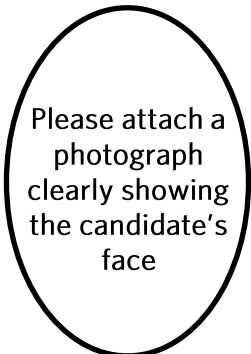
Declaration: I confirm that the photograph attached is a true likeness of the candidate detailed on this form.	
Name	
Relationship to candidate	
Signature	
Date	

Candidate name	
Candidate signature	
Date	

Appendix C

Candidate Identification Form for Online Music Theory exams

In line with the Candidate Identification Policy 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.

<p>Declaration: I confirm that the photograph attached is a true likeness of the candidate detailed on this form.</p>		
 <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	