



Guidance for Parents & Learners

What are MTB Exams:

The Music Teachers' Board (MTB Exams) provides an exciting new way to take instrumental grades in 30 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 over 2,000 exam centres in 50 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?

Our exams offer:

- **Complete flexibility over exam dates**

You can enter an exam at any time, they are valid for 12 months after purchase. You can submit the exam whenever is convenient via our website or the MTB app.

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

100% of our exam content is pre-prepared, removing the anxiety around surprises on the day of the exam. Any accompaniments used can be live or recorded.

- **Free Resources & Lower costs**

Our exams are less expensive than those of traditional boards. Our supporting tests are available to download for free.

- **Specialist examiners**

Unlike other boards, our examiners are only sent exams within their instrument specialty. Only a specialist cello teacher/player will mark a cello exam, etc. Traditional methods often mean an examiner has to mark performances on instruments they cannot teach or play.

- **Free Choice**

Candidates can play any music they enjoy as long as it is of the correct grade standard. Pieces can be checked using our free choice approval service. Pieces from Ofqual regulated boards are approved at the same grade.



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. All of our exam content, apart from recital 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 form found on the top right of our [website](#) under Sign Up.

During entry you will be asked: Is this candidate studying with an MTB registered teacher or organisation (centre)?

If you are studying with a teacher/organisation that is signed up with MTB, they should have a centre number. Please select 'Yes' to the above question if so, and enter the number in the following field. In this case, the centre will receive the marksheet for the exam.

Exam Format:

Your exam will be in video, unless there is an audio approved teacher/centre conducting the exam to verify the candidate's identity. Please note all performance exams are in video, regardless of the above. If you are unsure on what format the exam should be, please check this with your 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.

Exam Portal:

Once the exam has been entered, it will appear in your exam portal, as well as the teacher/centre's portal, if their centre number was added on the entry.

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.

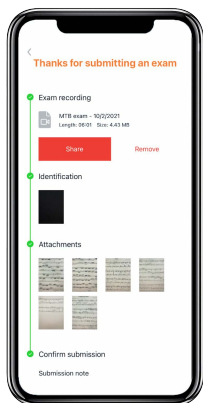
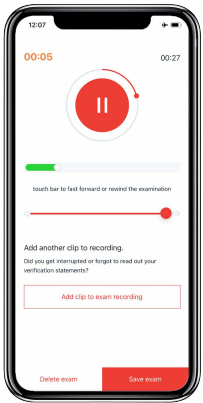
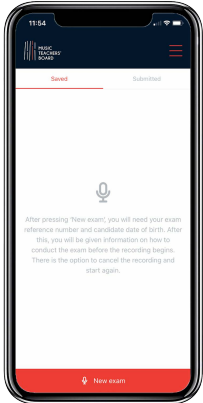
The exam must be recorded in a single recording and we recommend using our app to record and submit the exam, although any suitable recording device can be used and the exam submitted via our website. To learn more about recording an MTB exam please [click here](#).

What you need to have ready for the exam:

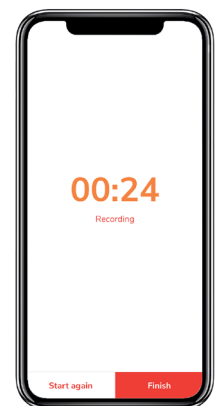
- A phone/tablet with the MTB App installed. The app is available on iOS or Android [here](#) or search MTB Record & Submit on the app store.
- Your exam front cover (this pdf can be accessed on your exam entry confirmation email. If the teacher has entered the candidate, please ask them to send this 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

Marksheets containing the candidates result are usually received within 2 weeks following submission. A certificate will follow in the post and will be received approximately 3-5 weeks after the emailed results. Your exam recordings and any photographs submitted to us are stored securely and are deleted after 12 months.

Contact Us:

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

- Phone: 0208 145 0631
- Email: enquiries@mtbexams.com