

✓ Making your booking

- ▶ Where will you place your booking? Will you be booking via our [online booking site](#), or through a Representative, for example at your school? 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.
- ▶ Which syllabus have you been studying? Some performance options, such as performing an extract from a play, are available in different syllabuses, so make sure you enter for the right exam.
- ▶ Have you let us know if you require any [reasonable adjustments](#) to be made for your exam? 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 applicant and submitter when the booking was made. This should be sent within 24 hours of you making your booking or submitting your order.

✓ Preparing your performance

- ▶ Are you using the correct syllabus for [Grades & Diplomas](#)? Make sure you are using the 2023 specifications.
- ▶ Are the performance pieces chosen appropriate to the specification and grade? If you are not sure take a look at our [anthology](#).
- ▶ Remember, unless otherwise stated, all the performance pieces you select should be taken from published works (not self-published).
- ▶ Have you read the exam guidance toward the back of your syllabus? This explains the different tasks that you will need to do and how to work on them, it's really important to follow this advice. Don't forget to make a note of your chosen reflection questions to use in your exam!

✓ Filming your video

- ▶ Take a look at our [filming guidance](#) before you film your video. You could also watch our [how to film your submission video](#).
- ▶ Have you filmed your exam as one continuous performance (this includes all performance pieces, tasks and reflection)? If there is any evidence of editing, then we will not be able to assess your exam.
- ▶ A teacher/caregiver can read out the reflection questions for you to respond to. If you choose to read the questions out yourself you can have them written down, but you shouldn't refer to any notes when answering.
- ▶ Is your whole body in view and are you in shot for the entire performance? Make sure you aren't standing directly in front of a light source as we won't be able to see you properly.
- ▶ Are you using any accompaniment? The accompaniment needs to be loud enough for you to hear it while you are performing, and for the examiner to hear it on the video, but not so loud that it might drown out your vocals.
- ▶ Watch your performance back; are there any disruptions or background noise? Can you clearly be seen and heard?

✓ Uploading your submission

- ▶ Once you have received your submission link you will have four weeks to submit your exam.
- ▶ Have you uploaded the copies of text/scores performed? Remember to make sure any edits are clearly marked.
- ▶ The recommended maximum size for your video file is 1GB. This should be big enough for most videos, but if your video is larger than that, please consider reducing it by using a video compressor app. 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?

