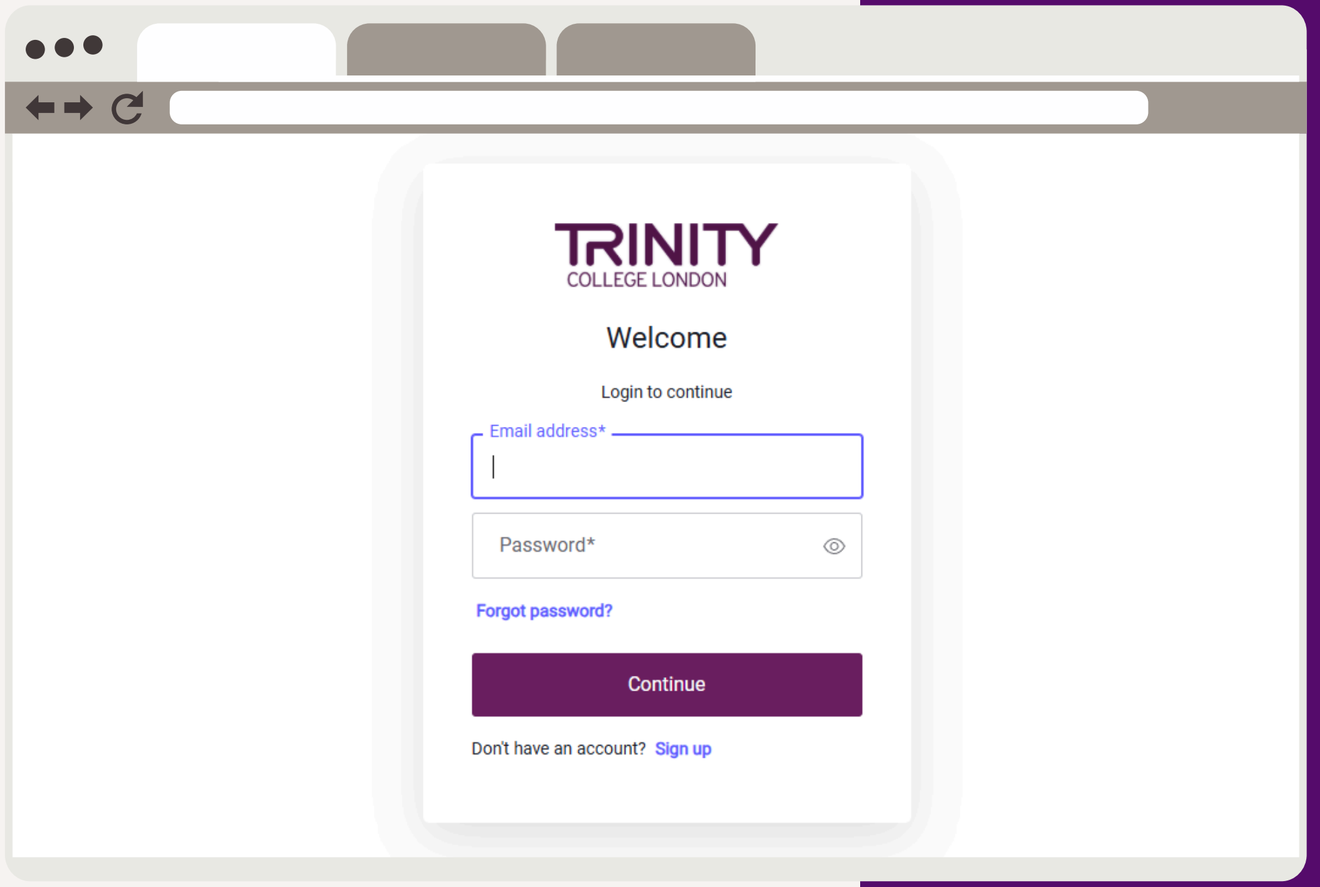
STEP BY STEP GUIDE

to submit your music exam

TRINITY COLLEGE LONDON

Music Digital Grades & Diploma Exams
are now submitted in the MyTrinity Platform



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The person who books the exam can submit the performance themselves, or nominate the candidate (if aged 18 or above), a parent/guardian or a teacher.

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If you have been named the Submitter for one or more exams, you will receive an email invitation to MyTrinity.

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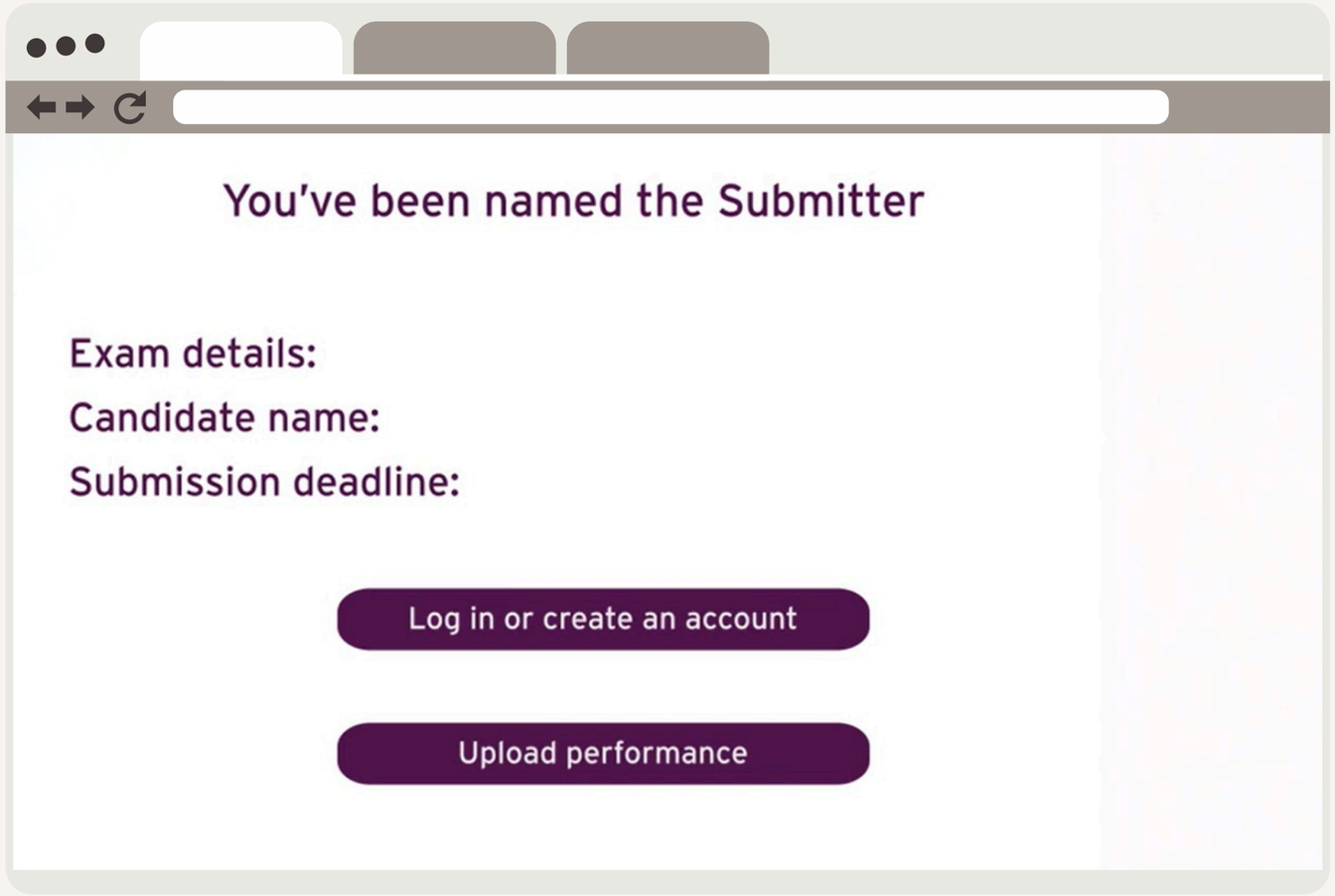
Check the exam details and make note of the submission deadline.



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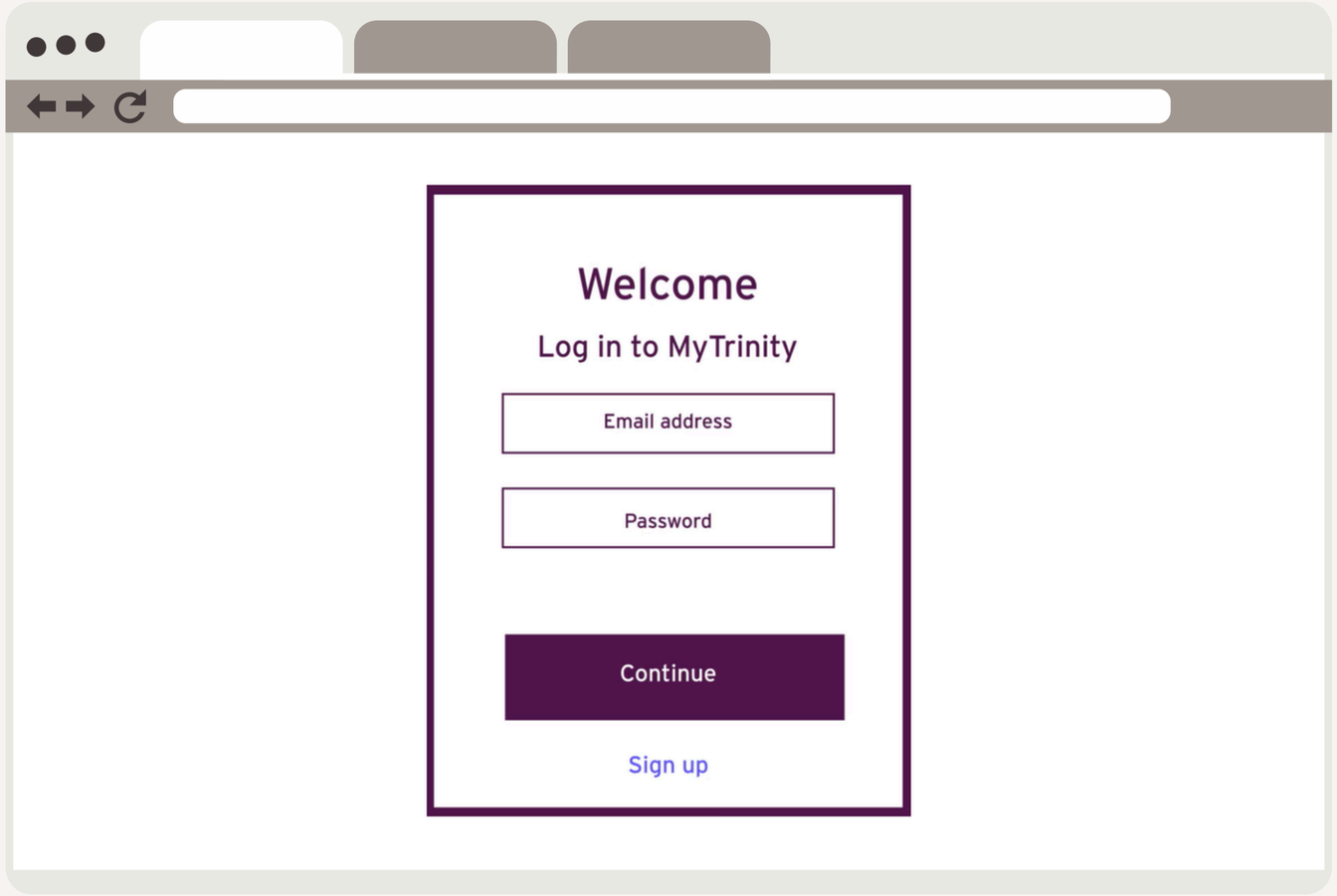
Log in to MyTrinity or sign up to create an account if this is your first time using the platform

Use the same email address that the invite was sent to



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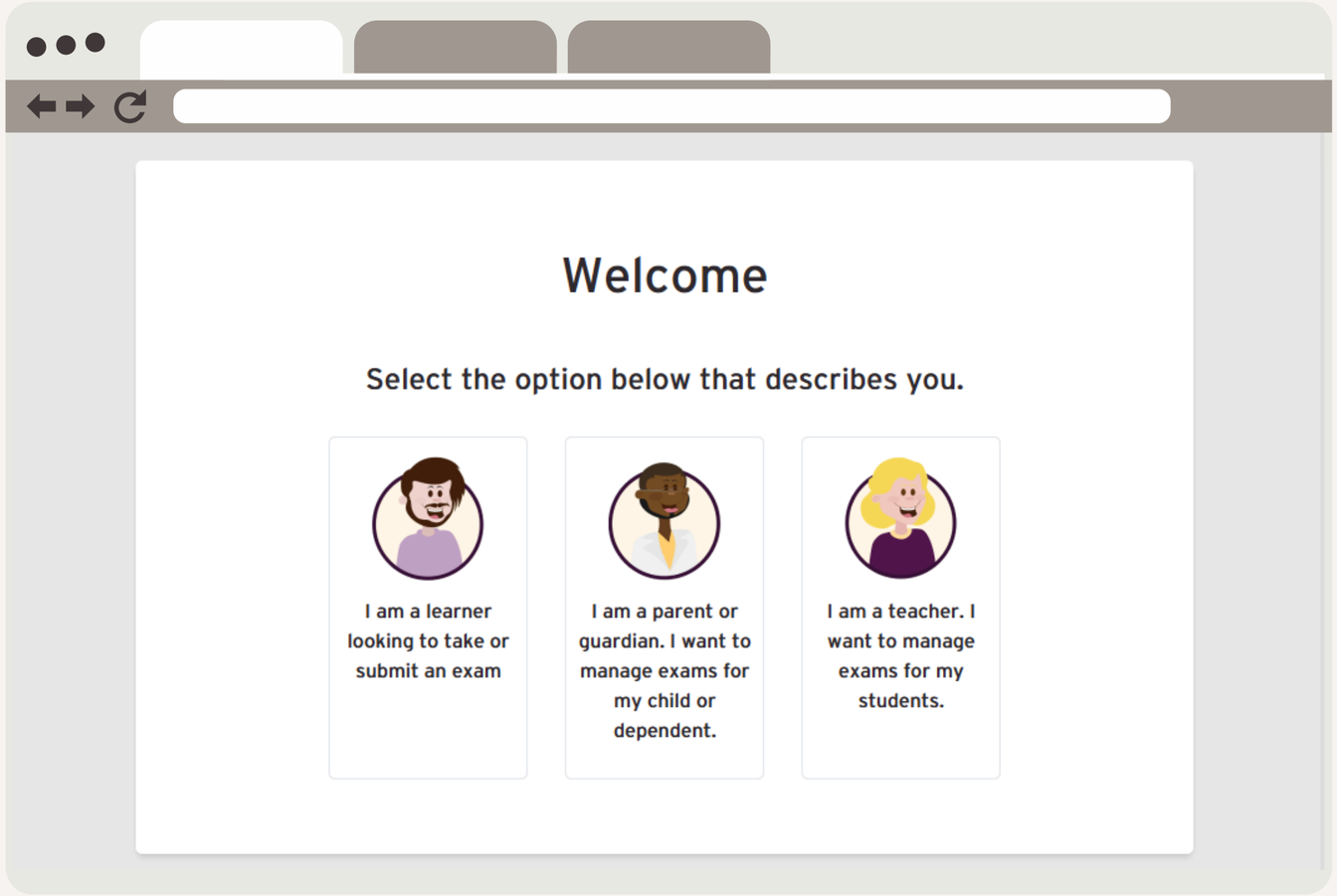
Depending on how your exam was booked, you may have to choose a profile that describes you

You have 28 days to submit the exam. Your email will state the exact deadline for the submission. You can also view the deadline and submission status in MyTrinity.



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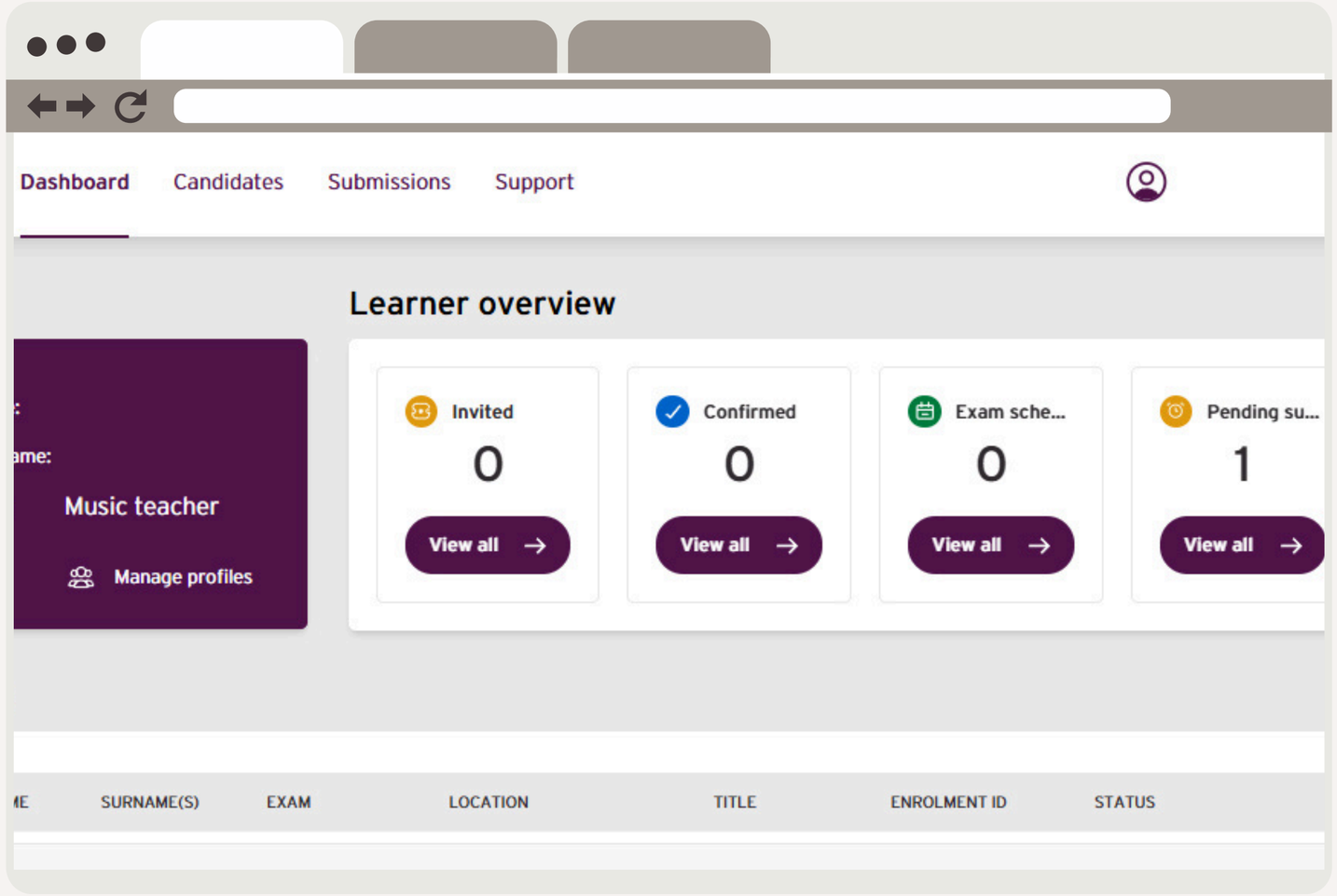

Pending Submission can be found in dashboard

Candidates can follow the link on their dashboard to access the submission form.

Teachers, parents, and centres will find all pending submissions on the submissions tab

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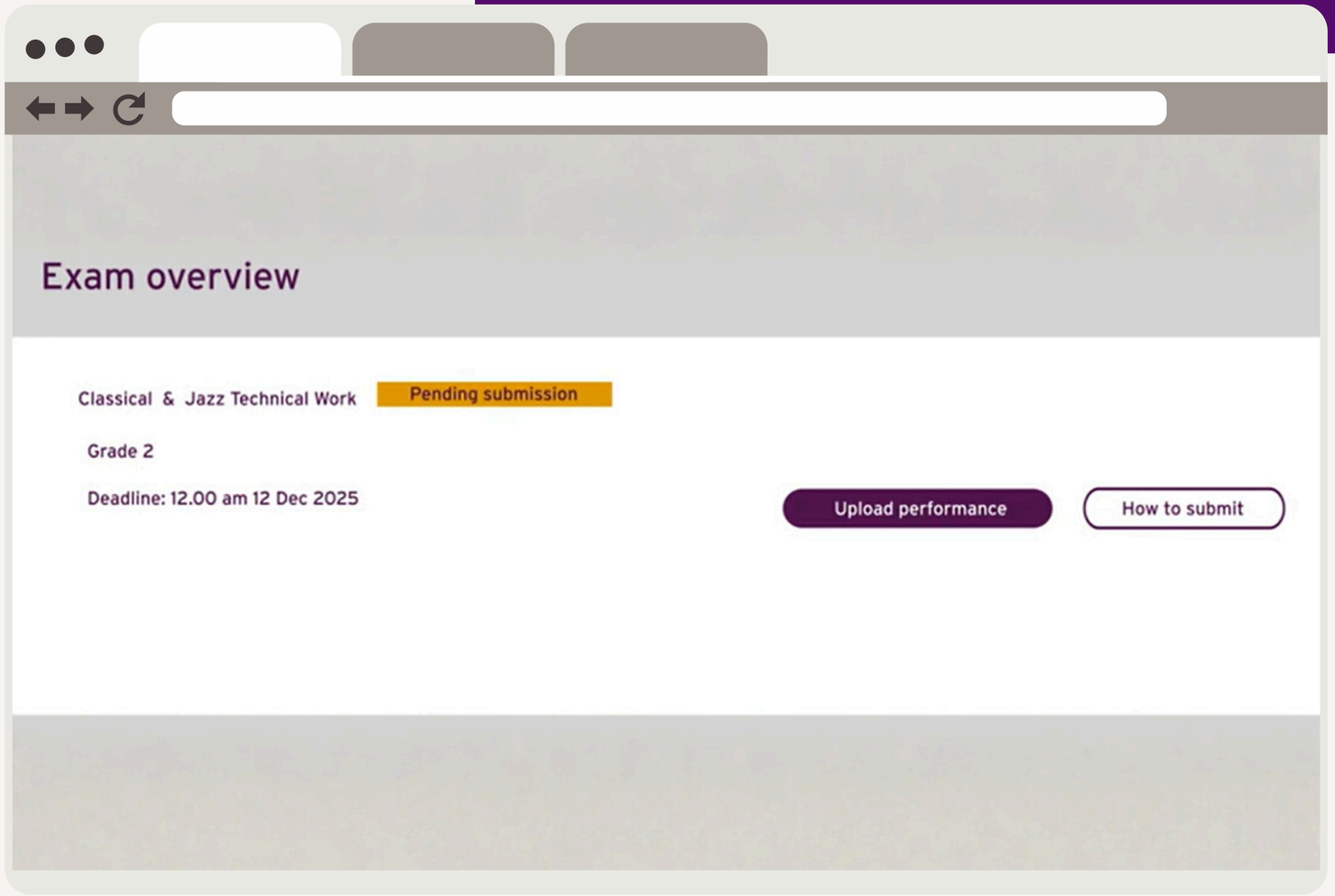
Uploading Performance

On the Exam overview page, click Upload performance to open the submission form.



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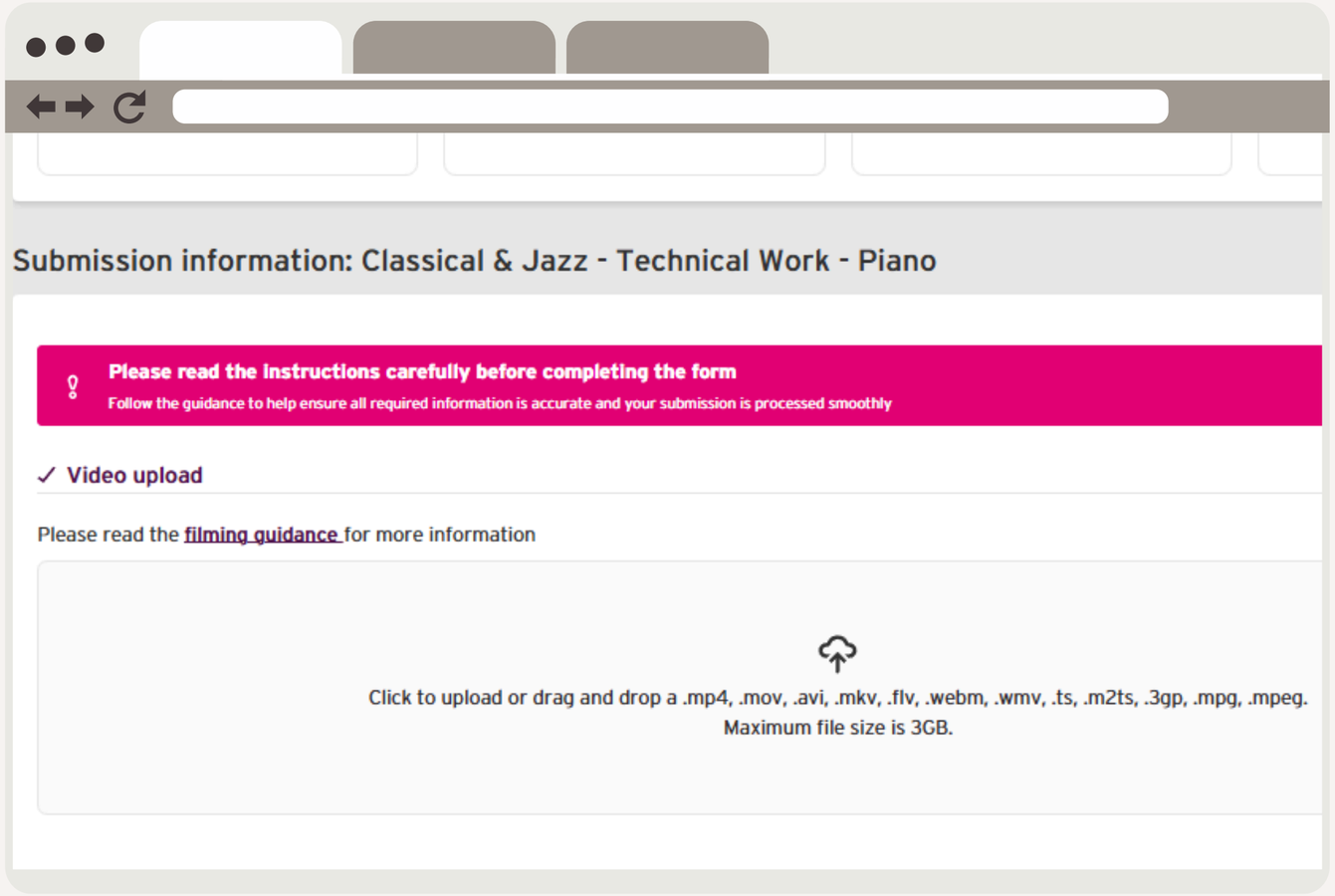
Upload your performance video in the box

You can review the video in the page to make sure it is correct.

Performance video have to be **less than 3GB in mp4 or mov**



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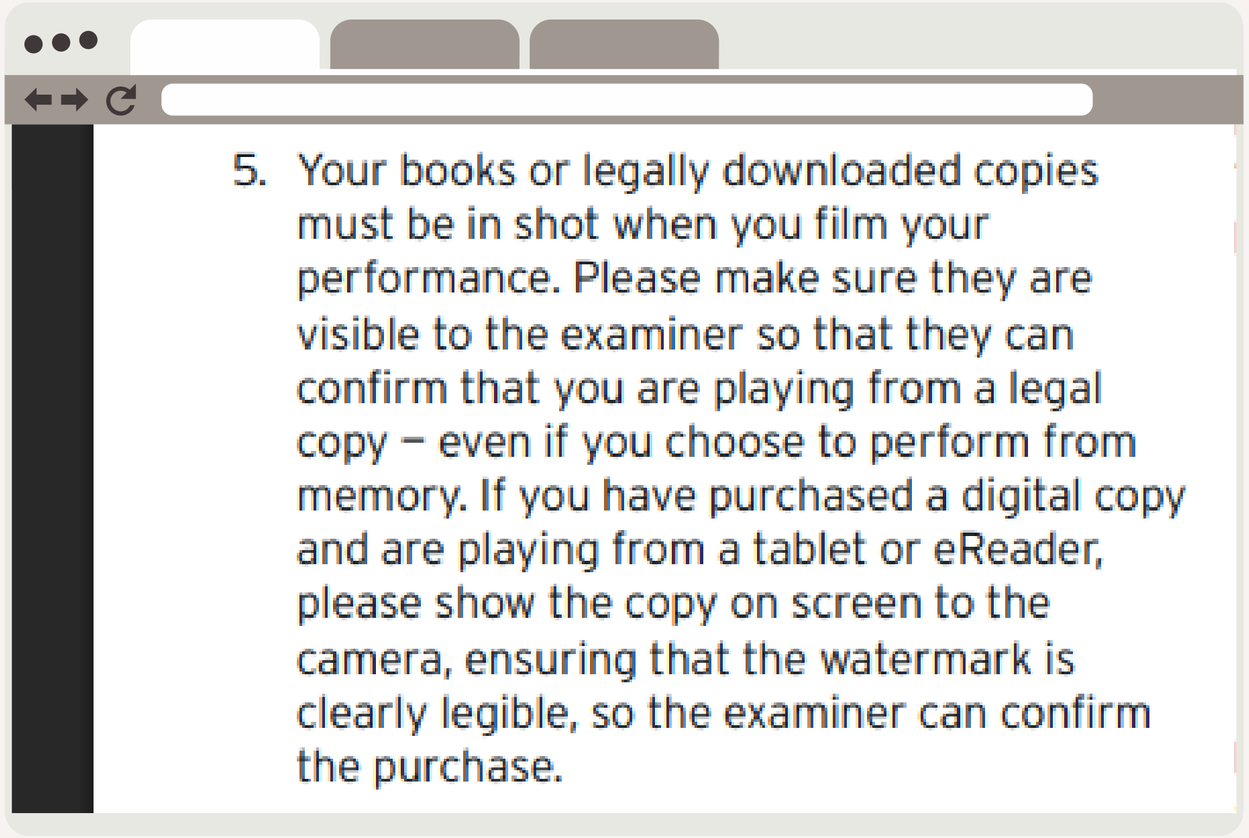
Updated requirement for submission

Candidates no longer need to submit a photo of them holding the exam book. However they are **required to show the music book/legal download to the camera at the beginning of their performance.**



5. Your books or legally downloaded copies must be in shot when you film your performance. Please make sure they are visible to the examiner so that they can confirm that you are playing from a legal copy – even if you choose to perform from memory. If you have purchased a digital copy and are playing from a tablet or eReader, please show the copy on screen to the camera, ensuring that the watermark is clearly legible, so the examiner can confirm the purchase.

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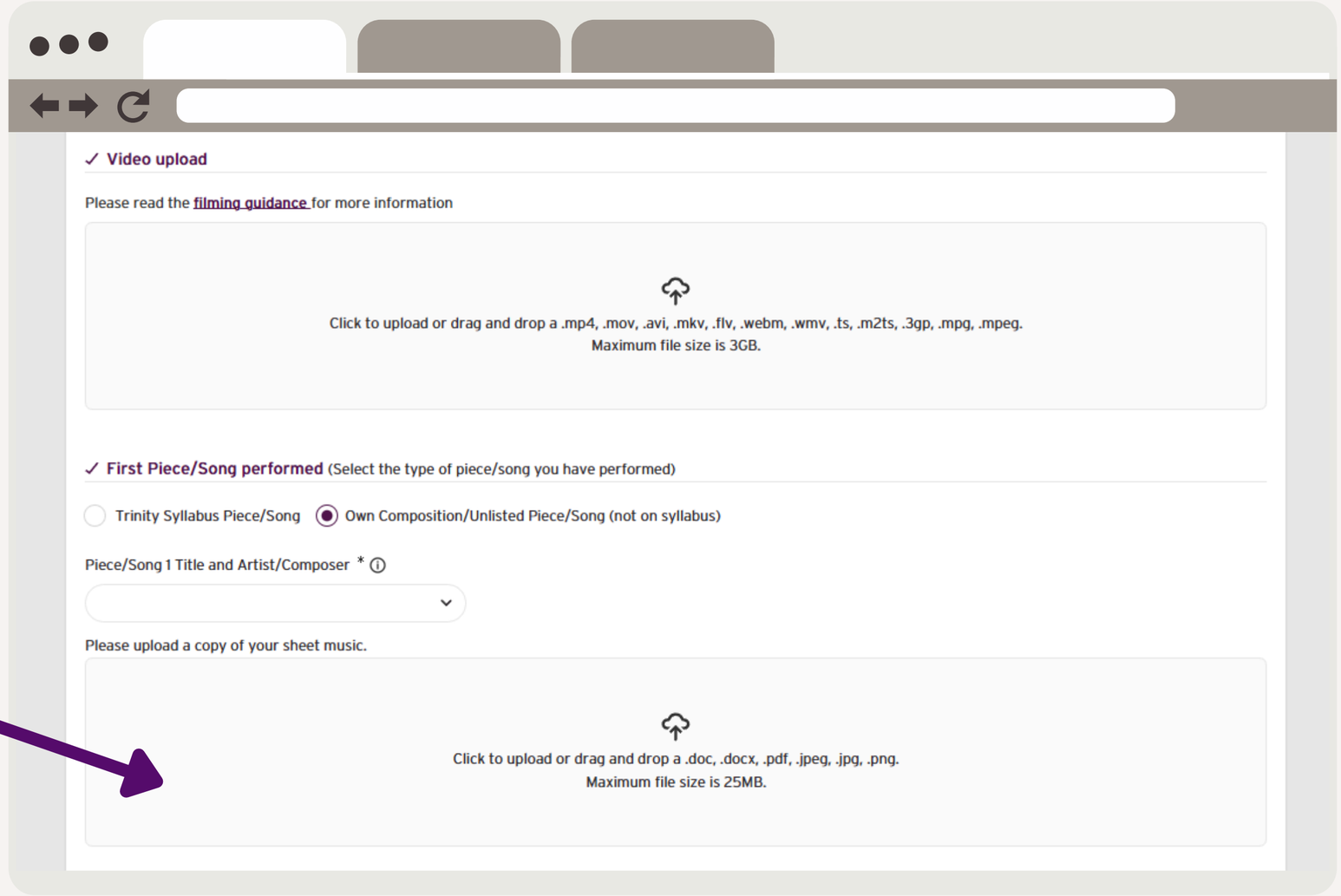
Supporting Documents

Add information about each of your pieces in the correct order of performance. Upload supporting documents for respective pieces.

Upload box will only appear if “Own Composition/Unlisted Piece/Song (not on syllabus” is selected.



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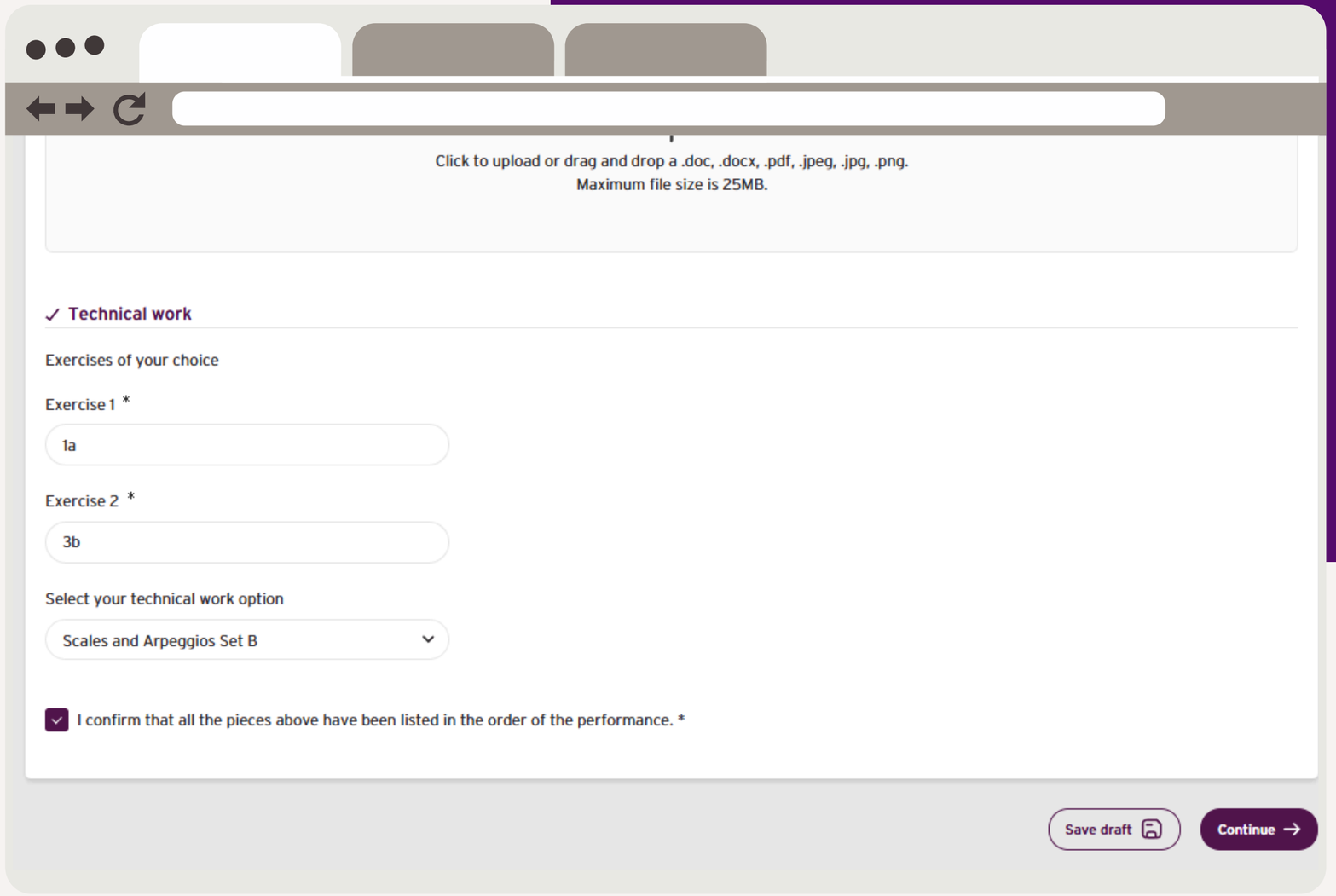
Review

Complete your submission, or save as draft to complete later.

You will receive an email to confirm that your submission has been completed.

The status will change to Exam submitted in MyTrinity



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