



Guidance for Parents & Learners

What are MTB Exams:

The Music Teachers' Board (MTB Exams) provides an exciting new way to take instrumental grades 1 to 8 in 26 instruments. Our exams are recorded in audio or video with our app, submitted online & marked by our specialist examiners.

Our assessment model, of recording the exam in audio or video, is modelled on the GCSE music coursework structure and has been adapted to work with instrumental qualifications. We have moved this form of assessment into the 21st century with the introduction of an app to record and submit the exam.

MTB was developed over several years and our first Ofqual regulated qualifications were launched in March 2019. The board now have 1,200 exam centres in 45 countries.

MTB Qualifications & Accreditation:

The Music Teachers' Board is a recognised awarding body and regulated by **Ofqual** (Office of Qualifications and Examinations Regulation in England). Our graded awards in music performance appear on Ofqual's register of approved qualifications.

Recognition by Ofqual is a mark of quality. It shows that as a board we meet their rules and requirements and are able to combine expertise in assessment with effective operational delivery. In turn, this provides assurance that the learners who have taken our Ofqual regulated qualifications have the required level of knowledge and skills in the relevant subject area.

UCAS: MTB Grades are of equivalent standard to those of other regulated music boards and our grades 6-8 provide UCAS points.

Why MTB?

As there is no visiting examiner, unlike other boards, our exams offer:

- **Complete flexibility over exam dates**

Our grades can be taken at any time without having to enter months in advance or accommodate exam periods and visiting examiner dates, helping teachers to optimise a pupil's rate of progress.

- **Reduced stress levels for pupils and teachers**

We believe that the whole process of learning to play a musical instrument, including taking grade exams, should be a positive and enjoyable one. Taking the exam in a familiar environment with your own teacher instead of a visiting examiner significantly reduces the stress experienced by candidates and allows candidates to perform to the best of their ability.

- **Lower costs**

Our exams are less expensive than those of traditional boards.

- **Specialist examiners** - Uniquely, MTB Exams are only marked by instrument specialists. Only a specialist cello teacher/ player will mark a cello exam, a guitar specialist a guitar exam etc. Frequently, traditional methods mean the examiner is having to mark performances on instruments they cannot teach or play.

- **Convenience** - There is no need to travel to examination centres. You decide where to take the exam and with our app, you can record and submit your exams to us using just your smartphone or tablet.



How MTB Works:

Step 1: Learn the required exam content

Exam requirements for each instrument/grade can be found on our [syllabuses](#) on our website. Most, if not all, of our exam content apart from pieces can be downloaded from our website for free.

Step 2: Make an exam entry

The exam entry and payment can either be made by the teacher/school or directly by the candidate/candidate's parents.

Exam entries and submissions can be made with complete flexibility and after entry you have up to 1 year to submit the exam.

In order to make an exam entry you will first need to sign up as an individual user. This is a quick, basic sign up form found [here](#).

During entry you will be asked: Is the exam being conducted with a teacher/centre?

Selecting **'Yes'** means: there will be an approved MTB teacher/centre representative present during the recording of the exam, either in person or remotely to verify your identity. The teacher/centre will receive the marksheet for this exam. You will need the centre number of the teacher/organisation overseeing the exam at this stage.

Selecting **'No'** means: there will not be a teacher/centre representative present during the recording of the exam. The candidate will receive the marksheet for this exam.

Exam Format: Selecting 'No' will assign you a video exam as there will be no teacher/centre overseeing the exam to verify the candidate's identity. If 'Yes' is selected your exam format depends on whether you are taking the exam with an audio or video approved teacher/centre.

During entry you will be able to enter the certificate postage address. However, if the exam is conducted with a centre that has requested for the certificates to go directly to them, then the certificate postage fields will not appear.

You can make an exam entry [here](#).

Step 3: Conduct & submit the exam

An MTB exam can be conducted in person or remotely via webcam with the teacher in the normal lesson environment such as at home/school. You also can record the exam in video without the teacher present if preferred.

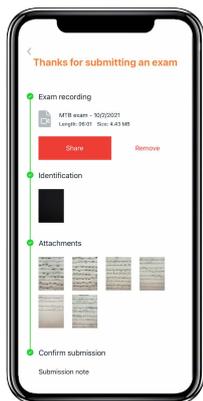
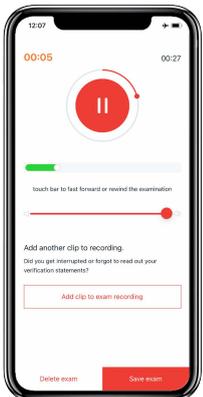
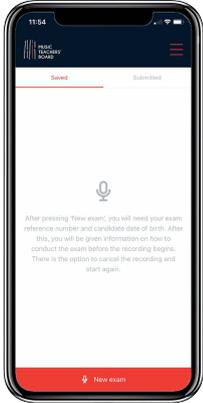
The exam must be recorded in a single recording and we recommend using our app to record and submit the exam, although any suitable recording device can be used and the exam submitted via our website. To learn more about recording an MTB exam please [click here](#).

What you need to have ready for the exam:

- A phone/tablet with the MTB App installed. The app is available on iOS or Android [here](#) or search MTB Record & Submit on the app store.
- Your exam front cover (this pdf is received with your exam entry confirmation email. If the teacher has entered the candidate, please ask them to send this to you).
- Any sheet music or exercises the candidate will need when taking the exam. Please view our [syllabuses](#) to understand the exam requirements for your grade.



The MTB App:



- **Start the exam:** Press 'new exam' on the app to begin your exam, you will be asked to enter the exam reference number received upon entry (at the top of your front cover) and the candidate's date of birth, a login is not required for the app.
- **Before you start:** Please read the 'before you start' information shown by the app and follow the instructions to check device storage space, turn your device onto flight mode to avoid disruptions and check recording levels to ensure the sound quality is sufficient.
- **Start the exam recording:** Press 'Start Recording' to begin the exam recording, the teacher or candidate should then state the following: candidate name, instrument, grade, teacher name (if applicable) and the exam reference number and then begin conducting the exam asking the candidate to perform the required elements for the exam.
- **Finish exam:** Once all elements of the exam are complete press 'Finish' and you will be able to listen to and save your recording. At any point before submission of the exam you have the ability to restart or delete the recording and re-record the exam. You can only have one exam recording for each exam entry. If you choose to re-record an exam, the previous recording will be deleted.
- **Photograph music:** Once the recording is saved you will be asked to enter the name of each piece performed and take a photo of any music used in the exam. If taking a video exam you will also need to photograph the candidate's ID. If the candidate does not have any photo ID then an alternative ID form can be completed. This can be [downloaded here](#). Once this is complete you will need to turn off flight mode to submit the exam.
- **Submit exam:** Once you press submit the upload process usually only lasts a few minutes, although this may take up to 30 minutes depending on the speed of internet and length of recording. Only end the submission process once the 'thanks for submitting' message is displayed and the exam appears in your submitted exams section. Please do not delete the app or recording until your exam result has been received as deleting the app will remove your exam recordings from your device.



Step 4: Receive your results & certificate

The teacher (centre) conducting the exam will receive the candidate's result and marksheet by email within 2-3 weeks following submission. A certificate will follow in the post and will be received approximately 3-5 weeks after the emailed results.

Contact Us:

If you have any questions or encounter any problems, then please do get in touch with us:

- Phone: 0118 9680910
- Email: enquiries@mtbexams.com