

Digital Performance Diplomas (Music)

Submitting your exam for assessment

What do I need to upload when I submit my exam?

Performance video

- ▶ Play back the video to ensure the video and audio remain in sync and are of a sufficient quality for an examiner to mark it.
- ▶ Ensure your video is one continuous recording of all your pieces/songs from start to finish and you have not edited this into different sections or paused or stopped the video at any point.
- ▶ Make sure that your video file does not exceed 3GB. The accepted file types are listed underneath the upload box.

✓ Video upload

Please read the [filming guidance](#) for more information



Click to upload or drag and drop a .mp4, .mov, .avi, .mkv, .flv, .webm, .wmv, .ts, .m2ts, .3gp, .mpg, .mpeg.
Maximum file size is 3GB.

Details of each piece/song performed

- ▶ Fill this out in order of performance
- ▶ Select 'add another work' to continue for each item in the programme

Information to provide:

- ▶ Composer
- ▶ Full title, including movements

Material to upload:

- ▶ Sheet music (single PDF file)
- ▶ Name with composer followed by title (eg *Bizet – Chanson du Toréador*)

The only exception is for candidates performing from the Trinity piano/singing Recital Anthology at ATCL/LTCL, as examiners have copies of these. Candidates playing an alternative edition of any of these pieces/songs should upload a copy of the version they are using.

✓ **First Piece/Song performed** (Select the type of piece/song you have performed)

Repertoire piece Own choice piece

Piece/Song 1 Artist/Composer * ⓘ

Artist/Composer

Piece/Song 1 Title * ⓘ

Title

Please upload a copy of your sheet music.



Click to upload or drag and drop a .doc, .docx, .pdf, .jpeg, .jpg, .png.
Maximum file size is 25MB.

Written materials

- ▶ Written programme (ATCL, LTCL) or Programme notes (FTCL)
- ▶ Programme approval letter, if applicable

✓ **Upload written programme**



Click to upload or drag and drop a .doc, .docx, .pdf, .jpeg, .jpg, .png.
Maximum file size is 25MB.

✓ **Upload a programme approval letter**



Click to upload or drag and drop a .doc, .docx, .pdf, .jpeg, .jpg, .png.
Maximum file size is 25MB.

How do I scan and combine documents?

In order to assess a candidate's performance in a music exam, the examiner needs to have copies of all the pieces (the scores) that are being performed. A scan of the score must be uploaded as the examiner will not have their own copy of the music, with the exception of the Recital Anthologies for Piano and Singing ATCL/LTCL published by Trinity College London Press.

The document should be uploaded as single PDF file. The filename should include the name of the composer followed by the title (eg *Bizet – Chanson du Toréador*).

For help on how to best scan and combine documents, refer to guidance for your device and operating system.

If you are using an iPhone or iPad, see Apple's [support section](#). Apple also provides guidance on how to use an external scanner with a Mac.

[Google Drive](#) may be used to scan and combine documents using an Android device.

There are also other scanning apps available through the App store or Play store.

Where we have included references or links to other websites or resources provided by non-Trinity third parties, these are included for information only and are referred to in good faith. These references and links are clearly identified as such. We have no control over the contents of these websites or resources and we do not endorse and are not responsible for their contents or privacy practices. Please refer to the terms and conditions or privacy statements of such websites or resources for further information. We are also not responsible for the accuracy, completeness, reliability, timeliness or otherwise of such websites and resources or for the use, download and/or installation of such websites and resources. We shall not be responsible or liable for any loss or damages caused by use of or reliance on any content, goods or services available on such websites or resources.