

## VENUE REQUIREMENT CHECKLIST

You can assess if your centre will meet Trinity's exam Venue Requirements by going through the checklists that apply to your chosen exams and venue. Please note that more than one checklist may apply.

### Checklist for all exams, practical and written

Separate waiting room provided (for practical exams in music and drama, this <b>must not</b> be adjacent to the exam room)	<input type="checkbox"/>
Storage area for candidate belongings (bags, etc.)	<input type="checkbox"/>
Printing facilities for exam materials, e.g. appointment slips as required	<input type="checkbox"/>
Internet wifi access for examiners	<input type="checkbox"/>
Does your organisation have measures in place to deal with child abuse?	<input type="checkbox"/>

### Checklist for all written exams only

Number of exam rooms available	<input type="checkbox"/>
Total candidate capacity of exam rooms, when the room is set up in exam layout	<input type="checkbox"/>
Secure (lockable) storage for exam papers	<input type="checkbox"/>
Desks and chairs available for invigilators	<input type="checkbox"/>
Individual desks and chairs for candidates	<input type="checkbox"/>
Wall clock visible to all candidates	<input type="checkbox"/>
Whiteboard / blackboard visible to all candidates	<input type="checkbox"/>

### Checklist for all spoken Language exams

Electrical supply in each exam room	<input type="checkbox"/>
Table and two chairs for examiner and candidate to conduct interviews	<input type="checkbox"/>
FOR GESE only: Does the exam room have wireless internet?	<input type="checkbox"/>

### Checklist for all Drama and Dance exams

Sound proof warm-up room available	<input type="checkbox"/>
Exam room:	
Audio player with good quality speakers for backing tracks	<input type="checkbox"/>
Electrical supply in all exam rooms	<input type="checkbox"/>
Desk and chair for examiner	<input type="checkbox"/>
Sufficient space for practical exam	<input type="checkbox"/>

## Checklist for all Classical and Jazz Music exams

This is a basic checklist. Full guidelines are available at [www.trinitycollege.co.uk/venue](http://www.trinitycollege.co.uk/venue)

Warm up room provided	<input type="checkbox"/>
<b>Exam room requirements:</b>	
Soundproofed exam room(s), or a good distance from waiting/warmup areas, so that sound does not carry	<input type="checkbox"/>
Large desk and chair for examiner (minimum 140cm x 75cm)	<input type="checkbox"/>
Music stand and chair available for each candidate. It is essential that instrumental and vocal candidates have eye contact with their accompanists.	<input type="checkbox"/>
Electrical supply and connections in exam rooms for any electrical equipment required such as examiner tablet/laptop, audio playback equipment, and extension leads as required.	<input type="checkbox"/>
Audio player with appropriate playback facilities and amplification for CD backing tracks. Backing tracks may be used in place of piano accompaniment for all exams up to and including Grade 3, and jazz woodwind and drum kit exams up to Grade 8.	<input type="checkbox"/>
<b>Instrument-specific requirements:</b>	
For all grade and certificate music exams for instruments and voice (excluding percussion):	
<ul style="list-style-type: none"> <li>- Acoustic piano (upright, baby grand or grand piano) with a minimum of 85 keys, tuned in the range A=438 Hz to 442 Hz. Digital pianos or Clavinovas meeting Trinity's specifications may be used by candidates in grade 5 and below, or for accompaniment for any grade</li> <li>- Adjustable piano stool</li> </ul>	<input type="checkbox"/>
For Diploma exams in solo piano:	<input type="checkbox"/>
<ul style="list-style-type: none"> <li>- Acoustic grand piano.</li> </ul>	<input type="checkbox"/>
For Diploma exams requiring piano accompaniment:	<input type="checkbox"/>
<ul style="list-style-type: none"> <li>- Acoustic piano (upright, baby grand or grand) as specified above. Digital pianos or Clavinovas are not acceptable.</li> </ul>	<input type="checkbox"/>
For all grade and certificate music exams in percussion and Drum Kit: <b>Full guidelines are available at <a href="http://www.trinitycollege.co.uk/PercussionandDrumKitVenue">www.trinitycollege.co.uk/PercussionandDrumKitVenue</a></b>	
For all grade and certificate music exams in drum kit only:	<input type="checkbox"/>
<ul style="list-style-type: none"> <li>- Snare drum with adjustable drum kit size stand (not orchestral)</li> <li>- 3 toms, high/medium/low</li> <li>- Bass drum (18-22")</li> <li>- Hi hat (12-14")</li> <li>- Ride cymbal (18-22")</li> <li>- 2 crash cymbals (14-18")</li> <li>- Splash for Grade 5-8</li> </ul>	<input type="checkbox"/>
<b>The minimum distance between the examiner's chair and the drum kit should be 3 metres</b>	<input type="checkbox"/>
Electric drum kits that produce all timbral and dynamic variety demanded by the score may be used by candidates in grade 5 and below	<input type="checkbox"/>
Adjustable drum stool	<input type="checkbox"/>
For all grade and certificate exams in timpani and tuned percussion only:	
Snare drum: Orchestral snare drum and stand	<input type="checkbox"/>
Timpani: 3 /4 /5 timpani	<input type="checkbox"/>
Tuned percussion: Xylophone, Glockenspiel, Vibraphone, Marimba as needed	<input type="checkbox"/>
For all grade and certificate exams in organ:	<input type="checkbox"/>
Conventional pipe organ, pipeless analogue electronic organ, or a computer organ	<input type="checkbox"/>

## Checklist for all Rock & Pop Music exams

This is a basic checklist. Full guidelines are available at [www.trinitycollege.co.uk/RockandPopVenues](http://www.trinitycollege.co.uk/RockandPopVenues)

Warm up room provided	<input type="checkbox"/>
Exam room(s)	
Soundproofed exam rooms, or a good distance from waiting/warmup areas, so that sound does not carry	<input type="checkbox"/>
Large desk and chair for examiner	<input type="checkbox"/>
Music stand and chair available for each candidate	<input type="checkbox"/>
Electrical supply and connections in exam rooms for any electrical equipment required such as examiner tablet/laptop, audio playback equipment, and extension leads as required.	<input type="checkbox"/>
Audio player with appropriate playback facilities and amplification for backing tracks	<input type="checkbox"/>
Small mixer to connect to the examiner's laptop for playing backing tracks	<input type="checkbox"/>
<b>Instrument-specific requirements:</b>	
<b>Bass:</b> suitable amplifiers	<input type="checkbox"/>
<b>Drums:</b>	
Full Drum kit (five piece):	<input type="checkbox"/>
- Snare drum with adjustable drum kit size stand (not orchestral)	
- 3 toms, high / medium / low	
- Bass drum (18-22")	
- Hi hat (12-14")	
- Ride cymbals (14-18")	
- Splash for Grades 5-8	
Adjustable drum stool	<input type="checkbox"/>
Electric drum kits that produce all timbral and dynamic variety demanded by the score may be used by candidates up to and including grade 5.	<input type="checkbox"/>
<b>The minimum distance between the examiner's chair and the drum kit should be 3 metres</b>	<input type="checkbox"/>
<b>Guitar:</b> suitable amplifiers	<input type="checkbox"/>
<b>Keyboard:</b> digital keyboard / stage piano and stool:	<input type="checkbox"/>
- At least 5 octaves	
- Full-size keys	
- Sustain pedal (from Grade 3)	
- touch sensitivity option (from Grade 3)	
<b>Vocals:</b> Microphones, adjustable stand and suitable amplifiers	<input type="checkbox"/>