

The role of the Responsible Adult

Online Music Theory exams

The RA is there to support the candidate with the setup of the system ahead of the exam, and to provide assistance should there be any issues with the technology during the exam.

The RA is not an invigilator, therefore is not responsible for the conduct of the candidate during the exam. The candidate should have been informed of what is and what is not permitted ahead of the exam.

The RA is only able to assist with the following:

- All the pre-exam set up steps up to and including entering the candidate's Username and Password
- Assisting if there is a problem with the candidate's computer or any technical issues. If so, the Responsible Adult can contact PSI Support. For instance:
 - The exam page freezes
 - Internet connection is lost
 - The computer shuts down
 - An error message appears on screen
 - The candidate is unable to navigate to a different question
- Prompt the candidate to tear up the rough paper at the end of the exam as per the on screen instructions

The RA should not:

- Communicate with the candidate once the exam has started unless technical assistance is required.
- Assist the candidate in answering the questions or remind the candidate to check their answers at the end of the exam
- Attempt to copy or reproduce any exam content they see as a result of being in the exam room.

During the exam the RA can:

- Read a book / use a computer / use a phone as long the material does not show musical notation or representation of a piano keyboard, and neither aids or distracts the candidate
- Leave and re-enter the room and do not need to stay in sight of the camera

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