

✓ Making your booking

- ▶ Where will you place your booking? Will you be booking via our [online booking site](#), or through a Representative at your school, music service or Trinity exam centre? If you are submitting via one of our representatives/centres do check any deadlines or timescales they have for taking entries.
- ▶ Have you entered for the right grade? It is always worth double checking this.
- ▶ Have you been studying from the 'Classical & Jazz' or 'Rock & Pop' syllabus? Some instruments, such as keyboards and drums, are available across both, so make sure you enter for the right exam.
- ▶ Have you let us know if you require any adjustments to be made for your exam by completing the [special needs provision form](#)? You need to do this when you make your booking, or as soon as possible after.
- ▶ Have you received your log-in details for our [Trinity Submission Platform](#)? These will go to the email address provided for the submitter when the booking was made. This should be sent within 24 hours of you making your booking or submitting your order. If you are new to MyTrinity you will be invited to create an account.

✓ Filming your video

- ▶ Take a look at our [filming guidance](#) before you film your video. You could also watch this [how to film your performance video](#) from our examiners.
- ▶ Have you filmed your exam (all three songs) as one continuous performance? If there is any evidence of editing or audio post-production, then we will not be able to assess your exam.
- ▶ Are you (hands, face, and feet if needed) and your instrument fully visible for the whole video? Drums candidates should pay particular attention to this and use our filming guidance for advice.
- ▶ Watch your performance back; are there any disruptions or background noise? Check the sound quality, are you happy with levels of backing tracks, accompaniments etc? Can your instrument/voice be heard clearly?

✓ Preparing your performance

- ▶ Have you looked at the syllabus for Rock & Pop [Digital Grades](#)? When preparing for a digital exam you will need to use the digital syllabus in addition to the syllabus for your instrument.
- ▶ Have you chosen your Technical Focus song?
- ▶ Are you using an own choice or own composition option? Make sure you have looked at the parameters for this to ensure they match the standard for the grade.
- ▶ Have you considered the [Overall Performance criteria](#) of the exam? How will you deliver your performance? Perhaps try performing your songs in a mini-recital to your family before recording.
- ▶ Have you downloaded your [backing tracks](#)? These must be the official Trinity versions of the tracks and not be from another source.
- ▶ Have you checked the [guidance](#) regarding instruments and equipment for your exam? For Bass, Guitar and Keyboards, these will be the same as what is outlined in the [Rock & Pop syllabus](#) for your instrument. However, there are certain allowances made in Digital exams for the use of electronic drum kits and microphones in Drums and Vocals exams respectively.

✓ Uploading your submission

- ▶ Once you have received your submission link you will have four weeks to submit your exam.
- ▶ You will need to upload evidence that legal copies of the music performed having been obtained. What documentation is required will vary depending on the publisher and format of the score:
 - ▶ Trinity printed publications: a photograph of the candidate holding the publication/s
 - ▶ Trinity ebooks: screenshot of the first page showing watermark
 - ▶ Any non-Trinity publications or homemade/computer generated scores, lead sheets, chord charts with lyrics used for the candidate's own choice or composition: a copy of the entire piece performed
- ▶ The maximum size for your video file is 3GB. If you are struggling to upload take a look at our [guidance on preparing your video for upload](#).
- ▶ After you press submit on your form did you get an email notification confirming your submission?