

## ✓ 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/centres do check any deadlines or timescales they have for taking entries.
- ▶ Have you entered for the right level? It is always worth double checking this.
- ▶ 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 Trinity Submission Platform? These will go to the email address provided for the applicant and submitter when the booking was made. This should be sent within 24 hours of you making your booking or submitting your order.

## ✓ Preparing your performance

- ▶ Make sure you familiarise yourself with the different task requirements, including the duration timings, as set out in the [specification](#).
- ▶ Are the performance pieces chosen appropriate to the task and level? The characters you select should be within your own playing age.
- ▶ Do your scenes show contrast? The extracts selected for your monologue and dialogue scene should demonstrate contrast in either emotional state or genre.
- ▶ Remember all performance pieces should be taken from published tv/film screenplays, not stage plays. Extracts can be edited, so long as the overarching structure, sense and dramatic development of the scene remains clear.

## ✓ Filming your video

- ▶ Think about where you will film your tasks, you will need a quiet space without any disruptions or background noise, and a plain background.
- ▶ Have you read the exam guidance toward the back of your syllabus? There is clear guidance around how [each task should be filmed](#), and it's really important to follow this advice.
- ▶ It is fine for a teacher/parent/another student to film your tasks.
- ▶ Each Task should be filmed separately, and you are encouraged to film multiple takes and select the best one for submission.
- ▶ You do not need any specialist equipment to film your exam, a phone or tablet will do, but it is best to use a stand or tripod to avoid any camera shake. You should not use any additional microphone.

## ✓ Uploading your submission

- ▶ Once you have received your submission link you will have four weeks to submit your exam.
- ▶ You will need to upload the video for each Task separately. You do not need to film all tasks together as a continuous take.
- ▶ The recommended maximum size for each video file is 1GB. This should be big enough for most videos, but if your video is larger than that, please consider reducing it by using a video compressor app. If you are struggling to upload take a look at our [guidance on preparing your video for upload](#).
- ▶ After you press submit on your form did you get an email notification confirming your submission?