

The Candidate's **Guide** to LCME Online Music Exams



What will I need?

You don't need any specialist equipment to sit your exam from home. All you will need is a fully charged laptop or computer, a webcam and yourself!

You will also need...

- Your instrument
- Your ID so that the examiner can double-check that you are the registered candidate
- Sheet music for your selected pieces (if required)
- A backing track or accompanist if your exam music requires it
- Your parent/guardian (optional) - please note, due to current social distancing measures concerning COVID-19, supervision must be by a member of your household.

During the process, the ISoM Team will be in touch to ensure that you have access to the necessary requirements. They will offer advice and guidance on any of the above to ensure that when the examination day arrives, you are fully prepared.

The exam is online, does that mean the format has changed?

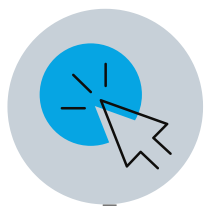
The exam consists of the same components as an LCME face-to-face exam; there is no added preparation and no added stress. Continue to prepare as you have been doing.

Please take a look at the relevant LCME syllabus or handbook for information on the component structure of your exam as these are different for each instrument.

You can also find this information on the LCME website:

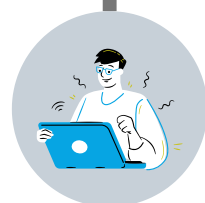
lcme.uwl.ac.uk

How does the exam work?



1. Before your exam, we will send you a video link.

By clicking this on the day of your exam, you will join the video call with your examiner.



2. Once the video call has started, your examiner will introduce themselves, and will ask a few questions confirming your full name and date of birth.

This is normal - they're just making sure they are examining the right person. They may also ask you to show your ID - our team will be in touch before the exam to discuss this with you.



3. Before the exam starts, your examiner will make sure you're comfortable and that they can see and hear you properly.

This part is really important - it helps the examiner to make sure that your exam results are fair and accurate. If you need to re-position yourself or the camera, just let them know - they will advise you on this. For more information on the correct environment configuration, please refer to page 5.



4. When you're ready, the exam will officially start.

The examiner will ask you to perform the music that you have been preparing for your grade - you can do this in any order, just let the examiner know.



5. Once the exam is over, you can relax!

The hard part is over, and all that's left to do is wait for your results.

Setting up your online exam



For the completion of a successful online exam, it is vital that the screen and camera are set-up correctly. This should be tested and arranged before the exam; leaving it to the last minute could result in being unable to sit the examination - something we're sure you don't want to happen, and neither do we.

In order to provide an accurate and fair mark, the examiner must be able to see you throughout the exam. It is vital that you ensure the following in advance:

- The camera must be positioned to display you playing the instrument, including the head, shoulders and hand positioning (if relevant).
- We advise using a device with a large screen where possible e.g. laptop/tablet device. Where this is not possible, it is your responsibility to make sure the solution works and you can read information displayed on-screen clearly.
- Depending on the instrument, you may need to adjust the positioning of the screen during the examination in order to read on-screen music or information. This is particularly important for examinations including sight reading.

For more information and guidance on how to set up your examination space, you can watch our helpful video tutorials on the ISoM website:

www.internationalschoolofmusicians.org

Hints and tips...

Stay Calm

Your examiner loves music, just like you; they will be looking forward to hearing the results of your hard work and preparation!

Nerves are absolutely normal - we all get them. But remember, the examiner will have been in your position before, and they want you to do well. All you need to do is stay calm and try to enjoy the experience!

You're in control

You are in control of your exam, meaning you decide the order that you complete the exam. As long as everything is completed by the end, the examiner will be happy!

Prepare, prepare, prepare!

Make sure you leave yourself enough time to set up your computer - we recommend at least 15 minutes.

This gives you enough time to get settled and comfortable - perhaps even leaving time for a warm-up. Make sure where you are is quiet, and that you are well-positioned in front of the camera. If you are using a laptop, double-check that it is fully charged.


Technical Requirements

For the best examination experience, we recommend using a computer/laptop or mobile tablet device, webcam (this can be integrated or separate) and an up-to-date internet browser (Google Chrome is recommended).

A strong internet connection is also required. However, don't panic - once you have registered, our team will be in touch to organise a test call to ensure that everything is working.



Information for parents



Examiners

LCME examiners are experienced professionals. All examiners have worked with LCME for a number of years, examining students all across the world. We can guarantee that every LCME examiner has a proven track-record in music examination and education and are truly experts in the field.

Security

Our video platform is safe, secure and encrypted. For added security, each examiner has their own 'Virtual Examination Room'. This will be locked with a username and password.

You can be assured that no one else can access the exam or data shared.

The Exam

Before the examination, you must ensure the following:

- You have access to the correct instrument. We understand that this can be difficult at home, but examinations cannot take place if the instrument is incorrect or if the quality will impact on the performance. This is important for the candidate - we want to make sure all assessments are fair.
- A parent/guardian must supervise the setting up of the examination.
- The environment must be suitable - please remember this is an online exam. We want the candidate to be safe and their privacy protected, so please consider the space you are performing in and whether this is suitable. Do you need lots of space? Does your instrument or the acoustics sound better in a room with a hard floor? Is there somewhere you can go where you won't be interrupted? These are all things you should consider.

Failure to ensure the above may prohibit a candidate from sitting their examination. We want to make sure every candidate has the opportunity to perform to the best of their abilities, but it is your responsibility to make sure these measures are in place.

If you have any questions, LCME will be happy to help.



Get in touch

Interested in registering for your online examination?

Information on how to register and pay for your exam is available at

lcme.uwl.ac.uk/enter

Alternatively, if you would like to know more about how the online examination works, you can contact the ISoM team at

lcme.online@internationalschoolofmusicians.org

and read more about it on their website

www.internationalschoolofmusicians.org

The ISoM Team is always on hand to help you register for an examination or answer any queries you may have.

Once you have registered for your examination, LCME will support you throughout the process.