



## ANZCA Digital Examinations format in 2021

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In 2020, ANZCA devised a new examination format allowing students to continue with their studies throughout lockdown and social isolation restrictions. ANZCA will continue to offer Video examination formats as a permanent option moving forward. This means students can enter for any of the three main sessions regardless of their location.

### Video Examination process up to Grade 5

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**Students up to Grade 5** are only required to present Technical Work and pieces. Students record their exam and upload it to ANZCA via a Dropbox link. **Students are required to submit a “practice video file” so they are familiar with the process on exam day (more details below.)** If students have previously submitted a successful video, or they will sit at the teacher’s studio, they do not need to submit a practice video.

*Because not all sections of the examination are assessed, this type of examination will be named differently. The report and certificate will now include “(Video)” after the instrument name. For example:*

*Joe Brown  
Modern Pianoforte (Video)  
Grade Two*

### Video Examination process – Grade 6 and above

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**Candidates from Grade 6 and above** are required to complete all sections of the examination and will have their exams conducted by Zoom/Skype for the Technical Work, Aural Tests, Sight Reading and General Knowledge. They will then record their pieces and upload them to ANZCA.

*Examinations from Grades 6 and above are regarded as equivalent to face to face examinations (as all sections are assessed), and they will not have this addendum on the certificate or report.*

### Performance Examinations

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*All levels of the Performance examination can be conducted through the Video format and are regarded as equivalent to face to face examinations as all sections are assessed. They will not have the “(Video)” addendum on the certificate or report.*

### Accompanists

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Please note that the existing accompanist requirements for each respective syllabus will remain for the video-exam format. In many cases, your students will already be using recorded accompaniments for practice purposes, and these would also be acceptable to use in their exam.

## Here's a brief overview of the Video Examination process:

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1. Student records their performance either at home or at the teacher's studio, on a mobile phone or video camera.
2. The teacher or parent can be present during the exam for the following purpose only: *to ask the student the technical work and to introduce each piece*. Coaching is not permitted under any circumstance.
3. A printer or iPad/tablet is required to retrieve the Tech Work, which is emailed before the start time.
4. The student uploads the file to ANZCA immediately after completing the exam from the link provided in the Tech Work email.

## Video Examination format

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- Students record their examination at home or at the teacher's studio on a mobile phone, tablet or on a video camera. Mobile phone quality will be more than adequate for the task.
- It's recommended that the video quality be set to 480p or 720p. Please do not choose 1080p or 4k recording, as the file size will be too large for easy upload. The best rule is to choose the lowest video quality setting **from at least 480p**. Audio quality should not be affected by the choice of video quality.
- Students from **Preparatory to Grade 3** present Technical Work & 3 pieces ONLY:
  - Each section is worth 25%.
  - There is no other requirement – General Knowledge, Sight Reading and Aural Tests will not be assessed this year.
- Students from **Grade 4 to Grade 5** present Technical Work & 4 pieces ONLY:
  - Each section is worth 20%.
  - There is no other requirement. General Knowledge, Sight Reading and Aural Tests will not be assessed this year.
- Candidates from **Grade 6 and above** will have their exams conducted by Zoom/Skype for the Technical Work, Aural Tests, Sight Reading and General Knowledge. They will then record their pieces and upload to ANZCA.

## Exam Process

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- Technical work is emailed to the teacher and the student (both) 15 minutes before the examination time. This email will also contain the upload link to return the video file. Technical Work must be printed (or be available on an iPad or tablet) and ready for the student to commence at the scheduled time.

**Please note: only videos recorded in a single take will be assessed.**

There can be no "cuts" in the video; it must be continuous from the start of technical work until the end of the final piece. Do not re-start a video exam or you may miss the upload deadline.

- Students are encouraged not to rush between sections and can take up to 30 seconds between pieces to mentally prepare for the next piece.
- The student's name **and grade** and their teacher's name must be clearly stated at the start of the video.
- Technical work instructions will be simple and clear and given on a single page. For example:
  - C Major – two octaves – RIGHT HAND
  - G Major – two octaves – HANDS TOGETHER

*Remember a teacher or parent is permitted to ask the Technical Work and this may be preferred to ensure that this section isn't rushed.*

- Students are encouraged to take a few breaths between scales. There is no need to rush.

## Practice Videos

If students are sitting their examination in the teachers' studio, only one practice video (per instrument) is required. The practice video need only contain one piece and the remainder can be anything at all (e.g. a blank wall). We will then advise you on camera angle, file size, sound quality and any other relevant matter.

If students are sitting their exam in their own home – they must submit their own practice video.

Teachers and students who submitted a successful practice video in 2020 do not need to submit a practice video in 2021 if the examination is being conducted in the same location.

## Camera Angles

**The camera must be place the camera on a stable surface – not hand held.**

The required set up/angle for different instruments is shown below:



1



2



3



4

1. **PIANO STUDENTS:** Note that the pedal / feet and keyboard are clearly visible
2. **SINGING STUDENTS:** Select the angle from the front and from the hips up.  
**Also use this position for: VIOLIN, WIND & BRASS STUDENTS**
3. **GUITAR STUDENTS:** This is the required angle
4. **DRUM STUDENTS:** This is the best position



## File upload at completion of the exam

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- Every student will receive a **File Upload Request** when the Technical Work is emailed at the start of the examination process.
- **An important issue has recently come to light where this important email is arriving in the student or teacher's Spam/Junk email folder and not to the Inbox. To ensure correct delivery of the exam day email please add the email address – [practical@anzca.com.au](mailto:practical@anzca.com.au) - to your contacts/safe senders list. Students should also check their Spam/Junk email folder on exam day if the email hasn't arrived before making contact with the office.**
- **IMPORTANT:** A DropBox account is NOT required to complete the exam. Simply click the link in the email we provide with technical work.
- Uploading the file is an easy process. Just follow the instructions on the screen. You need to know where the file is stored on your mobile phone (e.g. Gallery, Pictures, Camera Roll).
- It's best to provide an email address that can be easily accessed from the mobile phone which will record the video exam. It's easiest to upload from the phone or device the recording is made on.
- If examinations are held in the teacher's studio, there will be 15 minutes allocated between each exam for file upload. This is also an opportunity to prepare the studio for the next student with appropriate hygiene measures.

## More important upload information

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When the video examination is completed, the video file must be uploaded immediately. The following time limits apply for each grade:

<b>Introductory</b>	25 min after examination start time.
<b>Preparatory</b>	25 min after examination start time.
<b>Preliminary</b>	25 min after examination start time.
<b>Grade 1</b>	25 min after examination start time.
<b>Grade 2 &amp; 3</b>	30 min after examination start time.
<b>Grades 4 &amp; 5</b>	35 min after examination start time.
<b>Grade 6</b>	35 min after examiner meeting ends.
<b>Grades 7 &amp; 8</b>	40 min after examiner meeting ends.
<b>Diploma Exams</b>	50 min after examiner meeting ends.

Files uploaded outside the given time frame **may not be assessed**.

## Contact ANZCA immediately if you are having problems:

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It is important that you inform the office immediately if you notice any problems with the upload, otherwise your video may not be assessed if it arrives outside the permitted upload time.

- Phone: 03 9434 7640
- Email: [admin@anzca.com.au](mailto:admin@anzca.com.au)