



Queensland
Government



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

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Introduction

This document explains how to record and submit an AMEB Qld Video Repertoire Examination (VRE).

This document should be read by all candidates to ensure the best quality recorded examination is submitted. Video examinations which are of poor quality will be marked 'Unable to Assess', and no resubmissions will be accepted. Any request to resubmit a VRE constitutes a new enrolment and payment of a new examination fee will be required. Enrollers cannot re-submit the enrolment for the same exam in the same session.

VREs are assessed by a specialist AMEB Qld examiner against the relevant AMEB Syllabus objectives, Grading Descriptors and Regulations for the level and grade.

AMEB Qld offers two stand-alone video examination sessions (74 and 78) to all Queensland candidates. Enrolments are made via the [AMEB Qld Shop](#).

Recording the Video Examination in Queensland

To guarantee a candidate's VRE submission is valid for assessment:

1. The examination **MUST** be captured as a single, continuous recording – the recording must not stop or pause between pieces.
2. Video editing software **MUST NOT** be used for any purpose.
3. The video should provide a similar experience as closely as possible to a face-to-face exam.
4. It is the candidate's responsibility to ensure the video recording is of a suitable quality for examining purposes and has uploaded in its entirety. AMEB Qld will not quality check any video submissions.

What equipment should I record with?

A high-quality recording device should be used, including:

- A recent model smartphone or tablet.
- A recent model laptop or desktop computer with a 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 Zoom Q2n).

Please note:

- The built-in microphone and camera more recent model smartphones and tablets are of sufficiently high quality, though make sure you soundcheck first. For more information, refer to the **Sound (audio) quality** section below.
- *If the smartphone is compatible, audio may be improved by the use of a plug-in microphone, such as a ZoomiQ7; Shure MV88; RODE iXY or RODE 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).*
- Audio **MUST NOT** be edited or altered in any way, except to raise or lower volume as may be necessary. Candidates must not add artificial reverb or other effects.

Preparing a recording space

Record your examination in a quiet space where there is no significant background noise, and where you will not be interrupted. Do not record your examination in a bathroom or stairwell, where reverberation will interfere with the quality of the sound recorded. An examiner will want to hear as much of your natural sound as possible.

Other useful guidelines to make a clear and uninterrupted recording include:

- Power down, turn off or switch to flight mode any other mobile devices in the room.
- Tell all members of your household that you are recording an examination and cannot be interrupted, except for an emergency.
- Fully charge or plug your recording device into a charger to ensure it does not 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.
- It is recommended that you dress as you would for a face-to-face examination – to 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 (audio) quality

AMEB Qld recommends doing at least one soundcheck (trial recording) of a small part of your program before recording the whole examination. This will allow you to identify any issues before recording the whole program and quality assuring the recording. Sound-checking will allow you to ensure:

- **The sound of the instrument is not too loud and distorted.** Mobile phones and other devices record sound fairly well most of the time, but may struggle with high volume sound sources. It is suggested that you play some very loud notes to check for distortion. If the sound recorded is frequently distorting, you may need to experiment in a larger room or try positioning further away. 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 the other. 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.
- **You are happy with your dynamic range.** Recording devices may compress the audio of your recording which could impact your dynamic range if you are not aware of it.

- NB: Percussion Instruments – Ensure the performance caters for best sound and to provide opportunity for the candidate to demonstrate interpretative ability and stylistic considerations, appropriate for the repertoire exam e.g. Foot stomping may require a hard surface rather than carpeted floor to enable a resonate tone and broad dynamic range.

Video quality

Video resolution of 720i or 720p is recommended (minimum 480p), with a maximum of 1080i or 1080p.

Other factors to gaining a satisfactory image include:

1. **Lighting/ positioning:** Position yourself in a well-lit spot without 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 for the examiner 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 far enough away from one side of the piano so that you and your hands on the keys are visible on the keyboard and that the pedals can be seen. For **singing**, the camera must be positioned to capture the full body. Ensure the camera is not set up to mirror the image (not recorded using the selfie camera as this can reverse the image).
3. **Keep the footage as steady as possible:** Check the height and angle of the recording device. Ensure the camera is as stable as possible, preferably using a tripod or camera mount if available. Avoid zooming in and out during the examination.
4. **If a candidate does not have access to a tripod**, other useful household solutions can be found here:
 - [Recording from a smartphone](#)
 - [Recording from a tablet](#)

How to Record the Examination

Before you start

1. Ensure you have read all the information in this document.
2. Check that you have prepared against the relevant syllabus requirements for Video Repertoire and/or 'For Leisure' Repertoire examinations.
3. Sound-check (trial recorded) your examination in part, including some with accompaniment and one of your spoken introductions.
4. Check the examination set-up and that you are comfortable, confident and ready to commence your recording.
5. An adult supervisor **MUST** be present in the room with you from the beginning, and for the duration of the examination recording.
6. The supervisor **MUST** verify that you have undertaken the recording in accordance with the VRE requirements on your submission form.

Sitting the examination

The examination performance should proceed as though the examiner is in the room. Recordings **MUST** be completed in one continuous take with minimal gaps between pieces, and with no pausing of the video camera.

1. Introduce yourself by announcing your name and discipline, the examination you are undertaking.

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 2 for all pieces, continuously recording the performance of all works in succession without stopping or pausing the recording, though you may take a little time between pieces.
4. Do not rush your performance
5. At the completion of all pieces, stop the recording.

Final steps

1. Save your examination using the following naming convention:
[Candidate No., SURNAME, first name, instrument, grade, date (ddmmyyy)]
e.g. 123456, SMITH, Allen, Trumpet, Grade 4, 10042022
2. Check the video recording before submitting the link to AMEB Qld to ensure picture and sound are of a good quality and that the whole examination was successfully recorded. Check the video to ensure it has not been recorded as a mirror image.
3. Complete the submission by uploading your recording to YouTube guidelines below.

Uploading a Recording to YouTube

VRE and FLREs, MUST be submitted privately to AMEB Qld via a YouTube link.

The candidate MUST:

- Create a Google account
- Create a YouTube channel
- Upload the video
- Set the video privacy settings to **unlisted**


The video will 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**.

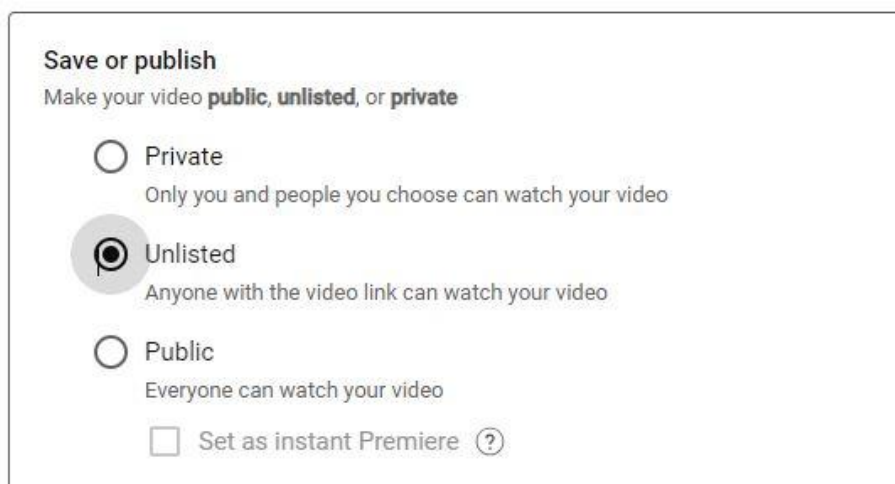
Upload video

Each standalone video examination session has its own submission date. Please ensure you are familiar with it and have uploaded your recording by 12 midnight on the relevant submission date, by:


6. Logging in to your YouTube account and selecting 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.)

Visibility

Choose when to publish and who can see your video



Save or publish
Make your video **public**, **unlisted**, or **private**

- Private
Only you and people you choose can watch your video
- Unlisted
Anyone with the video link can watch your video
- Public
Everyone can watch your video
- Set as instant Premiere 

8. Click **Select files to upload** or simply 'drag and drop' the video file to the window.

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. Once uploaded, check to ensure the whole video was uploaded successfully.
11. Select the video to be submitted to AMEB Qld, then click **Share**, which is displayed under the video on the right.
12. After the share window pops up, click **copy**, next to the URL, to copy the link to the clipboard.
13. Shortly after the close date of a session, the exam will be scheduled and an email released to the enroller advising to log into their AMEB Qld online account to download the Candidate Examination slip which includes an Examination Submission link. This form can be completed by the enroller or emailed to the candidate for completion.
14. Open the Examination Submission link. The Video Submission webpage is unique to each candidate and will be prepopulated with the enrolment details.
15. Carefully complete the submission form webpage; noting your pieces in the order in which they are played.
16. Ensure the supervisor completes the supervisor declaration. Submissions without a supervisor's declaration will not be processed or assessed.

17. Paste your examination link on to the space provided at the bottom of the AMEB Qld Video Submission webpage.
18. Ensure the video submission form details are correct as revisions will not be able to be made once the examination has been submitted.
19. Click the “Submit Examination” button to submit your examination.

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

NB: Video examinations may be used for examiner training purposes. By submitting this recording, you are giving consent for AMEB Qld to use the video for examiner training purposes.

Syllabus Requirements Video Examinations

Teachers should prepare the candidate for the particular Repertoire or ‘For Leisure’ Repertoire examination (VFLRE) in accordance with AMEB’s syllabus requirements.

Examination Performance Times

The examination recording MUST run to the same timing as a face-to-face Repertoire examination; however, there is no need to rush the performance. Timings can be found in the *relevant AMEB Manual of Syllabuses*. Again, video examinations must be recorded in one take.

Accompaniment and Accompanists

Enrollers must prepare candidates according to syllabus requirements regarding accompaniment.

Many examinations require an accompaniment. If a work is written with accompaniment, it must be performed with an accompaniment. . 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

Finding an accompanist and agreeing on payment rates is a matter for the candidate and the accompanist. A live accompaniment is preferred. Refer to the current *Manual of Syllabuses* for instruction regarding Accompanists.

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 *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 a one-off assessment. Examiners will view the examination in one sitting and 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 or their supervisor'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 video is incomplete, the examiner will only assess the visible components of the examination.

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. The new enrolment cannot be in the same session.

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 principles as a face-to-face examination.

- 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.
- 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.