TRINITY
COLLEGE LONDON

DIGITAL MUSIC THEORY

A candidate's guide

Contents

About this guide

Trinity College London's Digital Musical Theory exams can be taken at any time within 28 days of booking. You can take your exam in the comfort of your own home, using your own laptop or desktop computer.

Before you get started, it is important to ensure that your room and equipment is set up correctly for you to take the test. This guide explains what steps to take ahead of the exam to make sure you are fully prepared and can focus on answering the questions.

You can also watch the **Ready, Set, Go video** for an overview.

Understanding proctoring and how the exam is monitored

In-person theory exams are run by an invigilator who patrols the exam room looking for any unusual activity which may indicate a candidate is cheating. In the Digital Music Theory test, the proctoring is delivered through your computer. Your activity is monitored:

- ▶ Via webcam to ensure that you do not use any extra resources or materials, leave the room, or have help from another person.

- ▶ Via the computer's microphone to ensure that you do not have any verbal help from another person.

- ▶ Via the desktop to ensure that you do not access any other webpages to obtain help.

Your activity is monitored throughout the exam and recorded by the proctoring system as a video file and audio file. It also records details of when the candidate appears to leave the exam screen on the computer's desktop. See the section **proctoring flags** in this guide to learn more about the activities that the system will flag.

The system manages this process digitally; there is not another human watching each of the theory exams as they are taken. The recordings are stored, and the system creates '**feedback**' for each video and flags whether there are potential problems for a human to later review. This type of proctoring is known as '**record and review**'.

If an exam video is flagged for review, a human proctor will watch it through later and make a decision on whether there were any attempts at cheating.

The proctoring video is stored on a secure server for 30 days and is then permanently deleted. If there is any follow up required, the exam will be downloaded and stored according to Trinity's **data retention policy**.

In the following sections you can find out more about how to set up your computer and what steps you will have to take to enable proctoring when you take the exam.

We also recommend for you, or your supporting adult, to read through our guidance on **common issues** with accessing the proctoring system.

Before exam day

Setting up your room

We recommend that you choose a well-lit room with a door you can close if possible. It should have no personal items such as family pictures visible. Your desk or table should be clear. No books, instruments, pens, phones or papers are allowed, apart from the piece of manuscript paper and a pencil that you may use for rough working. Read the section Proctoring flags in this document to understand why it is important that your room is set up this way.

If you have a piano in your room, ensure that the lid is closed.

The room should be quiet and headphones may not be worn.

During the exam, you must be the only person in the room. If you are under 18, you may have an adult household member help you access the exam and the proctoring system. Once the proctoring system has been set up and you are ready to start the exam, the adult must leave the room. Access to a chaperone throughout the exam is only available if requested in advance and granted as part of a special needs request.

Setting up your computer

You need a desktop or laptop computer to take the exam. Make sure that it is fully charged or plugged in to the socket. Tablets or mobile phones may not be used.

Check our minimum system requirements to ensure your device is compatible. If you wish to take advantage of some of Chrome's accessibility features such as enlarging the text on screen, visit this link for more information.

You will need a web camera. This can be built in or stand-alone. Your full face will need to be visible in the picture. Please note that during the proctoring set-up, you will be asked to move the camera around 360 degrees to scan your room and the desk which has your computer on it. This is to ensure that there are not any resources on or near your desk or people in the room who might provide help with the exam questions.

Ensure that you have an updated version of Google Chrome web browser on your computer.

You will need a reliable internet connection for the duration of the exam. Try to make sure that other people in your household keep the internet connection free for you when you take the test.

Practising for the exam

It is important that you feel comfortable with the question formats and notation tool used in the exam. Trinity offers a wealth of resources to help you with this, including an online practice area.

◗ Visit our [website](#) to see examples of the question types and how to use the notation tools.

◗ Visit the online practice area as many times as you wish. The link to the area and your unique practice area ID can be obtained from the person who booked your exam. Remember NOT to click '**Finish and Upload**' as this will close the online practice area permanently.
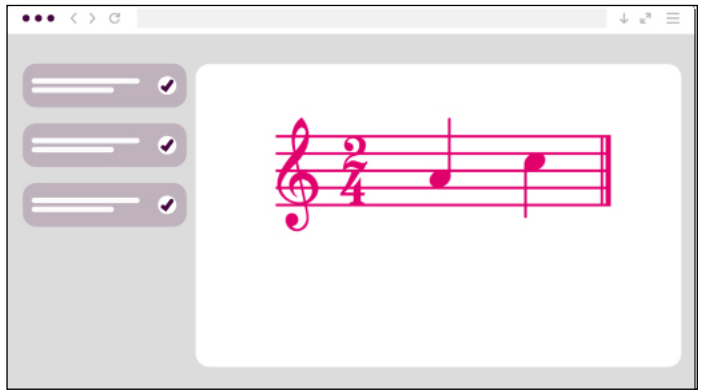
Note: If you are over 18 years old and have booked the exam yourself, your online practice area link and ID will be available in the exam booking dashboard area.

Preparation support

You can access the free online practice area, or purchase further Theory exam papers from the [ebook store](#). As the exam format is the same as Trinity's existing theory papers, Trinity's Theory workbook series continues to be an invaluable teaching and learning tool.

Making a SEN request

Trinity is committed to creating an inclusive environment where candidates with special educational needs, disabilities and health conditions are able to demonstrate their skills and feel welcomed.

Modifications to the format such as enlargement, or higher contrast are available through the accessibility features in the Google Chrome browser.

Extra time (usually 25%) may be granted to candidates who require it, and we will also consider other adaptations that candidates may need to access written papers. Candidates who qualify for extended time may also receive assistance from an adult or carer, if needed, to inform the candidate that they can take a short break, or move away from the camera, and recall them when it is time for them to begin the next item.

Candidates who require any adjustments to their digital assessment, or simply wish to make the examiner aware of a disability or health condition, must complete a [digital music theory special needs request form](#), and return it to their local Trinity Representative, or trinity.csn@trinitycollege.com, at time of enrolment (before taking the exam).

On exam day

Getting ready

Make sure that you have taken all the steps to prepare for your exam, including:

- Setting up your room.
- Setting up your computer.
- Reading the guidance on understanding proctoring, including the **proctoring flags** in this document.
- Familiarising yourself with the notation tools by visiting the online practice area.

Get ready for your exam with your supporting adult if you are using one.

Close the room door (if possible) and take a seat at the desk you have prepared.

Set up your computer for the exam. Your supporting adult can help if needed.

- Make sure your desk is completely clear apart from your computer and any paper you will need for rough workings.
- Make sure that your computer is charged or plugged in and that your internet connection is working.
- Close all applications on your computer except Google Chrome.
- Open Chrome and navigate to the exam start page where you will need to enter the unique exam code given to you by the Applicant.

Note: If you are over 18 years old and have booked the exam yourself, you can access your exam from the exam booking dashboard area.

Starting the exam: proctoring

Read through the exam launch page and take note of the amount of time available for your exam. It will be either two or three hours long.

◗ When you are ready, click on '**start exam**' to be taken to the proctoring set-up process.

◗ Follow the instructions provided on screen. Make sure you provide access to your camera, microphone and desktop when prompted. For Mac users, watch a [video](#) explaining the process. You may find that dialogue boxes pop up behind your browser window, so check carefully at each stage.

◗ You will need to take a full 360 degree scan of your room in the proctoring set up process, making sure you include a detailed view of the desk that has your computer on it.

◗ Once you have set up your proctoring system successfully, you may start the exam. Any supporting adult (apart from a Chaperone request via a **special needs request)** must leave the room at this point.

◗ If you are using a blank sheet of manuscript paper and a pen/pencil for rough workings, hold this up to the camera at the beginning of the exam.

◗ During the exam your face should always be visible to the camera and you must not leave your computer. If you do, any answers you provide after this point can not be taken into consideration.
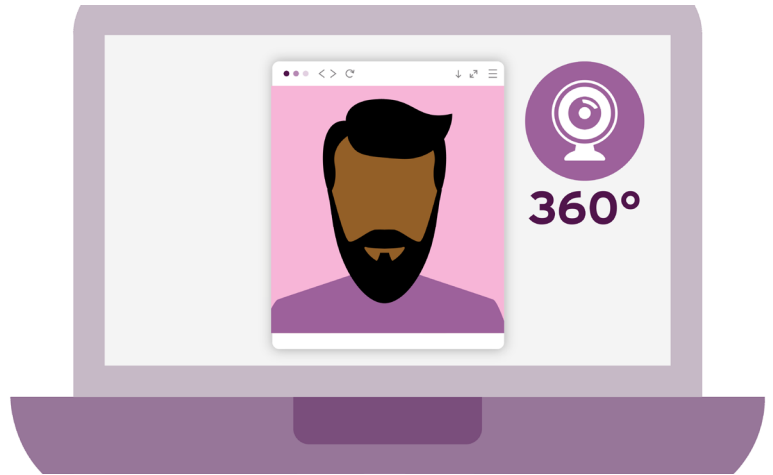
Tips:

◗ Take your time walking through each step of the process.

◗ Mute your computer audio as any sounds, including those from messages or alerts, will be picked up by the proctoring software. Headphones may not be worn.

◗ Dialogue boxes sometimes pop up behind the browser window, so make sure your browser window is not fully expanded. Check behind it if you are expecting to see a message and it has not appeared.

◗ If you are using a Mac, make sure your Dock is not set to hide automatically – this can make the proctoring software think you are accessing additional web browser windows.

◗ Don't panic if something goes wrong while you are setting up the proctoring – we will be able to see that you have not yet started your exam. Remember that the proctoring videos are reviewed by humans, so if you have to start the process again or the system is raising flags that you are in violation of the exam terms, ignore this and continue with set up. When your video is reviewed, it will be obvious that you have had issues starting your exam.

◗ If you cannot solve the issue yourself, get in touch with support via the email address provided in the exam. You may need to plan to take your exam at another time once support has been in touch with you.

Finishing the exam

▶ At the end of the exam there are two screens. Make sure to click 'Finish and Upload' on both screens.

▶ Wait for a message to appear at the bottom of the screen to tell you that the proctoring system has finished uploading the videos of your exam. Once this message appears, you may close your browser.

If you pass your exam, you will receive an email with a link to your digital certificate.

Find out more about digital certificates at **trinitycollege.com/digital-certificates.**

If something goes wrong

In the unlikely event that there is a technical issue during the exam – don't panic. Your progress is saved after each question and the proctoring system will have a record of any issues you face during the exam, so be assured that there will be a solution to the technical issues you might face.

▶ If the connection is lost momentarily, you may be able to carry on. If you find yourself locked out of your exam, send an email as soon as you can to **digitalmusictheorysupport@trinitycollege.com**. Our Digital Music Theory Support team will be able to find a solution for you.

▶ In the unlikely event that the platform crashes, send an email to **tests@musicgurus.com** who will be able to address any serious technical issues.

▶ If you have an emergency during the exam and need to stop the exam prematurely, close your browser window and get in touch with **digitalmusictheorysupport@trinitycollege.com** to let them know.

▶ The team will always endeavour to respond to issues as quickly as possible, but please don't worry if they cannot be addressed during the time you have set aside for your exam.

Accessibility features on Google Chrome

The Chrome browser supports screen readers and magnifiers and offers people with low vision full-page zoom, high-contrast colour, and extensions. Find out more about the features available natively through the **Google Chrome browser**.

Proctoring flags

These are the activities that are not permitted during the exam:

- Any external noise including speaking and playing music.
- Looking away from the screen for extended periods or too often.
- Using support resources such as crib sheets, books, devices (including phones), musical instruments, headphones or anything else that might provide additional help.
- Navigating away from the exam screen to, for example, use a web browser, open another application, look at a file or document etc.
- Leaving the computer – ie moving outside the range of sight of the webcam.
- Having another person in the room (unless you have made a **special needs request** for a Chaperone).

The proctoring system will display a warning on screen during the exam if a flag is raised. These warnings are designed to help candidates avoid repeating behaviours that might raise continual flags. Candidates should not worry unduly about flags appearing during their exam where the system might pick up an external sound, or their gaze may wander briefly. An informed decision will be made when the video is reviewed.

For further support, please review the FAQs **here**.

Tips for proctoring 💡

Here are some tips for avoiding triggering any flags in the proctoring system unwittingly.

1. Avoid looking away from the screen for a long time

Of course, it does not mean you always have to look intently at the monitor. We understand that sometimes a person can think or be distracted and instinctively focus their attention on an object in the room. However, it must be kept in mind that looking at the same object out of the camera's field of view repeatedly could be considered an attempt to cheat.

2. Don't be absent from the video frame

If the candidate is not completely in the camera's field of view or covers their face, this will automatically raise a flag. Of course, something simple such as the candidate covering their face for a moment may trigger a flag, but don't worry as such incidents are always reviewed by humans.

3. During an exam, you must not have other people in the room

Unless you have a Chaperone as a result of a special needs request. For the same reason, it is recommended to remove pictures with faces from the walls – these can be mistaken for a person and raise a flag. We recommend that pets do not enter the room for similar reasons.

4. The workspace should be well lit

This is so that the proctoring can function without raising false flags. Lamps should not be positioned directly behind the candidate's back so as not to impair the computer vision system.

5. You may not substitute the registered candidate for another person

6. Minimise any background sounds and do not wear headphones, or speak out loud in the video frame

This could be misinterpreted as the candidate eliciting additional help.

7. Don't move away from the exam window on the desktop

You must not open other windows or applications during the exam.

8. You may not use virtual machines

This includes computer remote tools such as TeamViewer, Skype, RemoteAdmin or any software that enables you to share the desktop with someone during the exam.

9. The use of additional telephones, tablets, laptops or other devices is not permitted

You are not allowed to share any screenshots or images of the content of the test at any time with anyone, during or after your exam.

10. Non-verbal communication should be kept to a minimum

Winks, hand signs, head nods – all these may be regarded as an attempt to get or provide 'audience assistance'.

Minimum system requirements

CPU:

◗ Intel Core 2 DUO or higher with SSE3 support

◗ AMD Athlon x2 or higher with SSE3 support

◗ 2 cores or more

◗ 1.8 GHz or more

Operating system:

◗ Windows 7 (x64) and later

◗ macOS Sierra 10.12.1 or later

◗ Ubuntu 14.04 (x64) or later

◗ Debian 8 or later

◗ OpenSUSE 13.3 or later

◗ Fedora Linux 24 or later

RAM: 4 GB or more

Installed browser: Google Chrome – latest version

Free hard disk space: 500 MB

Connection to internet: stable internet connection

◗ Minimum connection speed of 1 Mbps download and upload

◗ Recommended internet connection speed is 5 Mbps

◗ Webcam: resolution of at least 640 x 480 px