TRINITY
COLLEGE LONDON

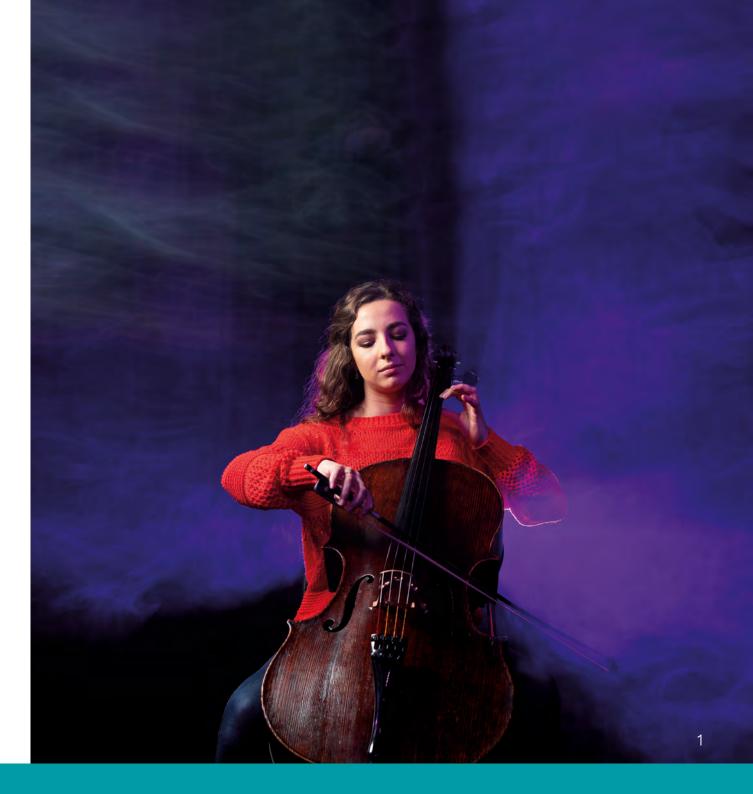## A STEP-BY-STEP GUIDE TO TAKING A CLASSICAL AND JAZZ DIGITAL GRADE EXAM

GET READY TO PERFORM!

Our Digital Grade exams offer a convenient and accessible option for candidates looking to take a Classical and Jazz graded music exam. We have put together this guide to take you through the process of taking the exam, so you feel confident and ready to perform!

What is a Trinity Classical and Jazz Digital Grade exam?

In response to a changing world, Trinity now offers Digital Grade exams where candidates record their pieces/songs and technical work at a place and time of their choice and then submit the video recording via our online platform to be assessed by our expert examiners.

The exams have the same academic rigour as our face-to-face exams, and candidates gain full recognition for their achievements, with the same certificate and UCAS points awarded as for the face-to-face exams.

1. CLASSICAL AND JAZZ DIGITAL GRADE EXAM REQUIREMENTS

Although just as academically rigorous and equally recognised as a face-to-face exam, a Classical and Jazz Digital Grade exam does have different elements that make up the exam entry.

The candidate is assessed on:

▶ Performance of three pieces (four for Singing Grades 6-8) from the relevant repertoire lists.

▶ Performance of chosen technical work (with reduced requirements).

▶ Their overall performance.

2. PREPARING FOR A CLASSICAL AND JAZZ DIGITAL GRADE EXAM

Comprehensive online resources provide support to you throughout the digital exam journey. In advance of your students recording a performance and making a booking, it is very important to read through all the relevant information available.

a. The syllabus for the chosen instrument.

b. The Digital Grades & Diplomas syllabus.

c. The technical work requirements for the chosen instrument.

d. The guidance on how the overall performance mark is awarded.

e. If applicable, the guidance for candidates with special needs and disabilities.

3. RECORDING THE PERFORMANCE

So now you are familiar with what's required you can start to plan the recording of your students' performances.

They should decide where they will record and make the necessary arrangements with the venue (a local church, community hall, music shop etc.) if required.

If recording at home, look for a time when there will be minimal distractions, noise or interruptions.

It's fine for a candidate to have some help to record their performance, and if they'd like an audience, they can sit behind the camera. Multiple takes are fine, simply choose the one performance you are most happy to submit to us.

Here are some key things to remember for the recording:

◗ There's no need for any special recording equipment – a smartphone will be fine!

◗ Candidates must record as one continuous take and make no edits, cuts or add any pre- or post-production effects such as fades or mixing sound with backing tracks.

◗ Make sure the candidate's instrument, face, hands and feet (if applicable for instrument) are visible to the examiner throughout the performance.

◗ Make sure the audio and video are recorded simultaneously.

◗ No spoken introductions for pieces are required - candidates can focus entirely on the performance.

◗ Switch off any HD settings on the recording device or set them as low as possible to reduce file size.

◗ Books/legally downloaded copies of any music used must be visible to the examiner during the performance. These can be shown to the camera at the start or end of the exam.

Instruments such as piano and drums have specific filming requirements to be aware of. For more comprehensive advice on getting the filming right read our guidance document and watch our support video.

4. MAKE THE EXAM BOOKING

So, with the recording all done and ready to go it's time to book the exam with Trinity. A great advantage to doing a Digital Grade exam is that they can be booked at any time.

Just before you book however, we recommend you add unmonitored@trinitycollege.com to the safe senders' list for the email address that will be used for the booking. This will reduce the chances of the important login details email we send to you being filtered as spam/junk.

You will receive one set of login details for each exam booking made, a previous login cannot be used for a new booking.

Special needs support

Trinity is committed to creating an inclusive environment where candidates with special educational needs, disabilities and health conditions are able to demonstrate their skills and feel welcomed.

Candidates who require any adjustments to their digital assessment, or simply wish to make the examiner aware of a disability or health condition, must complete a special needs request form, and return it to their local Trinity Representative, or trinity.csn@trinitycollege.com, at time of enrolment (before uploading the performance onto Trinity's submission platform). The request form and further information can be found on our website.

Booking in the UK

You can book and pay for a Digital Grade exam entry at: trinityrock.com/enter

When prompted, please select the public exam centre located closest to your home. This is only for Trinity's administrative purposes and does not imply that you will attend a face-to-face exam.

Once the entry is complete, login details will be sent to the email address provided, approximately one week later.

Don't forget to check the email spam/junk folder if it doesn't arrive. If it's been more than a week get in touch with us at: dgd.uki@trinitycollege.co.uk and we'll get it sorted for you.

Use these login details to access the Trinity exam portal where the performance is to be uploaded. There is a two-week window in which to upload once you receive your login

*Bookings for public centres in Ireland should be made via a paper form booking sent to the Local Trinity Representative and requesting a Digital Grade assessment.

**Bookings for private exam centres in the UK & Ireland should be made via the Trinity Online portal.

5. UPLOAD THE PERFORMANCE VIDEO AND DOCUMENTATION

With the video performance recorded and the exam entry booked it's now time to upload the file and required documentation to the Trinity exam portal. Don't forget, once the login details are received there is a two-week window in which to upload everything to the portal.

The maximum video file size we can accept is 1GB. There are a range of tools and apps publicly available that can support compressing large files if required.

Check everything is ready to upload:

- ◗ Is the performance video correctly labelled and is it the complete, chosen video (see the guidance here)?

- ◗ Have you included photos/scans of the music (if required)? Check our guidance on making copies of your music.

- ◗ Have you completed a submission and information form? Available in Word and PDF formats.

For further help with how to upload the music performance, watch our support video and read our step-by-step walkthrough.

Log-in to the Trinity exam portal using the login details emailed to you.

6. GET THE RESULTS

Once the performance is submitted it will be marked by one of our expert examiners who will watch the video, refer to the supporting documentation, award marks and write comments for the candidate.

◗ The marking will take on average two weeks for a grade exam and four weeks for a diploma but can often be quicker.

◗ To read the feedback from the examiner and view the provisional result log back into the Trinity exam portal using the login details provided. This guidance video will walk you through it.

◗ It takes approximately a week for a result to be made final and the certificate will follow in around two to four weeks, sent via the Local Trinity Representative.

Referrals

In some cases, a candidate will need to be 'referred' and the exam status on the portal will update to reflect this. Referred means the examiner has raised an issue they identified during the marking process. There are two main reasons for a referral:

1. **Candidate error:** most commonly this occurs when the required documentation and information is not uploaded with the exam submission. There could also be an issue with the video recording of the performance.

2. **A syllabus infringement:** where the candidate has not complied with the exam regulations detailed in the relevant syllabus. Read more about potential infringements on our website.

Whatever the case, candidates will be notified of the referral by email and where remedial action is required, full information will be provided to resolve the issue.

Referrals may take up to six weeks to complete (sometimes longer), depending on the complexity of the issue and how quickly we receive a response from the candidate. This timeframe is approximate and commences from the point the examiner first reviews the exam submission for marking, , which could be up to two weeks after initial upload. For further guidance see trinitycollege.com/music-results

Check out our handy checklist to help reduce the chances of an exam entry being referred.

We're here to help!

Trinity's UK & Ireland team are here to provide support throughout the process of taking a Digital Grade or Diploma.

If you do have any questions for us, please send an email to dgd.uki@trinitycollege.co.uk (UK & Ireland based entries only) and we will be happy to help.

Useful support resources

◗ Syllabus for digital graded exams

◗ Technical work requirements

◗ Overall performance criteria

◗ Filming guidance PDF and video

◗ Uploading guidance video

◗ Avoiding a referral checklist

◗ Finding your results video.