Candidate Identification Policy
(from 2021)

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:

- Music Theory: All grades
- Practical Grades: All grades
- Performance Grades: All grades
- Graded Examination in Practical Musicianship: All grades
- 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
- ☑ Driver's Licence
- ☑ College or University ID card
- ☑ Rail or transport card
- ☑ National ID card
- ☑ 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.

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.

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. 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.

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](#).