



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 during the lesson by the teacher, submitted online and marked by our specialist examiners.

Our assessment model, of recording the exam in audio, 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 900 exam centres in 40 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: Sign Up on our website as an individual user

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

Step 3: 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.

To make an entry you will need to know your teachers' centre number, the instrument, grade & candidate date of birth. You will also be asked to provide the address to which the certificate should be posted.

Once the entry is complete you will receive your personalised front cover as a PDF with your order confirmation email. (The teacher will also need a copy of this Front Cover for the exam).

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

Step 4: Conduct & submit the exam with your teacher

An MTB exam can be conducted in person with the teacher in the normal lesson environment or remotely with the teacher conducting the exam over a video conferencing tool such as Zoom.

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.

You must have a teacher present (in person or via video webcam) who is registered as an organisation or individual music teacher with MTB in order to conduct an MTB exam. If the teacher is physically present the exam could be recorded on their device, using their account. If the exam is conducted remotely the candidate or candidate's parents should download the app and submit the exam. To learn more about the app or watch a demonstration of a remote 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.



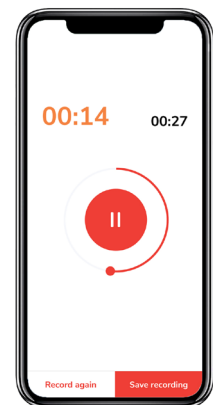
The MTB App:



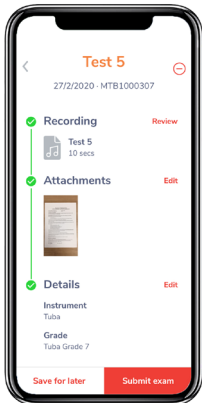
- **Log in:** Log in to the app and press 'new exam' you will be asked to enter the exam reference number received upon entry (at the top of your front cover).

- **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 and a timer will appear, the teacher should then state the following: candidate name, instrument, grade, teacher/assessor's name and the exam reference number and then begin conducting the exam asking the candidate to perform the required elements for the exam.



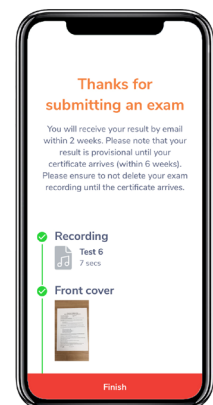
- **Finish exam:** Once all elements of the exam are complete press 'Finish' and you will be able to listen to and save your recording. At any point before submission of the exam you have the ability to restart or delete the recording and re-record the exam. You can only have one exam recording for each 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 take a photo of any music used in the exam and your front cover (if printed). Once this is complete you will need to turn off flight mode to submit the exam.

- **Submit exam:** To submit your exam you will need to enter some basic information such as the candidate's instrument, grade, certificate postage address and your teacher's centre number. Once you press submit it usually completes the process in a few minutes, although this may take up to 1 hour 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.

If the exam does not submit after an hour we recommend force closing the app and reopening it and starting the submission process again, the exam will still be safely located in your saved section until submission has been completed. 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 5: 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