



# **AIM REMOTE PERFORMANCE EXAM GUIDELINES**



# REMOTE EXAM RECORDING GUIDELINES

## Technique Recording Guidelines

The technique sheets with circled keys (as applicable) will be sent via email to all remote students on **Friday, April 19 at 8:00am**. The submission deadline for the entire remote exam is **Sunday, April 21 (by 11:59pm)**. Students have 3 days to record their technique.

**All elements on the Technique sheet should be recorded in one take.**

For example, a level 5 Technique video would include: Scales & Chord Progressions, Triads and Inversions, and Arpeggios in **one continuous video**. Any editing in the form of cutting, splicing, or adding video clips is not allowed. Students are expected to treat this video as they would an in-person exam where all the technique elements are played consecutively.

When given **choice of keys** (Levels 3, 4, 7, 8, 9, 10, 11, 12), students must circle their chosen keys on the Technique Sheet and upload the PDF to their Google Drive Music Folder.

**Level 10, 11 and 12 arpeggios:** students should prepare and record both keys for each category. The judge will select one of those keys to evaluate.

**Fingers must be clearly visible so that judges can accurately evaluate the fingerings.**

Recommended camera angle: from the side profile and elevated enough to see the entire keyboard and fingers of both hands. *See example below.*



## Repertoire Recording Guidelines

**Each repertoire piece should be recorded in separate takes.** Repertoire pieces may be recorded at any time before the submission deadline. The entire student's body, arms, legs (especially if pedaling) and all fingers of both hands must be visible in the video. The music rack should be visible so the judge can verify the memorization requirement. Music racks should be cleared of any objects when performing a piece by memory. Any editing in the form of cutting, splicing, or adding video clips is not allowed. Students are expected to record their pieces in one attempt as they would perform an in-person exam.

Students are not required to announce their pieces, but they **MUST** rename their videos to include their name and the title/composer of their piece.

**Failure to comply with the guidelines listed above will result in the Judge's request for the student to re-record their video. All re-recorded videos must be submitted by the end of the video evaluation period (before April 28, 2024 at 11:59pm); otherwise, the exam will be marked incomplete.**



## REMOTE PERFORMANCE EXAM – SUBMISSION GUIDELINES

The links to each student's YouTube Playlist and Google Drive Music Folder were submitted on the Performance registration form. Videos and scanned music PDFs can be added to the YouTube Playlist and Google Drive Folder respectively at any time up to the video submission deadline: **April 21, 2024 (by 11:59pm)**. As always, teachers are responsible for reviewing each student's video for accurate content and appropriate sharing settings.

### Watch How-to Video Tutorials

Need help with your video submission? Click any of the links below to watch our tutorial videos where AIM Coordinator Jennifer Cohen will guide you with step-by-step instructions on each step of this process.

[How to Create a YouTube Channel](#)

[How to Create a YouTube Playlist](#)

[How to Add Videos to your Playlist](#)

[How to Create a Google Drive Music Folder](#)

[How to add Music Files to your Google Drive](#)

### How to Create a YouTube Playlist

A YouTube Playlist is a group of videos that play in a specified order.

1. Go to [www.youtube.com](http://www.youtube.com). Click on your YouTube avatar on the upper right and select **YouTube Studio** from the menu.
2. Select **Playlists** from the menu on the left
3. Click on **New Playlist** on the upper right
4. Name the Playlist with Student's name and level. Under Visibility select **Unlisted**.
5. Open your newly created playlist and click on the Share arrow to copy the playlist link. This is the link that should be sent to your teacher who will collect all their students' info and submit on their behalf.
6. Add your uploaded videos to this playlist. The videos in the Playlist can be reordered and added/removed at any time before the April 21<sup>st</sup> deadline.

The following chart lists how many videos are required at each level.

Level 3	3 videos total (1 technique, 2 repertoire)
Levels 4-9	4 videos total (1 technique, 3 repertoire)
Levels 10-12	5 videos total (1 technique, 4 repertoire)

### How to Upload Videos to YouTube

Please upload each pre-recorded video to the student's (or parent's) associated YouTube channel.

Follow these steps when entering the details of each video:


1. **Title:** enter the Title and Composer of the piece
2. **Playlist:** select your newly created Playlist
3. **Audience:** No, it's not made for kids
4. Bypass **Video Elements** and **Checks** by clicking **Next** twice.
5. **Visibility:** Unlisted
6. **Save**



## How to Create and Share Google Drive Music Folder

1. **Create** a folder on Google Drive (can be the parent's Google Drive account) and name the folder with the Student's Name and Level. *For example, Sam Smith, Level 4*
2. **Share** the folder link to the teacher, who will then copy and paste this link onto the registration form.  
*Other web-based sharing platforms like Dropbox or OneDrive are accepted as well.*

**Important:** Change the Restriction settings so that anyone can access the contents of the folder.

- Click **Share** or **Share** 
  - Under **Get Link**, click on **Change to anyone with the link: Anyone on the internet with this link can view.**
  - Click **Done**
3. **Scan** all pages of the sheet music into a PDF file using a scanning application on a mobile device such as Notes, Scanner Pro, or Cam Scanner. Each piece may be scanned as a separate file or combined into one.
    - All scanned music must be aligned and legible.
    - Number the measures before scanning. For longer pieces, numbering the first measure of each system will suffice.
  4. **Upload** the scanned music PDFs directly to the student's Google Drive Music Folder. Files may be added/removed at any time before the April 21st video submission deadline.