

✓ Making your booking

- ▶ Where will you place your booking? Will you be booking via our [online booking site](#), or through a Trinity representative at your school or music service? If you are submitting via one of our representatives, have you checked whether they will be entering candidates for their exams via [Trinity Online](#), or whether they have a deadline for receiving applications?
- ▶ Have you entered for the right grade? It is always worth double checking this.
- ▶ Have you been studying from the 'Classical and Jazz' or 'Rock & Pop' syllabus? Some instruments, such as keyboards and drums, are available across both, so make sure you enter for the right exam.
- ▶ Have you let us know if you require any adjustments to be made for your exam by completing the [Special Needs Provision form](#)? You need to do this when you make your booking or as soon as possible after.
- ▶ Have you received your log-in details for our [exam portal](#)? These will go to the email address provided for each candidate when the booking was made and should be sent within a week of you making your booking or submitting your order.
- ▶ Will you be including your own choice of repertoire in your diploma programme? Remember, you need [approval](#) for this before you make your booking.

✓ Preparing your performance

- ▶ Have you looked at the syllabus for [Digital Grades](#) or [Digital Diplomas](#)? When preparing for a digital exam you will need to use the digital syllabus in addition to the syllabus for your instrument.
- ▶ Are you using a current syllabus? Make sure you aren't mixing pieces/technical work from old and new syllabuses. Details of any syllabus overlap arrangements can be found on the relevant syllabus page of our website.
- ▶ Have you chosen pieces/songs from the correct lists? Remember, for some grades, they can't all be from the same group, and there are specific language requirements for singers at the higher grades.
- ▶ Have you looked at the graded exam syllabus for requirements relating to accompaniment and backing tracks? Up until 31 January 2023 candidates may use recorded accompaniment for digital exams. For guidance on any other restrictions please refer to the '[Covid-19 special arrangements for digital music exams](#)'.
- ▶ Have you looked at the [technical work requirements](#)? Candidates can choose from groups of technical work which must be performed as part of the exam video submission.
- ▶ Are you using an own composition option? Make sure you have looked at the parameters for this to ensure they match the standard for the grade.
- ▶ If you are a diploma candidate, have you checked you are fulfilling the [programme duration requirements](#)?

✓ Filming your video

- ▶ Take a look at our [filming guidance](#) before you film your video. You could also watch our [how to film your submission video](#).
- ▶ Have you filmed your exam as one continuous performance (this includes all performance pieces and technical work)? If there is any evidence of editing, then we will not be able to assess your exam.
- ▶ You can perform your technical work before or after your pieces, but don't intersperse technical work between your pieces, as this will interrupt the Overall Performance criteria.
- ▶ Are you and your instrument visible for the whole video? Take a look at our instrument specific guidance on where the camera should be positioned.
- ▶ Watch your performance back; are there any disruptions or background noise? Check the sound quality, are you happy with levels of backing tracks, accompaniments etc? Can your instrument/voice be heard clearly?
- ▶ For syllabuses that require technical work to be played from memory, you must close your music book and set the music stand aside. You may use a list of the requirements, but you must hold this list up to the camera before placing it on the music stand. You are welcome to rewrite the requirements in a way which is clear to you, but no additional information should be added. It is also acceptable to have someone read the scales and requirements out to you.
- ▶ Have you considered the Overall Performance criteria of the exam? How will you deliver your performance? Perhaps try performing your pieces/songs in a mini-recital to your family before recording.

✓ Uploading your submission

- ▶ Have you completed and uploaded your [Submission Information form](#)?
- ▶ For graded exams, have you uploaded copies of pieces that are not from published Trinity graded music exam books? Diploma candidates should upload all performances pieces.
- ▶ The maximum size for your video file is 1GB. This should be big enough for most videos, but if you are struggling to upload take a look at our [guidance on preparing your video for upload](#).
- ▶ Did you get a notification display on screen to confirm the submission was successful?