

## ✓ Making your booking

- ▶ Where will you place your booking? Will you be booking via our **online booking site**, or through a 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.

## ✓ 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 (all three songs) as **one continuous performance**? If there is any evidence of editing or audio post-production, then we will not be able to assess your exam.
- ▶ Are you and your instrument fully visible for the whole video? Drums candidates should pay particular attention to this and use our filming guidance for advice.
- ▶ 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?

## ✓ Preparing your performance

- ▶ Have you looked at the syllabus for Rock & Pop **Digital Grades**? When preparing for a digital exam you will need to use the digital syllabus in addition to the syllabus for your instrument.
- ▶ Have you chosen your Technical Focus song? Remember to indicate this choice on the Submission Information Form.
- ▶ Are you using an own choice or own composition option? Make sure you have looked at the parameters for this to ensure they match the standard for the grade.
- ▶ Have you considered the Overall Performance criteria of the exam? How will you deliver your performance? Perhaps try performing your songs in a mini-recital to your family before recording.
- ▶ Have you downloaded your **backing tracks**? These must be the official Trinity versions of the tracks and not be from another source.
- ▶ If coronavirus guidance or restrictions are affecting your access to accompaniment or instruments please refer to our **Covid-19 Special Arrangements for Music exams**.

## ✓ Uploading your submission

- ▶ Have you completed and uploaded your **Submission Information Form**, ensuring you clearly indicate just one Technical Focus song?
- ▶ Have you uploaded copies of songs that are not from published Trinity graded Rock & Pop **songbooks**? This would be for any own choice song or own composition.
- ▶ 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?