



## Performance Grades Checklist

So you're ready to record your Performance Grade or ARSM exam!

Here's a handy checklist to help you with setting up, recording and submitting your video.

- Check the time and date that your recording is due to be submitted by

### Setting up your video

- 720p video resolution
- Accepted file formats: MP4, WMV, MOV, MPG
- Camera position should show candidate and instrument (and accompanist if possible)
- Video and audio should be recorded simultaneously
- Test the recording and sound works before starting your performance
- Check your device's storage and battery, and turn off any notifications before you begin

### Pre-exam introduction

*(when showing items to the camera, please hold up for 5 seconds)*

- Show your Candidate ID
- Show your completed programme form
- Show the first page of your own-choice piece
- Announce your name, instrument and grade
- Announce the title, composer and list information of your four pieces

### Recording your Performance Grade or ARSM

- Record all four pieces in one continuous take
- Do not edit the video in any way and or apply any post-production techniques

### Submitting your video

- The video file size should be no more than 2GB – you will need to compress larger files
- Upload your video file via your online account and wait for on-screen confirmation of successful upload
- Check the video all the way through to ensure sound and video are working
- The filename must not contain any spaces and must not be blank, otherwise the video will not upload successfully