

### Important information for exam candidates- **PREPARATORY to GRADE 5**

This is a reminder for your upcoming **RIAM Theory Exam, available online from 12 midday on the 12<sup>th</sup> of November, until 5pm on the 15<sup>th</sup> of November.** Candidates may attempt their exam (once) anytime during this period.

If you have booked on behalf of students **please forward this information to them, or their parents/guardians. Each Grade exam will have a separate link and candidates should access the correct one.**

To complete the exam Candidates will be required to login to the online theory website and **complete the online paper by answering 50 questions on screen.**

### Logging In

Before candidates can access the exam, an online account must be created

**IMPORTANT- if you have two or more students in the one household a separate email address must be used for each candidate**

You may choose any password (we recommend you record your email and password login details, safely and securely, for future logins)

The person creating the account **must provide the Candidate name** and **Candidate ID** as it appears in the application confirmation email. If you did not apply directly on behalf of the candidate please request the candidate information from the person that applied.

The login screen looks like below:

The image shows two side-by-side screenshots of the RIAM online theory exam interface. The left screenshot is titled "Already registered? Log in here" and features two input fields: "Email address \*" and "Your password \*". Below these fields is a link that says "Oh no! I forgot my password!" and a purple "Next" button. The right screenshot is titled "Create account and start" and features a purple background. It contains several input fields: "Email address \*", "Your name \*" (with a dropdown arrow), "Your password \*", "Repeat your password \*", "Candidate Name (person completing the Exam) \*", "Candidate ID (6 digit number from application email) \*", and "Please confirm your Grade \*". A white "Next" button is located at the bottom of this form.

Candidates can login before 10am on Saturday 12th November, and trial a practice paper. The practice paper can be repeated several times.

You can log out and log back in using the same details used to create the account.

### Completing the exam

Candidates can log in from **12 midday on the 12<sup>th</sup> of November, until 5pm on the 15th of November:**

- **Exams can only be attempted once**
- **Exams are timed, a countdown timer will begin as soon as you view Question 1.**  
You can view remaining time in the top right corner of the screen
- In order submit a completed exam **candidates must view all questions. The submit button will not appear until all questions have been either viewed or attempted**
- Candidates may view and **skip questions by clicking 'SKIP'**
- Questions which have been viewed/attempted can be reviewed- **click on the question number along the bottom of the screen**
- Once candidates have reviewed all answers for the **50 available questions they must click 'Submit' for the completed paper to be assessed**

Click the correct link below

[Preparatory Theory Exam \(Winter 2022\)](#)

[Grade 1 Theory Exam \(Winter 2022\)](#)

[Grade 2 Theory Exam \(Winter 2022\)](#)

[Grade 3 Theory Exam \(Winter 2022\)](#)

[Grade 4 Theory Exam \(Winter 2022\)](#)

[Grade 5 Theory Exam \(Winter 2022\)](#)

### Support

If you require support\* you can contact us via email. Depending upon when you contact us there may be delays in response- we will contact you as soon as possible.

*\*candidates who experience unforeseen issues, such as loss of internet, will be accommodated*

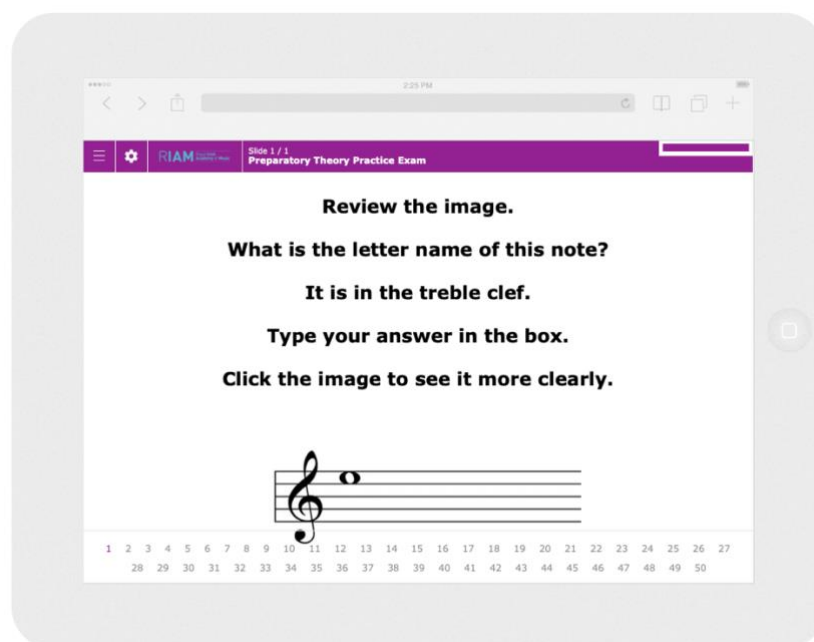
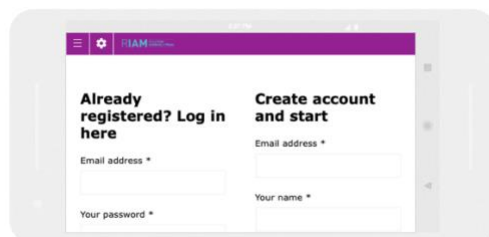
EMAIL: [theorysupport@riam.ie](mailto:theorysupport@riam.ie)

### Exam Requirements

You will need access to;

- A smartphone, tablet, or PC that has good internet access. We recommend you use a tablet or computer to access the system.
- Your device must have continuous, uninterrupted access to internet

If you are using a phone or tablet we recommend using it in landscape mode, so that you can view the full screen, as below:



There is no specialised music notation software needed for the exam, and you will not be required to 'draw' music notation on screen.

Younger candidates should have the help of a parent/guardian in helping them navigate the system.

### Practice Paper

Practice papers will remain available, [here](#). We recommend candidates follow the login process above and try the practice paper, available until 10am on Saturday 12th November.

For more information about Online Theory Exams, resources and guidance on using the system, [please visit the website](#).