A black smartphone is mounted on a black flexible tripod. The phone's screen displays the title of the guide. The background is a gradient of white, red, and grey.

**Guide to Recording and  
Uploading Video Examinations  
for Repertoire and  
For Leisure (Repertoire)  
in 2020**

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# Guidelines for Recording the Video Examination

This document contains resources to help candidates set up and complete an AMEB Qld Video Examination. It is intended as compulsory reading prior to undertaking a video examination.

## Overview of Video Examinations in Queensland

A candidate who cannot undertake an in-situ examination due to the COVID-19 pandemic social distancing and home confinement directives will be able to complete a Video Repertoire or For Leisure (Repertoire) examination as an alternative in 2020 only.

Video examinations commenced from May 2020 to accommodate the postponed in-situ examination sessions in Queensland.

### General guidelines

For a Video examination to be valid, candidates must adhere to the below requirements:

1. The examination needs to be captured as a single, continuous shot in real time – the recording must not stop or pause in between pieces.
2. Video editing software must not be used to cut out takes or reduce the time between pieces - the video should represent an examination conducted in person as closely as possible, so do not worry about taking a little time setting up between pieces.
3. The candidate's face must be visible in the video, so we can identify the person taking the examination - please refer to the section on Video Quality for further details.
4. A supervisor aged 18+, will be required to confirm that the examination performance was recorded in one take without teaching/coaching assistance. Given the home confinement and social distancing directives, a supervisor must be an adult from the candidate's household, preferably a parent or guardian. If any other adult supervises the examination, they must hold a Queensland Working With Children and Young People – Blue Card or Exemption from Holding a Blue Card.
5. Candidates should introduce themselves by their full name, the examination grade and discipline they are taking, as well as introducing each piece.
6. Check the video recording of the examination carefully before submission, making sure that each piece is introduced to the camera, the picture and sound are of a reasonable quality, and that there is no mirroring and that there is a full examination has been captured.

*NB: It is the candidate's responsibility to ensure the video recording is of a suitable quality for examining purposes. AMEB Qld will not be quality checking any video submissions.*

# Preparing for a Video Examination

## What equipment should I record with?

A high-quality recording device should be used, such as:

- A recent model smartphone or tablet. For most recent devices, the built-in microphone and camera will be sufficiently high quality. If the smartphone handset is compatible, audio may be further improved by the use of a plug-in microphone, such as a: Zoom iQ7; Shure MV88; RØDE iXY; or RØDE VideoMic. You may also find that recording on a mobile phone is made easier by using an app that allows manual control of audio, such as: FV-5 (supported Android devices) or Filmic Pro (IOS devices and some supported Android devices).
- A recent model laptop or desktop computer with a reasonable front-facing camera built in (If your computer does not have this, a good quality webcam may be suitable).
- A portable audio recorder capable of capturing video (such as a Zoom Q4 or Q2n).

The audio should not be edited or altered in any way, except to raise or lower volume as may be necessary. Candidates must not add artificial reverb.

## Preparing a recording space

Avoid recording your exam in a space where there is likely to be significant background noise. Please avoid capturing your videos in very reverberant places such as a bathroom or stairwell, as they can interfere with recorded sound and make it difficult for an examiner to assess your performance. An examiner will want to hear as much of your sound as possible.

Other guidelines to help you make a clear and uninterrupted recording include:

- Turn any mobile devices belonging to you, your supervisor, or anyone else in the room to Airplane/Flight mode or Do Not Disturb.
- Make sure the members of your household know not to disturb you.
- Plug your recording device into a charger to ensure it doesn't run out of battery power during the examination.
- Have all of your supplies on hand – a bottle of water, music, etc. Your examination will be void if you leave the room or stop the recording at any point.
- Dress as you would for a face-to-face examination – it will help you get in the performance mindset.
- Consider the items in the room around you. It is good practice to remove any personal items and to generally be conscious of what you are presenting.

## Sound quality

Whichever device or approach to recording you use, we strongly recommend doing at least one trial recording, in order to ensure:

- **The sound of the instrument is not too loud and distorting.** Mobile phones and other devices record sound fairly well most of the time, but struggle with high volume sound sources. If the sound recorded by a phone is frequently distorting, you may need to experiment in a larger room. If you are using a microphone or recording device, you might need to lower the 'gain' on the input signal.
- **The microphone is picking up all the necessary sound.** In addition to the sound of your instrument, you should also be able to clearly hear your spoken announcements, and the sound of the accompaniment.

- **That the balance between you and your accompaniment is adequate.** Both should be clearly audible, without overpowering one another. If using a recorded accompaniment, spend some time getting a good balance between the recording and your live performance. The candidate should be clearly heard, while feeling connected to the accompaniment part. It is worth experimenting and producing some test recordings to ensure the balance is good.

## Video quality

Video resolution of 720i or 720p is recommended (minimum 480p), with a maximum of 1080i or 1080p. If the function is available, check that the camera is set to display the actual date and time the recording was created.

Other factors to gaining a satisfactory image include:

1. **Lighting/ positioning:** Position yourself in a well-lit spot without too many shadows, not just so you can be seen, but you can read your music. Pro tip: have the lighting in front of you rather than behind you.
2. **Camera angle:** Make sure you are close enough to the camera to see details, but far enough away to provide a good perspective. The camera should be positioned to capture you from the waist upwards including your face, both hands and the instrument. For keyboard instruments, angle the camera a little away from one side of the keyboard so that you and your hands on the keys are visible.
3. **Keep the footage as steady as possible:** Check the height and angle of the recording device. If a tripod or camera mount is available and can be used, that would be ideal. If you require someone to hold the device, ensure the video is as stable as possible and avoid zooming in and out during the examination. Below are some easy household solutions if a candidate doesn't have access to a tripod.
  - Recording from a smartphone: <https://www.youtube.com/watch?v=TTtJovKtujo>
  - Recording from a tablet: [https://www.youtube.com/watch?v=e\\_NnnfY7NA8](https://www.youtube.com/watch?v=e_NnnfY7NA8)

# How to Record the Examination

## Before you start

1. Ensure you have read all of the information in this document and have been prepared with the relevant syllabuses requirements for Video Repertoire and/or For Leisure (Repertoire) examinations.
2. Have practiced and/or tested recording your examination performance.
3. Start by checking the examination set-up and that you are comfortable, confident and ready to commence recording your performance.
4. The adult supervisor, who should be a member (aged 18+) of your household must be in the room with you with from the beginning, and for the whole duration of the examination performance recording.
5. The supervisor must be able to confirm that you have undertaken the recording as per the requirements of the video examination on your submission form.

## Sitting the examination

The examination performance should then proceed as though the examiner is in the room. Recordings must be completed in one take with minimal gaps between pieces. The candidate cannot stop or pause the camera between pieces. Candidates are not permitted to edit the recording at all. The recording should immediately end after the last piece has finished.

1. Introduce yourself by announcing your name and your discipline, the examination you are undertaking, ensuring that your face is visible.
2. Announce the title and composer of each piece, as well as whether it is a List or Own Choice work, before performing it.
3. Repeat point 3 for all pieces, continuously recording the performance of all works in succession.
4. Once all pieces are performed in their entirety, stop the recording.

## Final steps

1. Save your examination and edit the file title so that we know it's yours – we recommend the following naming convention:  
[Candidate No., SURNAME, first name, instrument, grade, date (ddmmyyyy)]  
e.g. QLD123456, SMITH, Allen, Trumpet, Grade 4, 10042020
2. Submit your examination following the Uploading a recording to YouTube guidelines below.

## Uploading a Recording to YouTube


Video Repertoire and For Leisure (Repertoire) examinations, must be submitted privately to the AMEB Qld State Office via a YouTube link. The candidate must create a Google account, then a YouTube channel, to which the video will be uploaded. The video privacy setting should be set to **unlisted** so the video can be shared with AMEB but will not appear in any YouTube search results.

The following guide applies to uploading on a PC or Mac through a standard web browser. Experienced users may be able to directly upload videos from a mobile device.

## Creating a Google account


1. Go to <https://www.youtube.com/>
2. At the top right, click **sign in**
3. If you have a *Google* account, enter your details; if you are a new user click **Create Account**.

## Creating a personal YouTube channel

4. Select the camera icon at the top right of the window  , **Create a video or post > Upload video**
5. Insert your name and select **Create channel**.

## Upload video

Each postponed examination sessions has its own submission date and please ensure you are familiar with it and uploaded your recording by 12 midnight on the relevant submission dates, by:

6. Log in to your YouTube account and select the camera icon at the top right of the window  , then select **Create a video or post > Upload video**.
7. A square window appears, ensure the privacy setting drop-down menu is set to **unlisted** before you upload your video. (Do not select the **public** video privacy setting as this might create a breach of Australian copyright law.)
8. Click **Select files to upload** or simply 'drag and drop' the video file to the window.

*Check the video recording before submitting the link to AMEB Qld to ensure the picture and sound are of a reasonable quality and that the whole examination has been recorded successfully.*

## Submit the performance to AMEB Qld

9. Click on the account menu at the top right of the screen and select > **My Channel**, a list of your videos will be displayed.
10. Select the video to be submitted to AMEB Qld, then click **Share**, which is displayed under the video on the right.
11. After the share window pops up, click **copy**, next to the URL, to copy the link to the clipboard.
12. Open the AMEB Qld email with the link to the Video Submission webpage and open the link. Your Video Submission webpage is unique to you and will be prepopulated with your enrolment details
13. Carefully complete the submission form webpage; noting your pieces in the order in which they are played.
14. Ensure the supervisor completes the supervisor declaration. Submissions without a supervisor's declaration will not be processed or assessed.
15. Paste your examination link on to the space provided at the bottom of the AMEB Qld Video Submission webpage
16. Ensure the video submission form details are correct as revisions will not be able to be made once the examination has been submitted.
17. Click the "Submit Examination" button to submit your examination.

Please note: AMEB Qld administration staff will not review submissions for recording quality.



# Syllabus Requirements for Video Repertoire and For Leisure (Repertoire) Examinations

Teachers should prepare the candidate for the particular Repertoire or For Leisure (Repertoire) 2020 only examination in accordance with AMEB's syllabus requirements. The 'For Leisure' (Repertoire) examination requirements for [Piano](#), [Saxophone](#) and [Singing](#) can be accessed from the provided links.

The Video Repertoire examination syllabus requirements are the same as an in-situ Repertoire examination syllabus requirements. Please refer to the relevant syllabus for the candidate's particular level and grade in the *2019 or 2020 Manual of Syllabus*.

Video For Leisure (Repertoire) examinations 2020 (only) do not require technical work, aural and/or sight reading, however, one additional repertoire piece is required. Please refer to the relevant For Leisure (Repertoire) examinations 2020 (only) syllabus links provided above for the examinations level and grade.

## Examination Performance Times

Video examinations must be recorded in one take.

### Video Repertoire examinations

The examination recording must run to the same timing as an in-situ Repertoire examination. Examination timings can be found in the *2020 AMEB Manual of Syllabuses*.

### Video For Leisure (Repertoire) examinations

Video For Leisure (Repertoire) examinations for 2020 only, the following times will apply:

- Preliminary: 8 min
- Grade 1: 10 min
- Grade 2: 12 min
- Grade 3: 13 min
- Grade 4: 13 min
- Grade 5: 15 min
- Grade 6: 20 min
- Grade 7: 25 min
- Grade 8: 30 min



## Accompaniment and Accompanists

Many examinations require an accompaniment. If a work is written with accompaniment it must be performed with an accompaniment. Providing the candidate complies with the Australian and State Governments' current health directives about gatherings, social distancing, home confinement and visitors to a household, a live accompaniment is permitted. The accompanist may be part of the same household as the candidate. The supervisor of the examination may also be the accompanist. Otherwise, AMEB has produced recorded accompaniments available for download for instruments up to Grade 3.

### Non-AMEB Recorded Accompaniment

Almost all AMEB syllabuses have Recorded Accompaniments from Preliminary to Grade 3. Where these accompaniments are available for the candidate's examination these must be used.

In 2020, because of the extreme circumstances we are in, the AMEB Federal Board has allowed the use of recordings up to Grade 8 in all syllabuses where they are required. Our recommendation is that a candidate engages an accompanist to produce an accompaniment for their performance that will then be allowed to be used as part of the video examination. This is not an ideal situation of course but, in the event that a candidate cannot have two people in a room for this purpose and latency on the internet makes ensemble playing impossible, it is the best solution for this year only.

It is recommended that candidates work with an accompanist online as much as possible. The candidate should play for the accompanist demonstrating the various tempo changes that they wish to make in their performance and then the accompanist is to produce an accompaniment as best as possible that matches the candidate's playing.

Finding an accompanist and agreeing on payment rates is a matter for the candidate and the accompanist.

This arrangement is made possible under a Casual Blanket Licence provided by APRA AMCOS. This has a number of restrictions for works that are under copyright that the candidate must adhere to as part of this process. These are listed in full on the APRA AMCOS website but the key ones are:

- that the candidate can't use the recording to perform in public (e.g. it cannot go up on YouTube, publically)
- the accompaniment must be an audio recording
- the recordings can't be sold commercially – so the accompanist cannot put it on the internet and sell multiple copies.

Essentially, the candidate and accompanist should consider this a private arrangement and the recording cannot be used in any public forum or format and should only be used for practice and then for the candidate's AMEB examination.

The restrictions that apply to this interim licence granted to AMEB by APRA AMCOS are many and include:

1. NO permission is given to communicate AMCOS Works to the public or perform AMCOS Works in public.
2. NO permission is given to reproduce AMCOS Works into an Advertisement.
3. NO permission is given to reproduce AMCOS Works or lyrics in graphic form (other than Karaoke Recordings).

4. NO permission is given to reproduce AMCOS Works or associated words to promote any product or service.
5. NO permission is given to Synchronise AMCOS Works with audio-visual matter.
6. The licence DOES NOT include the right to reproduce, perform or communicate Sound Recordings.
7. The copies created under this agreement MUST NOT be used for commercial sale or distribution.
8. The source AMCOS Works reproduced must be on a recording owned and legitimately purchased.
9. The Term as specified on the application is not automatically renewed. Any extension of the Term will require a new application.
10. The copying of AMCOS Works under this licence must occur in Australia (The Territory).
11. This licence excludes reproductions made for the purpose of background music or music on hold at premises owned or occupied by the applicant.

If a candidate intends to use a non-AMEB Recorded Accompaniment, it may be worthwhile asking the accompanist to include a couple of tuning notes at the beginning of each piece. If a piece begins with an anacrusis initiated by the candidate or there is no piano introduction, the accompanist should provide a sufficient recorded “count-in”.

### **Commercially produced accompaniments**

Some commercially available accompaniments may be available and suitable for list pieces for video examination purposes. Please note, some Level 2 pieces may not work well with a recorded accompaniment.

## **Assessment of Video Examinations**

AMEB Qld will schedule an examiner to assess examination recordings during the video examination sessions. The examiner will access the candidate’s examination recording through the *YouTube* link provided by the candidate. Assessment will be in accordance with the prescribed *2020 Manual of Syllabuses* grading descriptors, objectives and requirements.

Only the scheduled AMEB Qld examiner will watch a candidate’s video submission, and only for the purpose of assessment. Examiners will view the examination once only, in one sitting and will not rewind or review any part of the submission. Examiners will not share the video link with other examiners to gain advice or a second opinion.

The examiner will complete a written report providing the result. AMEB Qld will provide the report with the result and certificate of a successful examination to the enroller, the same as in an in-situ examination.

If the recording is not of acceptable quality, the examiner will not be able to assess the examination performance. It is the candidate’s responsibility to check that the recording was successful prior to submission. AMEB Qld will not be quality checking the video examination submissions.

If the examination is unsuccessful for any reason, and the candidate wishes to re-sit/re-submit a new recording for the examination, it will be viewed as a new enrolment for the particular level and grade. All new enrolment fees must be paid prior to a new submission.

## Complaints – Requests to re-watch videos, review results and/or reports or resubmit video examinations

All complaints received for face-to-face or video examinations are processed in line with the Department of Education's Customer Complaints Management, Framework, Policies and Procedures.

For fairness and equity reasons all video examination submissions are assessed applying the same assessment principles as face-to-face examinations.

- Any requests to re-watch the recorded video performance as part of a complaint (or for any other reason) will not be accepted as this cannot be replicated for face-to-face candidates.
- If a complaint involves a review of the result and/or report, AMEB Qld will review the complaint, the original examiner will review the report and provide feedback. The complaint, original examiner's feedback and the report will be sent to the Principal Examiner for deliberation and ruling. Note, at no point will the video be re-watched. AMEB Qld will then respond to the complainant with the outcome.
- Requests to resubmit video examinations will be regarded as a new enrolment. See Assessment of Video Examinations above.