



The Music Academy SA



Digital Examination Video Recording Information Manual

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Examination Entries Only

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Before you begin

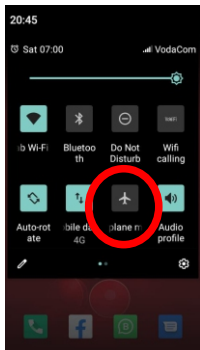
Your filming environment

Here are a few important things to consider before you start your recording of your video examination:

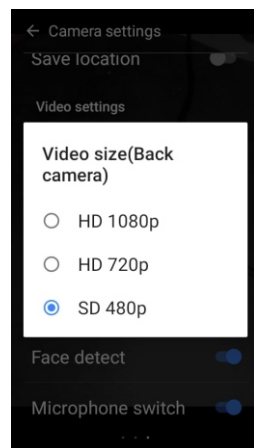
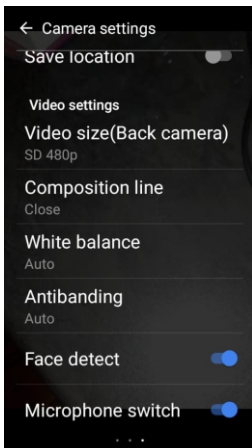
- ♪ Choose a quiet room without disruptions.
- ♪ Make sure that there is enough light so that your video will record clearly and that it is visible.
- ♪ Make sure that all your phone settings is correct.
- ♪ Make sure your instrument is visible.
- ♪ Make sure that no background noises and other disruptions will be recorded.

Phone settings

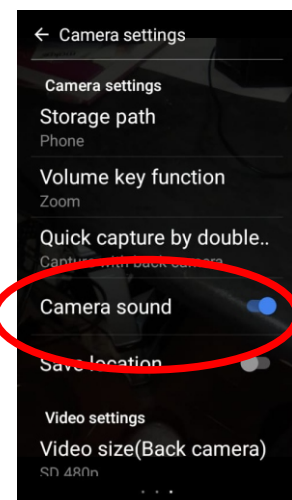
- ♪ Set your phone on Airplane mode while recording. See photo below



- ♪ Ensure that your video size is set at SD 480p. See photos below.



- ♪ Ensure that your sound recording is on.



Camera Location

This is one of the most important aspects that is very important when recording your video for examination purposes.

Please ensure that the camera is placed in the correct position as indicated in the photos below.

CORRECT



CORRECT



INCORRECT





What is required from the candidate.

The candidate is required to do the following:

Please ensure that the candidate follow this steps carefully.

1. REMOVE ALL MASK'S SO THAT THE CANDIDATES VOICE IS CLEAR.
2. Candidate must announce his or his name & surname clearly in the beginning of each recording.
3. Candidate must announce what they will be playing for eg. Scales (with the name of the scale), List A(with the name of the music piece)
4. This must be done with each section that is recorded before section is played.

Start recording!

Start recording

Please follow the following steps when recording.

1. First record a test run and save the video. Then have a look at the video to ensure that the video is recorded correctly and that the sound quality is correct.
2. Record each section of the exam as a separate video and save the video under the name of the section that has been recorded.
3. Ensure that all sections is recorded according to the publications.
4. Record the video's in the same order as in the publications starting of with the sight reading section and ending with the List C music piece.



Saving your recording!

Saving your recordings

Please follow the steps when saving your video's.

1. When saving your video's please ensure that it is save under the correct name of the section for eg. Sight Reading, Aural, Scales, Genre Style and so on.
2. You can save the video by given them numbers before the name of the section for eg. 0001 - Sight Reading, 0002 - Aural, 0003 - Scales and so on.
3. Count the sections of the publications that will be recorded. Then make sure that the same amount of video's has been recorded. This will ensure that no sections if left out.

Sending your recording!

Sending your recordings

There is 2 different options to sending your recordings. Each one follow different methods. Please read each one carefully.

Whatsapp Method

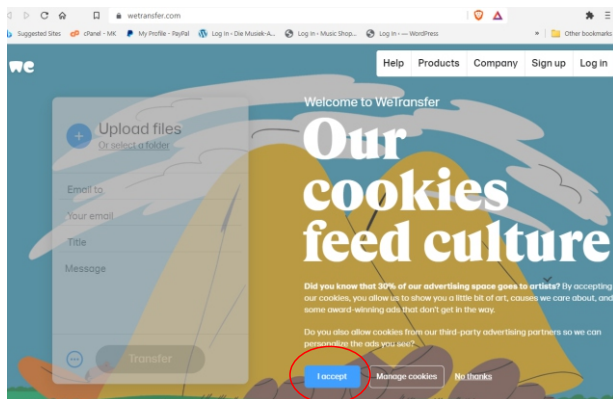
- 1 When sending your video's via whatsapp ensure that your recording settings is correct, otherwise the video's will be to large to send via whatsapp.
2. Send each section that was recorded to the following cell phone number
(071) 317 0233
3. Before sending the video's please send a standard whatsapp message to the same number notifying The Academy that you will be sending the video's.
4. In this message also mention how many video's you will be sending.
5. After the video's has been send The Academy will check that the correct amount of video's has been received. You will then be notified if all the video's has been received or not.

Sending your recording!

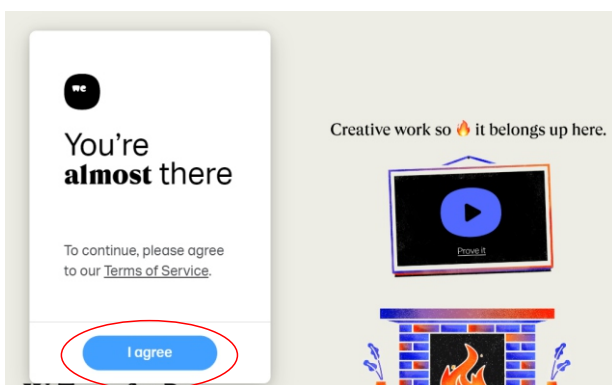
The second option that is available for send the video's is via WeTransfer. Please follow this sets.

WeTransfer Method

- 1 First go to you internet browser on your computer. Type in the following address:
www.wetransfer.com
2. The following will appear:



3. Press the I accept button and the following screen will appear:

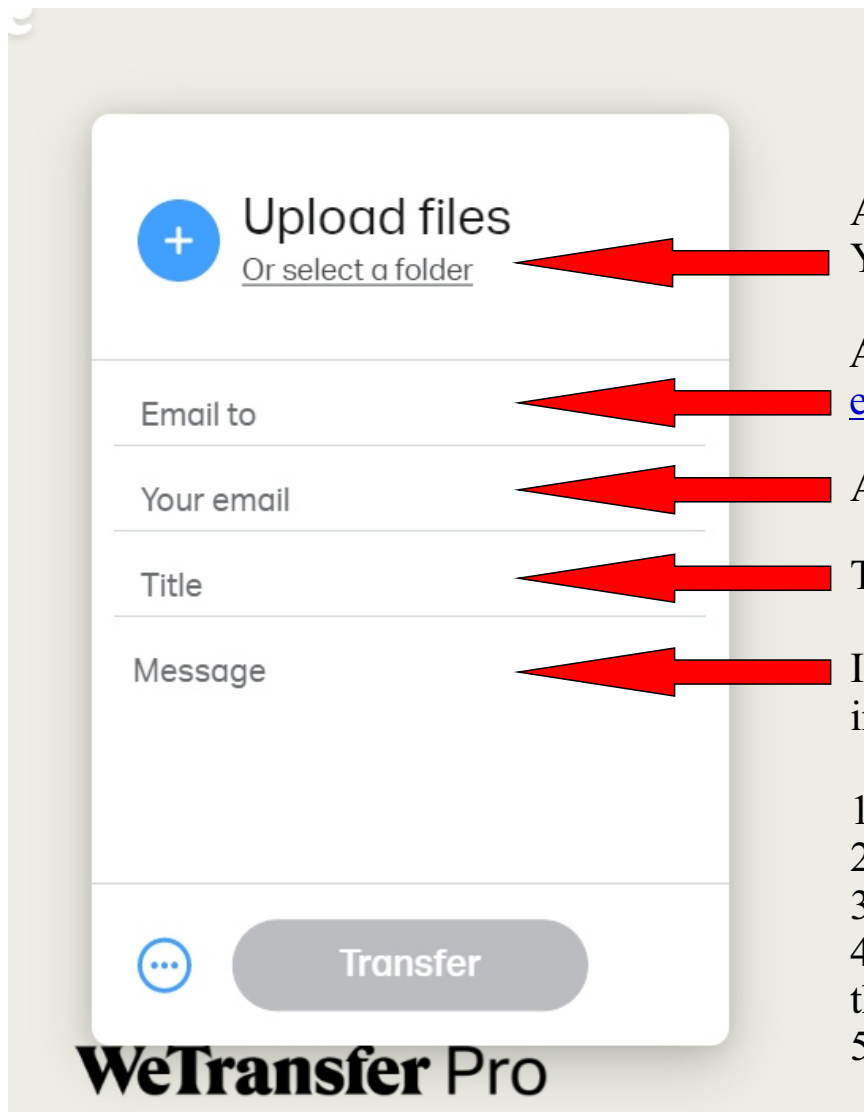


4. Press the I agree button and the following screen will appear - please see next page.

Sending your recording!

WeTransfer Method continue

5. This section is very important to follow. See information on the right hand side of the picture:



The screenshot shows the WeTransfer Pro interface. It has a white background with a light gray border. At the top left is a blue circle with a white plus sign. To its right is the text 'Upload files' in bold, followed by 'Or select a folder' in a smaller font. Below this are four input fields: 'Email to', 'Your email', 'Title', and 'Message'. At the bottom left is a blue circle with three white dots. To its right is a gray button with the word 'Transfer' in white. Red arrows point from the right side of the page to each of these elements: the 'Upload files' button, the 'Email to' field, the 'Your email' field, the 'Title' field, and the 'Message' field.

Add the videos that you want to send.
You can send all the video's at once.

Add the following email address here.
exams@themusicacademysa.com

Add your email address here.

The name of the videos will show here

In this section write the following information:

1. Teachers Name & Surname
2. Candidates Name & Surname
3. Candidates Instrument & Grade
4. Total Amount of Videos included in this email
5. Press Transfer

6. You will then get a verification code in your email that will be required that must be filled in. Fill in this code and press verify.
7. Your email will be send.
8. Send a whatsapp message to The Academy that you have send your video's.

THIS SERVICE IS FREE OF CHARGE



Receiving your results

The Results

After the video's has been received by the Academy, one of the examiners will assess the video's.

After the examiners has supplied the Academy with the results, the Academy will issue the certificates within 7 - 10 days after the video's has been received.

The rapport forms & certificates will be uploaded on the teachers profile. Notifications will be send out to the teachers with a link to the teachers profile. All the documents will be available to download in PDF format.

Any inquiries can be directed to:

Head of Examinations

Email: exams@themusicacademysa.com

Please ensure that the correct email address is used.