

# FACE-TO-FACE AND WRITTEN ASSESSMENTS EXAM VENUE REQUIREMENTS

You can assess if your centre will meet Trinity's Venue Requirements by going through the checklists that apply to your chosen exams and venue. Please note that more than one checklist may apply.

## Checklist for all exams, practical and written (non-digital assessments)

Tick box

Separate waiting room provided  
(for practical exams in music and drama, this must not be adjacent to the exam room)

Storage area for candidate belongings (bags etc)

Printing facilities for exam materials, eg appointment slips as required

Internet wi-fi access for examiners

## Checklist for all written exams only

(Guidelines for the written exam room layout is available at [trinitycollege.com/room-layout](http://trinitycollege.com/room-layout))

Number of exam rooms available

Total candidate capacity of exam rooms, when the room is set up in exam layout

Secure (lockable) storage for exam papers

Desks and chairs available for invigilators

Individual desks and chairs for candidates

Wall clock visible to all candidates

Whiteboard/blackboard visible to all candidates

## Checklist for all spoken English language exams

Electrical supply in each exam room

Table and two chairs for examiner and candidate to conduct interviews

### FOR GESE only:

Wireless internet in the exam room

## Checklist for all drama and dance exams

Sound proof warm-up room

### Exam room:

Audio player with good quality speakers for backing tracks

Electrical supply in all exam rooms

Desk and chair for examiner

Sufficient space for practical exam

## Checklist for all Classical and Jazz music exams

This is a basic checklist. Full guidelines are available at [trinitycollege.co.uk/venue](http://trinitycollege.co.uk/venue)

Tick box

Warm-up room

### Exam room requirements:

Soundproofed exam room(s), or a good distance from waiting/warm-up areas, so that sound does not carry

Large desk and chair for examiner (minimum 140cm x 75cm)

Music stand and chair available for each candidate, positioned so as to ensure that instrumental and vocal candidates have eye contact with their accompanists.

Electrical supply and connections, including extension leads, in exam rooms for any electrical equipment required such as examiner tablet/laptop, audio playback equipment.

Audio player with appropriate playback facilities and amplification for CD backing tracks.

### Instrument-specific requirements:

#### For all grade and certificate music exams for instruments and voice (excluding percussion):

- ▶ Acoustic piano (upright, baby grand or grand piano) with a minimum of 85 keys, tuned in the range A=438 Hz to 442 Hz.
- ▶ Digital pianos or Clavinovas meeting Trinity's specifications may be used by candidates in Grade 5 and below, or for accompaniment for any grade
- ▶ Adjustable piano stool

#### For diploma exams in solo piano:

- ▶ Acoustic grand piano

#### For diploma exams requiring piano accompaniment:

- ▶ Acoustic piano (upright, baby grand or grand) as specified above – digital pianos or Clavinovas are not acceptable

#### For all grade and certificate music exams in percussion and drum kit:

Full guidelines are available at [trinitycollege.com/PercussionandDrumKitVenue](http://trinitycollege.com/PercussionandDrumKitVenue)

For all grade and certificate music exams in drum kit only:

- ▶ Snare drum with adjustable drum kit size stand (not orchestral)
- ▶ 3 toms, high/medium/low
- ▶ Bass drum (18-22")
- ▶ Hi hat (12-14")
- ▶ Ride cymbal (18-22")
- ▶ 2 crash cymbals (14-18")
- ▶ Splash for Grade 5-8
- ▶ Adjustable drum stool

The minimum distance between the examiner's chair and the drum kit should be 3 metres

#### For all grade and certificate exams in timpani and tuned percussion only:

**Snare drum:** Orchestral snare drum and stand

**Timpani:** 3 / 4 / 5 timpani

**Tuned percussion:** Xylophone, Glockenspiel, Vibraphone, Marimba as needed

**For all grade and certificate exams in organ:**

Tick box

Conventional pipe organ, pipeless analogue electronic organ, or a computer organ

Checklist for all Rock & Pop music exams

This is a basic checklist – full guidelines are available at [trinitycollege.co.uk/RockandPopVenues](http://trinitycollege.co.uk/RockandPopVenues)

Warm up room provided

Exam room(s)

Soundproofed exam rooms, or a good distance from waiting/warm-up areas, so that sound doesn't carry

Large desk and chair for examiner

Music stand and chair available for each candidate

Electrical supply and connections in exam rooms for any electrical equipment required such as examiner tablet/laptop, audio playback equipment, and extension leads as required

Audio player with appropriate playback facilities and amplification for backing tracks

Small mixer to connect to the examiner's laptop for playing backing tracks

**Instrument-specific requirements:**

**Bass:** suitable amplifiers

**Drums:**

Full Drum kit (five piece):

- ▶ Snare drum with adjustable drum kit size stand (not orchestral)
- ▶ 3 toms, high / medium / low
- ▶ Bass drum (18-22")
- ▶ Hi hat (12-14")
- ▶ Ride cymbals (14-18")
- ▶ Splash for Grades 5-8
- ▶ Adjustable drum stool

Electric drum kits that produce all timbral and dynamic variety demanded by the score may be used by candidates up to and including Grade 5.

**The minimum distance between the examiner's chair and the drum kit should be 3 metres**

**Guitar:** suitable amplifiers

**Keyboard:** digital keyboard/stage piano and stool:

- ▶ At least 5 octaves
- ▶ Full-size keys
- ▶ Sustain pedal (from Grade 3)
- ▶ Touch sensitivity option (from Grade 3)

**Vocals:** Microphones, adjustable stand and suitable amplifiers