



## How to Record Trinity College London Exam Videos

# GENERAL INFORMATION FOR ALL INSTRUMENTS/VOICE

(for instructions specific to a particular instrument, please scroll down)

### *Five important rules:*

1. All exams must be submitted as one continuous performance, pieces and technique. Evidence of editing will disqualify the student.
2. Study carefully the filming guidelines for your instrument below in order to have correct filming angles. The correct filming angles will allow the adjudicators to assess the 'overall performance' elements.
3. Another person can assist you during the filming as an accompanist or with accompaniment tracks. Any indication of pulse, verbal or non-verbal entry cues, or playing additional instrument will result in disqualification.
4. Do NOT provide any information at the beginning of your performance such as name, song titles of the pieces. Simply start recording and begin your performance. Make sure your files are appropriately labeled.
5. Your original books or legally downloaded sheet music must be clearly visible in the shot when filming. The judge needs to make sure that you are playing from a legal copy. If you are using digital copy and are playing from the tablet or eReader, please show the copy on screen to the camera, ensuring that the watermark is clearly legible. This will confirm the legal purchase.

### *Recording Environment:*

1. Choose a quiet room without disruptions and make sure to put all electronic devices in the room on silent mode.
2. Make sure that your recording device has enough battery power and storage capacity.
3. Check light levels – make sure you are clearly visible on screen. Avoid standing in front of the light source.
4. Check the sound level to ensure that the recording device captures the range of the instrument/voice without any distortions.

### *Equipment:*

1. Audio and video can be recorded using separate devices as long as they record simultaneously. Only in this case can editing be used to combine the two recordings together. However, the recording still must be in one single take.
2. No enhancement of the instrument/voice is allowed, such as reverb, compression, pitch or rhythm correction, tonal effects.
3. Only 1 microphone is allowed. It should be placed to capture the sound in the room and not directly in front of the instrument/voice.
4. The breaks between the pieces must not be removed.
5. You may record the video as mp4 or mov file. Make sure to turn off the HD settings. The high-definition files will be too big to upload.

### Troubleshooting Sound Issues on Your Device:

1. Turn off the automatic microphone compression which makes the volume fluctuate.
2. If audio is distorted, lower the microphone input level or move your recording device further away from the performer.
3. Turn off the ‘suppress background noise’, or ‘noise reduction’.
4. Also disable ‘echo cancellation’, ‘sound correction’ and ‘audio stability’.

### Pre-recorded Accompaniment Tracks:

1. The track must be clearly audible in the submitted video. To find the correct balance move the device with accompaniment track closer or further away from the recording device to find the correct balance. Tracks must be played from an external device and not the recording device. The tracks must be loud enough for the student to hear it and for the examiner to hear it on the video.
2. Before filming, run a sound check to adjust the balance between backing track and your instrument/voice.
3. R&P exams must be played with Trinity backing tracks downloaded from the Trinity website. Using unofficial back up tracks will result in lowering the grade.

## **SPECIFIC REQUIREMENTS FOR INSTRUMENTS AND VOICE**

**Drum Kit and P&R Drums:** there are two factors to consider – sight and sound.

### Sight:

1. Camera must be placed at the right angle from the student, looking through the Hi-Hat stand on a standard drum kit set up. NOT in front or behind.
2. Place the camera at the student’s eye level to achieve the best view.
3. The onscreen image must include the full image of the student. Hands, feet and face must be clearly visible – no obstruction from clothing or hair.
4. The full drums set must be fully visible. You might need to set the camera a bit further away in order to capture the required view.  
The stand should be placed in such a way that the candidate can easily read it, but it’s not blocking the camera’s line of sight. If you need to move the camera, it should still be on the right side, as per item 1.
5. Students testing on Drum Kit and R&P Drums, in specific cases, can use clicker during performance – this is clearly stated for specific songs in your book.

### Sound:

1. Speaker must have sufficient volume to balance the backing track with the instrument. You’ll need to use an external speaker, since speakers on regular devices are not loud enough.

2. Experiment with the position of the loudspeaker to find the appropriate balance between the drums and the backing track so that both are clearly audible on the video.
3. Electronic drums – adjust the volume to balance with the backing track.
4. Only 1 microphone can be used.
5. Soundcheck: record the loudest sections of the exam then listen to that recording to make sure you can hear both the drum set and the backing track clearly. Keep adjusting the volume and the position of the speaker until the sound balance is good and sound is clear.
6. Students are allowed to use the headphones splitter – the sound goes into the student's headphones and is also heard over an external speaker.
7. Technical work: no headphones, no metronome or click.
8. Unaccompanied pieces from group B, no headphones, no metronome or click.

### **Piano:**

1. Position the camera to the side so that student's face, both hands and of the keys on the piano are clearly visible. No headphones for digital pianos/keyboards.
2. If using digital piano, use the normal piano sound, no special effects.
3. Technical work: before student starts technical work, close your book and remove the music from the music stand. Student may only use the list of the scales, triads, and arpeggios they will be performing – no notation allowed. Student must hold the list to the camera before placing it on the stand in front of them.
4. Music can be used for exercises but not for scales, triads and arpeggios.

### **Voice:**

1. Film the performance from the front. Student is not required to sing directly to the camera, but their hands, face and most of the body must be in the shot.
2. Position your music stand in such a way that it doesn't obscure the camera view.
3. Classical singing: if using external microphone place it so it captures the sound of the room and not in front of the student.
4. For exercises, Vaccai, or unaccompanied folk song close your music and set it aside before starting to sing.

### **Strings:**

1. The device must be placed from the bowing side to give a clear view of the bowing arm. The face, hands and entire instrument must be seen in the shot.
2. Music stand must not obstruct the camera view.
3. Bowing exercises: before starting to play these, close the music and remove it from the stand.
4. Scales, arpeggios and technical exercises: The book must remain closed and set aside. Student can only use the list of the scales, arpeggios and technical exercises they will be performing, and bowing articulation – no notation allowed. Student must hold the list to the camera before placing it on the stand in front of them.
5. Studies and orchestral excerpts can be performed from music.

## **Guitar:**

1. Position the camera slightly to the side of the picking hand so that students face, both hands and entire instrument are visible. If using foot pedals, they also need to be visible.
2. Music stand must not obstruct the view of the camera.
3. Classical guitar: music can be used for technical exercises. Scales and arpeggios: before starting student must close the book and remove it from the music stand. Student can only use the list of the scales, triads, and arpeggios and required finger-strokes they will be performing – no notation allowed. Student must hold the list to the camera before placing it on the stand in front of them. Studies and concerto extracts can be played from sheet music.
4. Acoustic Guitar: technical work - before starting student must close the book and remove it from the music stand. Student can only use the list technical work they will be performing – no notation allowed. Student must hold the list to the camera before placing it on the stand in front of them. Exercises can be played from sheet music.
5. R&P Guitar: any tonal changes and effects must be set and operated by the student, either on an amp or with a footswitch or multi-effects unit, visible to the examiner.