

Online Music Theory Requirements

Proctored exams – individual candidates

- Candidates will need the use of a quiet and well-lit room for the exam to take place in.
- The exam room should be free from notes, books of any kind or any representation of a piano keyboard. If this is not possible then all books should remain closed and out of reach of the candidate. Any depiction of musical notation or representation of a piano keyboard, including an actual piano, should be covered so it is not visible to the candidate.
- The desk or table the candidate takes their exam at should be as clear as possible and candidates should ensure they show it fully in their room scan.
- Candidates can use their own blank paper in the exam to work out their answers. This can be any type of paper (manuscript or plain) as long as it is blank and does not show any musical notation or any representation of the piano keyboard. Candidates must show any paper to the camera at the start of the exam to confirm that it is blank. At the end of the exam they must hold up the paper to the camera and destroy it, ideally by tearing it into pieces.
- Candidates will need a laptop or desktop computer with webcam facility and internet access as well as the following:
 - Download: ability to download and install software (admin rights required)
 - Operating system: Windows 8.1, 10, 11 64bit (x64) / Mac OS 10.15 (Catalina), 11 (Big Sur), 12 (Monterey) / Ubuntu 18.04
 - RAM: Recommended + 2 GB
 - Free Disk Space: 1 GB
 - Screen resolution: 1368 x 769 or higher
 - Bandwidth: minimum 300 Kbps upload and download speed
 - Minimum web camera resolution: 640 x 480
 - Webcam that allows for a 360 degree scan of the exam room. If this is not possible on your computer you are able to use a mobile phone or digital camera – then play this footage back to the webcam. The recording of the room scan must be done during the room scan section of the exam set up so that we can confirm the room is suitable for the exam
 - In-built or external microphone
 - Monitor: only one monitor is allowed. An additional monitor cannot be attached to a laptop
- Candidates must not access the internet during their exam. Should they attempt to access the internet, the PSI system will shut down.
- It is **not** possible to take the exam on a tablet or phone, and it cannot be run on a Chromebook.
- All laptop brands (i.e. Lenovo, Sony, ASUS, Dell, Mac, Acer, Samsung, etc.) that have Touchscreen capability are subjected to troubleshooting.
- We advise candidates to use a personal computer instead of work machines. Corporate settings and firewalls on work machines can prevent the PSI RPNOW Proctoring Software from downloading. PSI Customer Support are limited on what they can troubleshoot due to the settings on work machines and will advise candidates to use a personal device.