

✓ Making your booking

- ▶ Where will you place your booking? Will you be booking via our [online booking site](#), or through a Representative, for example at your school? 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.
- ▶ Which syllabus have you been studying? Some performance options, such as performing an extract from a play, are available in different syllabuses, so make sure you enter for the right exam.
- ▶ Have you let us know if you require any [reasonable adjustments](#) to be made for your exam? 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.

✓ Preparing your performance

- ▶ Have you looked at the correct syllabus for [Digital Grades & Diplomas](#)? When preparing for digital exams you must use the digital syllabus, rather than the syllabus for face to face exams.
- ▶ Are the performance pieces chosen appropriate to the specification and grade? If you are not sure take a look at our [anthology](#).
- ▶ Remember, unless otherwise stated, all the performance pieces you select should be taken from published works (not self-published).
- ▶ Have you read the exam guidance towards the back of your syllabus? This explains the key skills and reflection tasks that you will need to do and how to work on them, it's really important to follow this advice. Don't forget to make a note of your chosen reflection questions to use in your exam!

✓ 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, key skills tasks and reflection)? If there is any evidence of editing, then we will not be able to assess your exam.
- ▶ If they are required, have you used the key skills tasks from the same week that you filmed your exam? You can find the key skills tasks for Digital [Grades & Diplomas](#) on our website. You can have a note of the tasks to refer to during the exam.
- ▶ Is your whole body in view and are you in shot for the entire performance? Make sure you aren't standing directly in front of a light source as we won't be able to see you properly.
- ▶ Are you using any accompaniment? The accompaniment needs to be loud enough for you to hear it while you are performing, and for the examiner to hear it on the video, but not so loud that it might drown out your vocals.
- ▶ Watch your performance back; are there any disruptions or background noise? Can you clearly be seen and heard?

✓ Uploading your submission

- ▶ Have you completed and uploaded your [Submission Information Form](#)?
- ▶ Have you uploaded the copies of text/scores performed? Remember to make sure any edits are clearly marked.
- ▶ 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?