

VIDEO EXAM SET UP GUIDELINES

Please note that certain things, such as camera angles, sound quality, and adequate lighting and balance, are compulsory guidelines for Video Exams – these items are denoted by the **red text**. This document also includes practicalities of setting up your recording equipment, tips, and FAQs. If your question is not answered here, we may be able to help you in the AMEB Tasmania Office so please be in touch.

If you're undertaking a Rockschool Video Exam, you'll find lots of great tips [here](#).

SYLLABUS REQUIREMENTS

Candidates should work with their teacher, adhering to the AMEB Syllabus requirements, to best prepare for their exam. To record your exam, organise a suitable recording venue, accompanist (if relevant), and recording equipment, and practice before you undertake your exam.

In general, the order in which the various components of exam are recorded is up to the Candidate. All items performed must be introduced individually (except for Speech and Drama exams where the flow is incorporated into the performance).

CAMERA ANGLE

Do a test run to ensure that any movements (bow arm, artistic gesture etc) fit within the frame. **The camera must be positioned to capture the candidate from the waist upwards, including the candidate's face, both hands, and the instrument (unless specified below).**

For keyboard instruments, angle the camera a little away from one side of the keyboard so that the candidate and their hands on the keys are visible, as well as the feet on the pedals.

For vocal and speech candidates, film from further away to allow you to move freely while staying within the frame.

For group exams, the frame must include all performers.

Tip: Get someone to help you move the camera while you're in your performing position.

You'll need to check the height and angle of your phone, tablet, or camera. A tripod or tablet mount will provide you with more control over the angles the camera reaches. If you don't have a tripod, don't worry. Here are a couple of MacGyver-esque solutions for keeping your device steady. And you can pop a couple of books underneath if you need more height:

For a smart phone: <https://www.youtube.com/watch?v=TTtJovKtujo>

For a tablet: https://www.youtube.com/watch?v=e_NnnfY7NA8

The orientation of a device is usually better as landscape but we'd rather whichever provides the best perspective of you and the performance.

VIDEO RECORDING QUALITY

All recordings must include both audio and visual.

A high-quality recording device should be used, such as a recent model smart phone or tablet.

Video resolution of 720p is recommended (minimum 480p). Most recent laptop and desktop computers have a reasonable, front-facing camera built in. If yours does not, a good quality webcam is your best option.

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If the function is available, check that the camera is set to display the actual date and time the recording was created.

If the Examiner is unable to assess the exam due to poor recording quality, it will be necessary for the candidate to submit a new recording. A reschedule fee may be charged to cover the Examiner's time and associated administration.

SOUND QUALITY

You have a few options here. You can use the speakers and microphone already built into your recording device. If you have access to an external microphone of better quality, this is preferable.

Candidates of higher Grades and Certificate of Performance are expected to provide a good quality audio recording of their performance.

You're required to announce each item prior to performing it – speak slowly and clearly so that we don't miss anything you say.

LIGHTING / POSITIONING

Position yourself in a well-lit spot, without too many shadows. It's always better to have your light source in front of you, rather than behind so you don't appear as a silhouette. Make sure you're far enough away from the camera to adequately frame your performance, but also close enough to show details. And don't forget about yourself – make sure the light is adequate to read your music and/or see what you're doing.

Pro-tip: for memory work, turn your music stand around or clear it of your pieces so that it's obvious you're not referring to the music.

ACCOMPANIMENT (IF RELEVANT)

It is important that the sound is appropriately balanced between the solo part and the accompaniment (whether live or recorded).

Where an official AMEB accompaniment recording is available, only this version may be used. Candidates may use accompaniment via an app (eg MyTempo) that adjusts tempo without affecting pitch. In this case the candidate should choose a tempo appropriate to the musical and artistic objectives for the level, and appropriate to their ability and interpretation.

AMEB is unable to approve individual accompaniment tracks – this is the responsibility of the Candidate/teacher.

The accompanist does not need to be visible in the recording.

The accompanist may also be the Supervisor.

INTERNET (FOR ONLINE DISCUSSION COMPONENTS)

Candidates required to complete an online component to address sections of their exam not included in the performance recording, will do so via Zoom. You will need to ensure that you have sufficient internet speed to participate in this section.

How to check your internet speed: <https://www.speedtest.net/>. Most online teaching platforms suggest you have at least 1Mbps upload and download speed. You will get a stronger and more

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stable signal for your connection if there is no-one else uploading or downloading at the same time so negotiate that with your family.

If your exam location is away from your internet source, you can try tethering or a dongle.

Pro tip: Close all other programs on your device and/or computer and turn off notifications so you're not disturbed during the exam, and your internet speed is optimised.

MINIMISING INTERRUPTIONS

Try to find a location with minimal ambient noise.

Make sure your family members know not to disturb you and ask them not to use the microwave or noisy items during your recording.

Remember to silence all nearby devices. If you're recording on a phone or tablet, turn on flight mode or do not disturb to ensure calls and other alerts don't disturb the recording.

GENERAL TIPS

A reminder that your exam recording must start with you providing your name and your enrolment key.

The exam performance should be presented as if an Examiner was in the room. Recording must be continuous, concluding after the last piece or exam requirement is performed. There should be minimal gaps between each performed item and **the complete recording time must fit within syllabus guidelines**. Each work should also be introduced, eg "I will now play Moonlight Sonata by Beethoven".

Consider the items in the room around you. While we will keep all exam recording files secure, it is good practice to remove any personal items and to generally be conscious of what you are presenting. A very busy background may make it difficult to focus on your performance.

Dress as you would for any other exam – it will help you get into the performance mindset.

Have all of your supplies on hand – a bottle of water, music, props, etc. Your exam will become void if you leave the room or stop the recording at any point.

Do a trial run of a part of your exam with your device to check how the recording turns out. Don't forget to test both visual and audio. Pro tip: Listening back to yourself is also a fantastic learning tool!

Plug your recording device into a charger to ensure it doesn't run out of battery power during the exam.

HELP IS AVAILABLE

We've provided lots of resources in the hope that they answer your questions and assist you in setting yourself up for a great exam. But there's always more that can be done.

The AMEB Tasmania team is here to help:

E infotas@ameb.edu.au

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