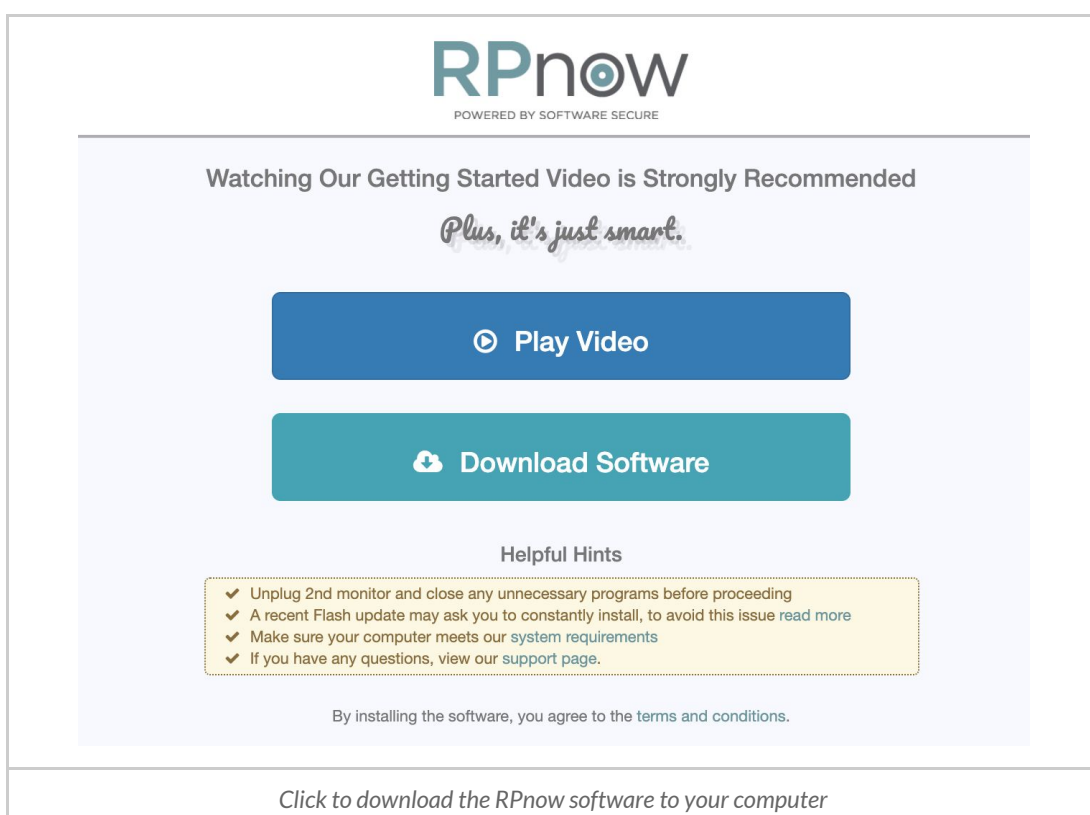# Download, installation and usage of the exam platform

Step by step guide

These instructions cover how to install the RPnow secure browser for your exam, and how to navigate and answer questions in the exam itself. You can also watch our instruction videos covering:

- Sound check, ID verification and Room scan - ABRSM online Music Theory exam – System set up
- Answering exam questions - ABRSM online Music Theory exam – Questions

1. Download and install RPnow exam software using the link that was sent to the applicant via email: http://abrsm.remoteproctor.com/

2. You can watch a video that shows you how the installation works, or directly download the secure browser RPnow software.

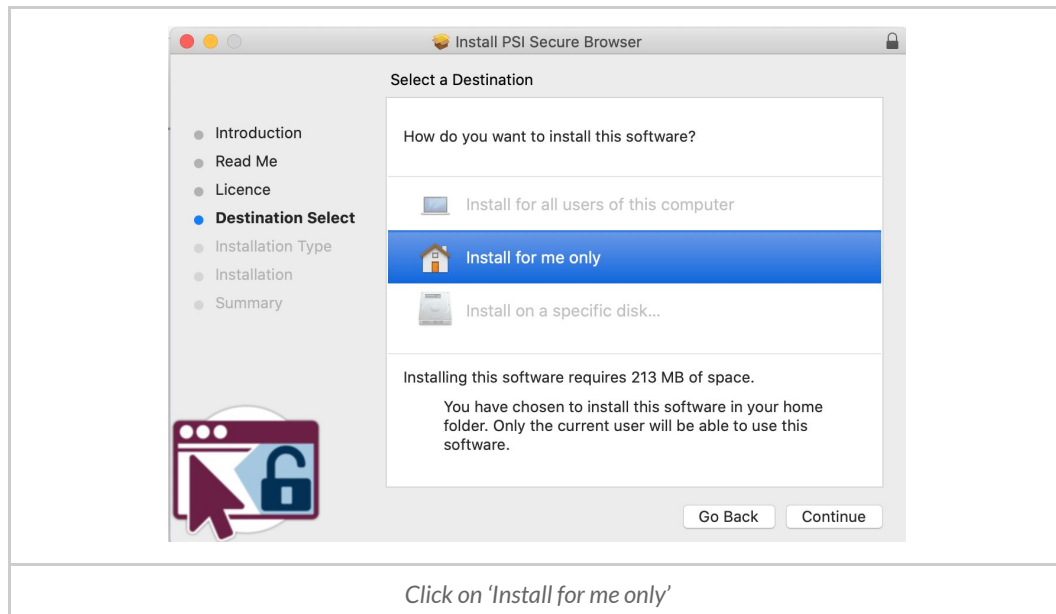*Click to download the RPnow software to your computer*

3. The download will take a few seconds. The RPnow installer will appear differently depending on whether you use a Mac or PC, and which browser you used. Double click or open to run the application. See examples below:

Download using Chrome on a Mac

Download using Chrome on a PC
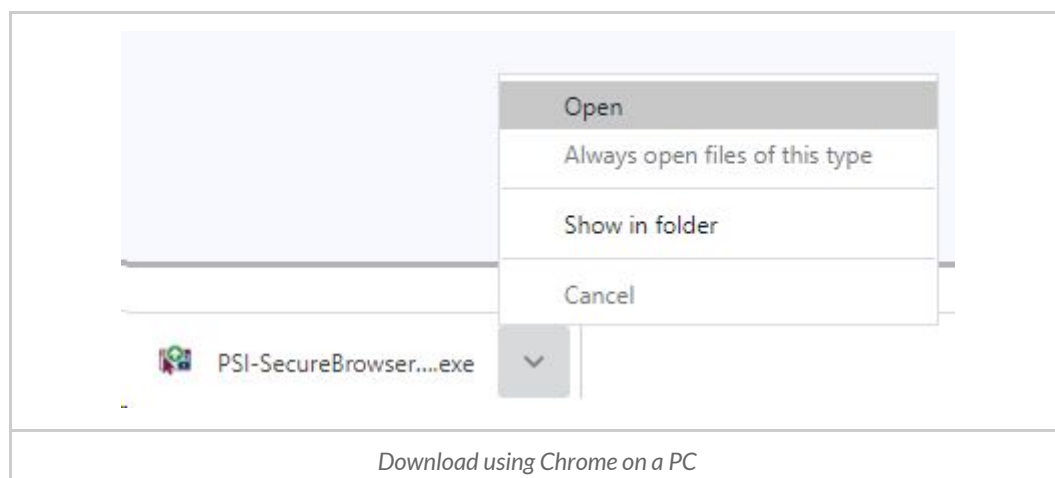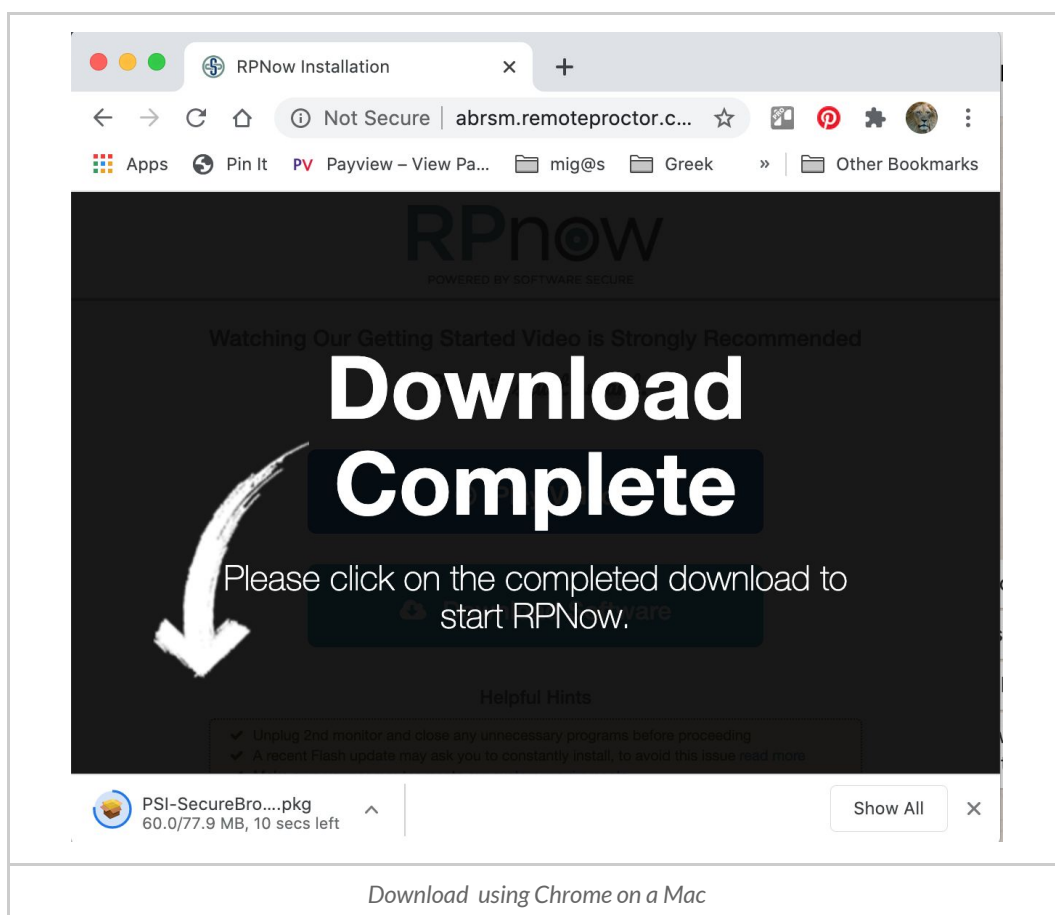
4. Follow the installer instructions step by step, and finish by reading and agreeing to the License Agreement that details usage of the secure browser RPnow

This is what it will look like on a PC.	*And this is what it will look like on a Mac.*
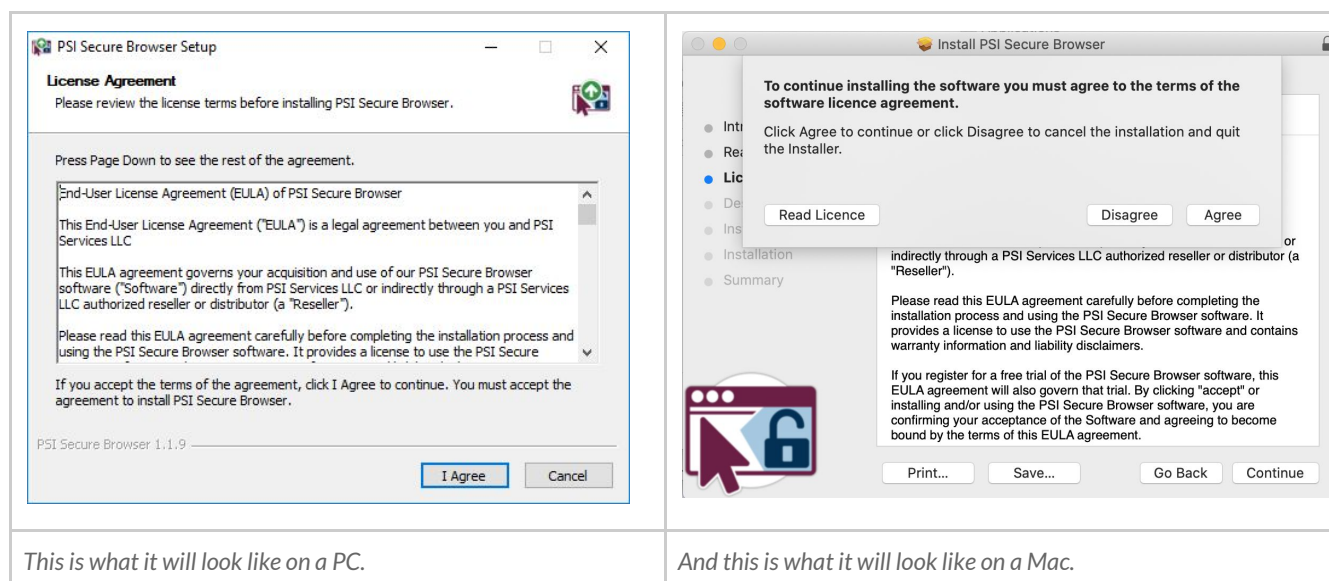
5. When selecting a destination on a Mac, please choose "Install for me only"
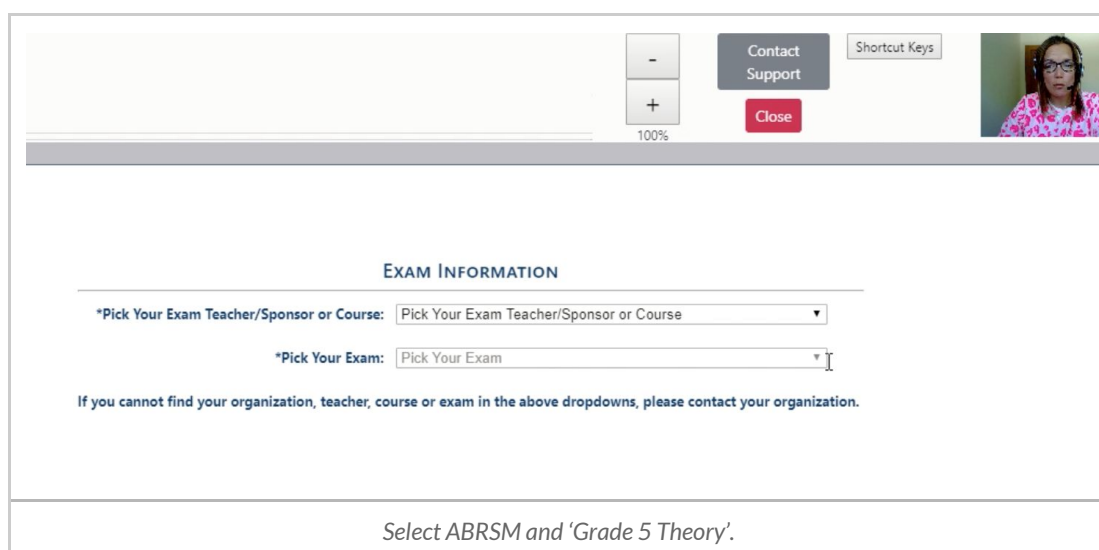

Click on 'Install for me only'

6. On completing installation, the RPnow secure browser will automatically run. First, it will **test your microphone**, and you may need to speak so that your voice is detected. If no sound is detected, you will have to check your microphone settings.

7. On the exam day, the software will run a **bandwidth test**. If your bandwidth is sufficient, you will not see an alert. If you do not have sufficient bandwidth, you will be asked to resolve the issue following any of these steps:
    a. Quit the application and restart the process by relaunching the PSI Secure Browser app you just installed. On a Mac, it will appear on your desktop. On a PC, you can find it using the search tool on your taskbar.
    b. Try a wired connection instead of wireless
    c. Ensure others using the same internet connection are not using excessive bandwidth (watching videos, streaming, gaming, etc.)
    d. Restart your router. Wait a few minutes and attempt the bandwidth connection again
    e. Try a different machine , or if that's not possible, a different location

   In advance of the exam day please note the software will not assess your bandwidth.

8. Once the programme ascertains that you have enough bandwidth, you will arrive at the Exam Information screen. Select ABRSM in the first pull-down menu, and Grade 5 Theory in the second. In advance of the exam you will see that there is a Practice option which you can use to see some sample questions - these will be unavailable on the exam day. From this point onwards, you can access support from the PSI team if you need to by clicking on the 'Contact Support Button'.

   Clicking on 'Shortcut Keys' will show you key combinations that are allowed during the exam, and that allow you to do simple commands such as zooming in and out, quitting, etc.

Select ABRSM and 'Grade 5 Theory'.

9. Next, you will be asked to enter the Test Taker Information. Input your details exactly as they appear in your exam booking . The phone number field is optional - this would only be used for PSI support staff to contact you during the exam if necessary.

Enter your details and click 'Next' to continue

10. The next screen covers general exam information. Before pressing 'next', you should ensure you read and understand all information on this page.

Click on 'Next' after reading these instructions

11. The next screen is a security check to ensure no prohibited applications are running, and no extra monitors are attached to your computer. If you see any red crosses, it means you either need to terminate (end) applications or unplug any additional monitors before you can continue. The software will close all prohibited applications for you if you press the 'Terminate This Application' button.
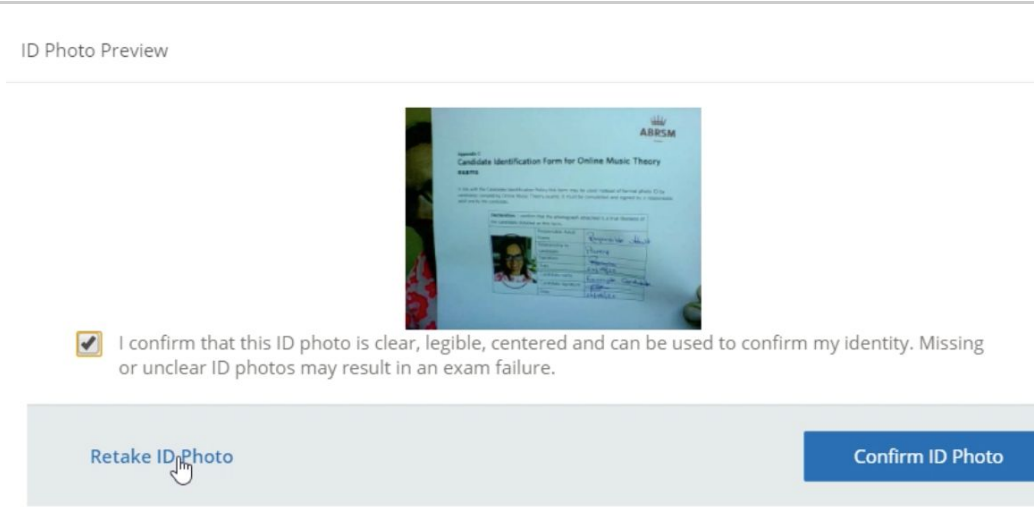
Click on 'Terminate This Application' to close it and proceed

12. You will then be asked to verify your identity. Do this by presenting your chosen form of ID to the camera and taking a photo of it. Ensure that it is centred and legible before clicking on 'Confirm ID Photo'. Otherwise, retake it. Please see ABRSM's candidate identification policy for all accepted forms of ID as well as a link to download our candidate ID form which can be used [here](#).

Click

13. Next you'll be asked to do a room scan. This is important, as we need to ensure that there are no notes, open books, any depiction of musical notes or any representation of a piano keyboard around you that might give you an unfair advantage. Start the room scan, and move your webcam or laptop around the room from corner to corner, from the floor upwards to the walls, and show to the camera the top of your desk and under it. Once you've covered the whole room, click on 'Stop Room Scan'. You will need to review a playback of your room scan, then tick the box to confirm that it clearly demonstrates that there are no prohibited items. You can also click on 'Rescan' to repeat this operation.

Click on 'Confirm Room/Desk Scan'

14. Finally, you'll be asked to take your picture, and to confirm that this user photo matches the identity document that you previously photographed. Your user photo must be centred and clear. If you are happy with it, click on 'Confirm User Photo'.
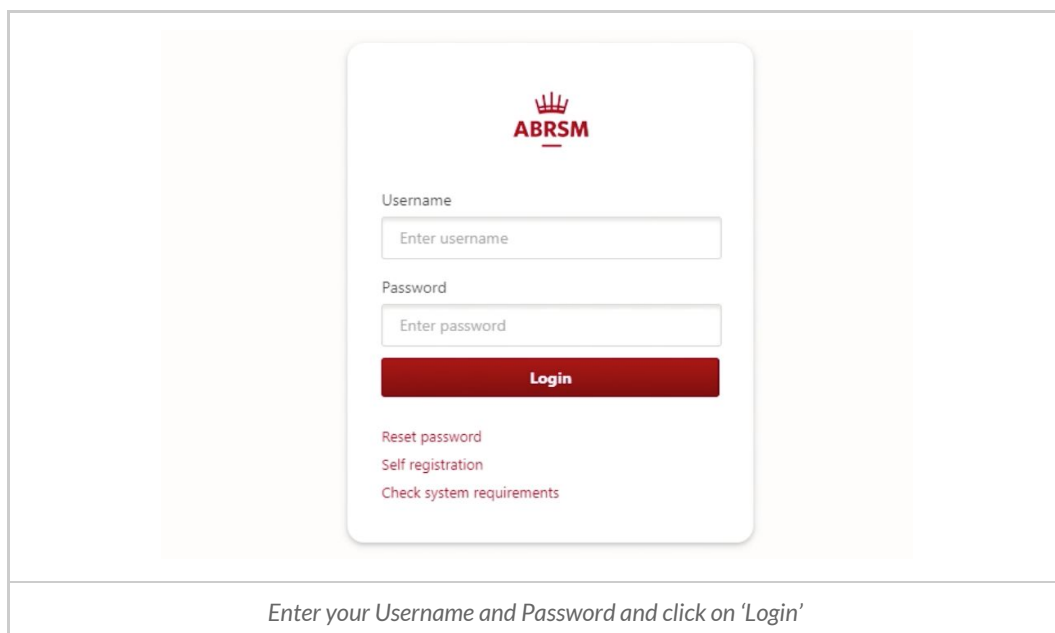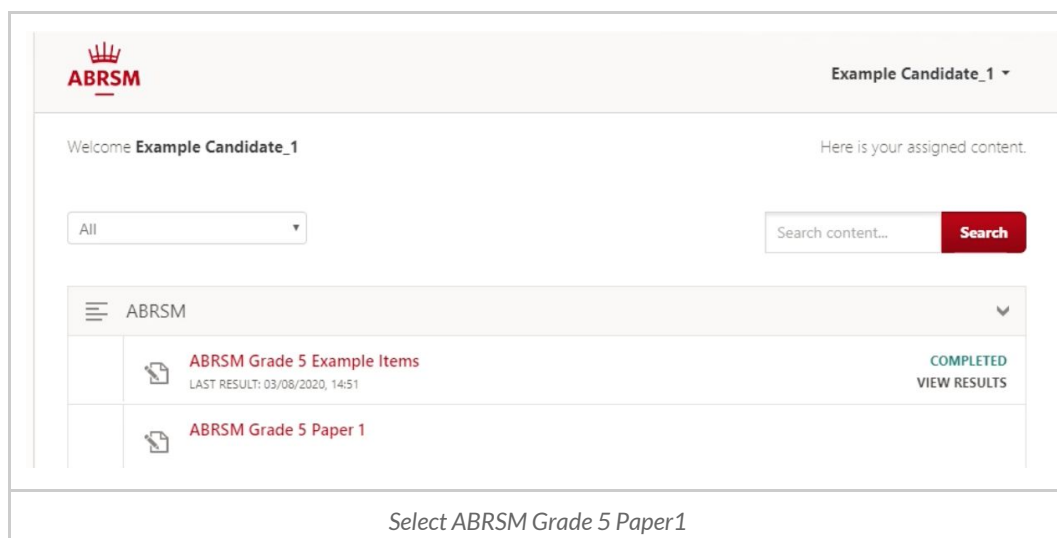
Click on 'Confirm User Photo'

15. Next, you will see the exam login page and you will need to enter your Username and Password, which will have been emailed to you in advance. As you will not have access to your email at this stage in the process you will need to have noted these down in advance. Your Username should be your ABRSM Contact ID. If you have forgotten your password, please don't use the reset password function for this exam, but contact ABRSM at theory@abrsm.ac.uk

Enter your Username and Password and click on 'Login'

16. Select the ABRSM Grade 5 Paper. Note that this will only become available at the advertised exam start time.

Select ABRSM Grade 5 Paper1
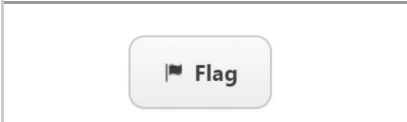
17. The next screen is an overview of the exam, indicating how long you have to complete the exam, that you may navigate between questions and change answers, but that you may not stop this exam and resume it later. A list of Keyboard Shortcuts enabling candidates to navigate through the exam without using a mouse can be found on our Accessibility Statement. Click 'Start' to commence the exam.

18. In this following step, you may choose the background colour that you find more comfortable to work with. This can be changed at any point during your exam.

Select a colour style and press 'continue'
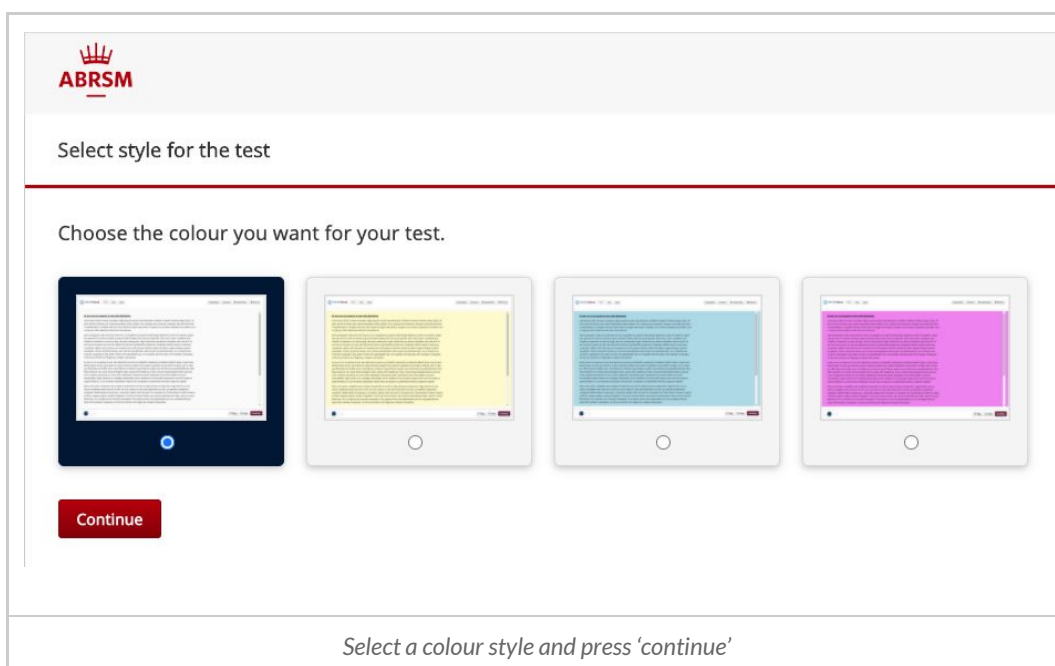
19. The next is an instructions screen. Both the candidate and responsible adult should read these carefully. At this point, if you're planning on using blank paper to help you work out your answers, you should clearly show both sides to the camera. The small camera window on the top right hand side corner of your screen reflects what the proctor will see when reviewing your exam. If you are sitting with other candidates, you should also say so, to the camera, at this point, as per the instructions.

Click 'Continue' after reading all the information.
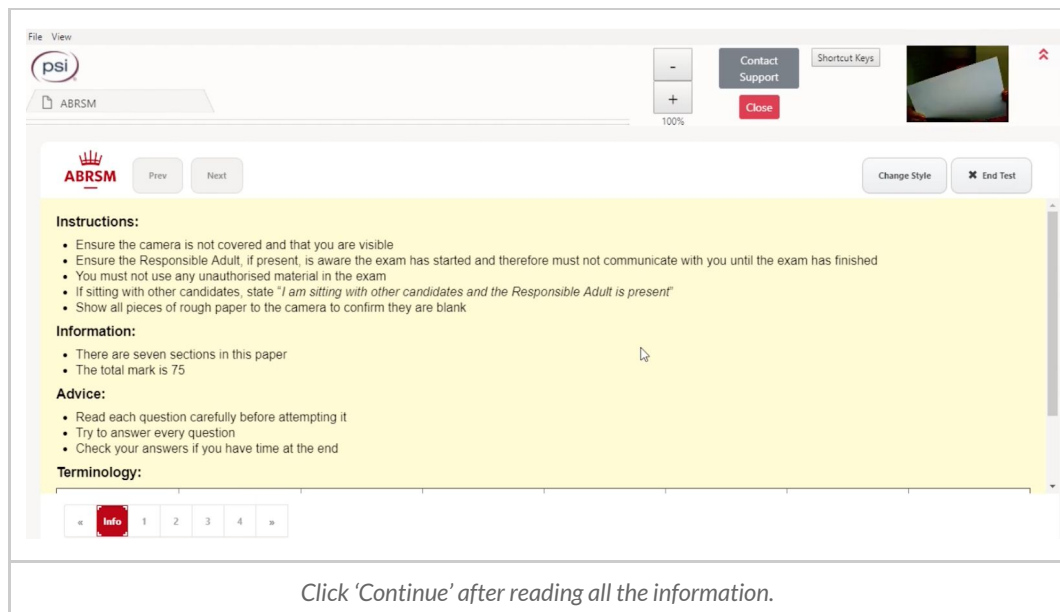
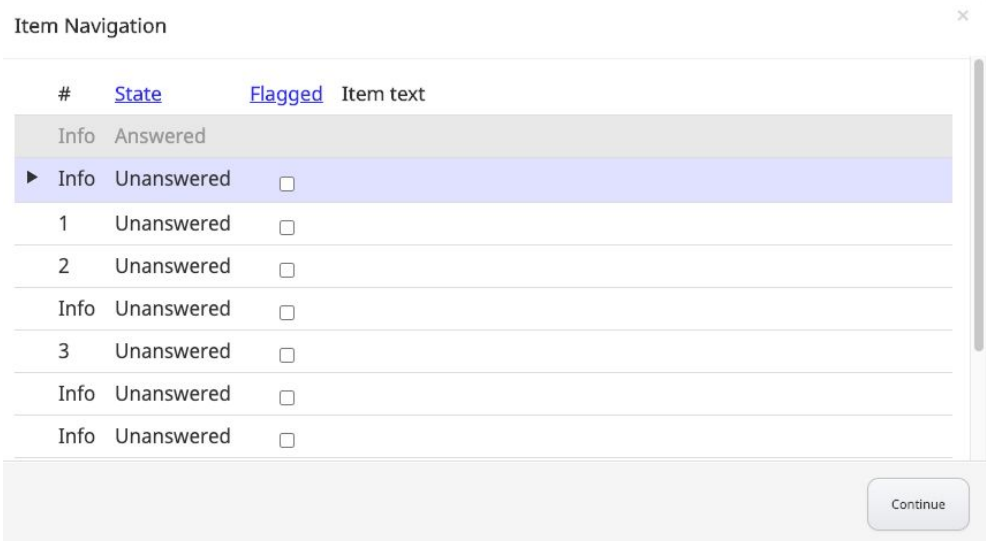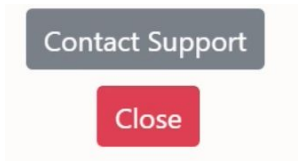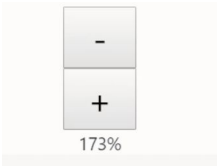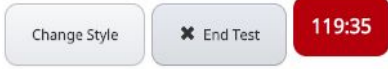20. You have now entered the exam. The timer for the exam will start counting from this point onwards. Throughout the exam, you will be able to use the following controls:

The progress bar is at the bottom of the screen: answered questions are shown in green, and non answered questions are shown in grey text on a white background. The current question is red. Click on a question number in the progress bar to navigate to that question.

The small flag above a question indicates that the question has been flagged, using the flag button, so that you can revisit it later. You will be reminded of flagged questions before you are allowed to close the exam.

⚑ Flag	The Flag button allows you to mark questions that you wish to revisit later. It appears on the progress bar as shown in the image above.
Prev Nav Next	These navigation buttons on the top left hand side of the screen also allow you to navigate to the next and previous question. The Nav button opens a navigation page where there is an overview of all

questions, and shows which have been flagged. Click on any question in the Nav menu to jump straight to it.

The contact support button will put you in touch with a member of the PSI support team to help you troubleshoot any issues you may have during the exam. These should only be issues relating to the running of the software and not about the exam content.

The close button terminates your exam and stops the recording, so don't use it until you are sure you are sure you have finished.

These plus and minus buttons allow you to enlarge the questions on screen up to 200%. The percentage enlargement is shown below the buttons.

In the top right hand corner of the screen, you'll see the button that allows you to change the style (background colour) as per the exam set-up screens. The 'End Test' will terminate the exam.

The counter in bright red displays the time left on your exam.

21. These are the types of questions that you will encounter during the exam:

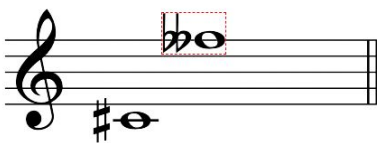|	
Select the correct time signature for the bar. ○ 9/8 ○ 4/4 ○ 7/8 Answer	**Multiple choice** Click on the button next to the answer you think is correct. Then, click on 'Answer' to move on.

Answer options: 	**Drag and drop** Click and drag the correct answer, and place it on the stave. Position notes clearly either on the line, or in between lines.

Fill in the blanks

Click on the text fields to type in your answer. You can also tab from text field to text field.

Complete the following two sentences by adding a number (1, 2, 3 etc.) to each.

- In 6/16 there are [   ] dotted-quaver beats in a bar.

- A breve is equal to [   ] crotchet(s).

Answer

Matching

Select answers from the pull-down sets of options. You need to select an answer for every part of the question, shown here from A to E.

Select suitable chords for the two cadences in the following melody by choosing I, II, IV or V in each of the five boxes underneath the staves.
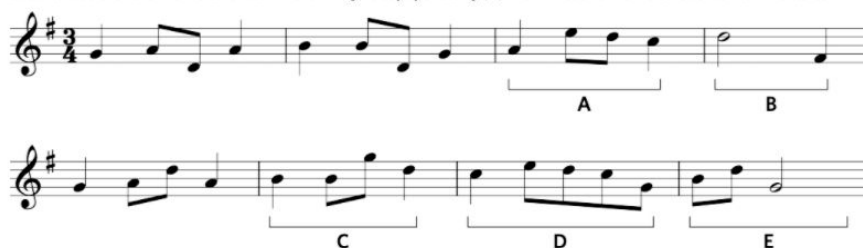
If you wish to amend any answers then you can do so by navigating to each question. Once changed you need to click 'Answer' in order for your amended answer to be submitted.

End Test

You have answered the last question. To end the test, press the End Test button.
There are 1 question(s) flagged for review.

End Test   Continue

After completing the last question, you will be informed that you've reached the end of test. You will be prompted if there are any unanswered questions, or if there are any questions you have flagged. Click 'End Test' to finish, or click 'Continue' to revisit your answers.

22. You have now reached the end of the exam. The page will confirm that your answers have been submitted, and provide information as to when to expect your results.

23. Before closing the application, you will need to destroy any rough paper you have used in your exam in front of the camera.
24. Lastly, please remember to close down the RPNow programme to end the recording of the examBest of luck with your exam!