

How to Submit and Label Your TCL Exam Video

After the student has registered for the exam, the parents will receive the email confirmation when the registration has been processed by TCL. Sometimes it takes a week or so for TCL to confirm the registration. The student will have 3 weeks from the registration date to email the video to NMA.

- 1. Play back the video to ensure that the sound and the visual quality are sufficient for the examiner to assess the exam.
- 2. Make sure that the video is one continuous recording of all your pieces and technical work and there is no editing, or you <u>didn't stop or paused the video during the recording.</u>
- 3. If choosing technical path, record the technique first, followed by songs. R&P record the technical focus song first.
- 4. Videos are submitted to NMA.
- 5. Submit only ONE take of your performance.
- 6. No pre or postproduction techniques allowed.
- 7. No information at the beginning of your performance is allowed (such as name, songs, etc.). Simply show your books to the camera and begin your performance.
- 8. Your file, must be labeled as follows:
 - Full name
 - Instrument
 - Grade (level)
 - Example: Jane Doe_Rock&Pop Guitar_Grade 2
- 9. Your submission email must contain the video and the list of songs in order in which they are performed. For Classical and Jazz, the student must clearly write which technique group they will be playing. For Rock&Pop please note clearly which song is a Technical Focus song.
- 10. If using a piece not from the Trinity books, you must email us the PDF of the song together with the video. No .jpg allowed.
- 11. You may record your video as an mp4 or mov file. Please turn off the HD settings or select the lowest available HD setting on your device before you begin filming. High HD settings might make the video too large to upload.
- 12. If uploading directly from the phone or tablet, you might need to compress the video first, so it doesn't take too long to upload. There are many apps that can help with this.
- 13. Don't delete your video until you receive feedback and certificate, just in case there are technical issues, and you need to resubmit.
- 14. Students may not enter the same video for the same exam more than once, unless Trinity requires you to resubmit.
- Students may not use the video from the original entry for any other Trinity exam entry.
- 16. Trinity strongly advises <u>students not to share their performances online since the songs</u> <u>are under copyright</u> and students need to ask for licenses from the copyright owner. Any

student sharing performances of copyrighted material will be personally liable for any

breach of copyright law.

For additional, detailed information and video please click below:

https://www.trinitycollege.com/qualifications/digital/digital-grades-diplomas/submit