

Exam Information for Teachers

When entering children for music exams, it's really important to make sure that they and their parents have a positive experience. Communication is the key to this! Remember that parents might not have any experience of music exams, and you will need to explain the process to them, and guide them through it.

Is the child ready (and willing) to take an exam?

- Contact the parents through Eepos or the practice book.
- Give the parents the following information: exam board, grade/level, cost. Remember to let them know if they need a pianist.
- Remind the parents that exams are not compulsory.

Making the entry

- If you are making the entry yourself, make sure that you have collected the exam fee from the parents **before** you enter the child for the exam.
- If you are asking the parents to make the entry, check that they know how to do this, and that they have enough time to register before the deadline.

Dates / times / venues

- If you have made the exam entry, make sure you communicate the date, time and venue to the parent **as soon as possible**.

What does the child need to practise and learn?

- What type of exam is the child taking – digital, face to face?
- What do they need to learn? Make sure the child and the parent know the exam requirements.
- Can you recommend apps or resources to help the child?
- Do they need an accompanist? You will need to help with organising this.

On the day

- Your pupil and their parent will need to know what happens on the exam day, especially if you won't be there. Make sure you have talked through the process with your pupil.
- Make sure the child (and parent) knows how to tune their instrument.
- Check that they have the correct music.

After the exam

- Share the results as soon as you can.
- Make sure the child and the parents understand the mark sheet.
- Celebrate their achievement! Schools often share exam results in their assemblies, newsletters and on social media.

Digital exams

- If you are entering a child for a digital exam, please think very carefully about how the recording will be made.
- Where possible, use a school or music academy device to record and upload the video.
- If a school or music academy device is not available for the recording, and you need to use your own device, permission from your line manager, the child's school, and the parents

must be sought and granted in advance so that you are fully compliant with the school/BEAT's privacy and safeguarding policies. As soon as possible after the video has been uploaded, you must delete it from your device in the presence of a work colleague.