

# Candidate Identification Policy

## 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 will now be required to provide a form of photographic identification documentation (photo ID). These exams include:

- Graded Examinations in Music Theory: Grades 5, 6, 7, 8
- Graded Examinations in Music Performance: Grades 5 (Jazz only), 6, 7, 8
- Graded Examinations in Practical Musicianship: Grade 5 and 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:

- |   |   |
|---|---|
| <input checked="" type="checkbox"/> Passport                      | <input checked="" type="checkbox"/> Rail or transport card                                |
| <input checked="" type="checkbox"/> UK Driver's Licence           | <input checked="" type="checkbox"/> National ID card                                      |
| <input checked="" type="checkbox"/> College or University ID card | <input checked="" type="checkbox"/> Candidate Identification Form (please see appendix B) |

## 2. What will happen on the day?

### Music Performance and Diploma exams

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

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.

## 3. What happens if I forget my photo ID?

Firstly, **don't panic!** 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. This is particularly important for qualifications which may be used to enter for other qualifications or as part of a university or employment application.

## 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](#).