



How to Submit and Label Your TCL Exam Video

After the student is registered for the exam by NMA, the parents will receive an email from TCL directly with the link where to upload the video. The student will have 28 days from the date of the email to upload the video.

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 didn't stop or paused the video during the recording.
3. Only submit ONE take of your performance.
4. No pre or postproduction techniques allowed.
5. No information at the beginning of your performance is allowed (such as name, songs, etc.). Simply start recording and begin your performance.
6. Your file, when submitting it must be labeled as follows:
 - Full name
 - Instrument
 - Grade (level)
 - Example: **Jane Doe Rock&Pop Guitar Grade 2**
7. Fill out the upload form and list your pieces in order that they will be recorded. For classical and jazz also list the technique choices on the appropriate screen. For Rock&Pop clearly indicate the technical focus song. Needed info: song title, composer, etc.
8. If using a piece not from the Trinity books, you must upload the PDF of the song together with the video.
9. 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.
10. 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.
11. Don't delete your video until you receive feedback and certificate, just in case there are technical issues, and you need to resubmit.
12. Students may not enter the same video for the same exam more than once, unless Trinity requires you to resubmit.
13. Students may not use the video from the original entry for any other Trinity exam entry.
14. Trinity strongly advises students not to share their performances online since the songs are under copyright 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>