

## Guidelines for Pre-Recording AIM Performance Exams

- Students should plan to record at least one day before the deadline to avoid any last-minute technical difficulties. Students are encouraged to do several test recordings as part of their practice.
- Teachers will be given a Google drive folder link to which students should upload their videos.
- Scan all pages of all scores into one pdf document and upload to the same folder. A basic phone scanner app works well for this purpose.
- Students should say their name and level at the beginning of the video to avoid any confusion.
- Students should record ALL repertoire pieces in one sitting. They may pause between pieces but should not stop their videos. Technique is NOT included on the pre-recorded portion.
- The student can record his/her repertoire on any usable device. A smartphone will work fine. Use the rear-facing camera (not the forward facing camera used for selfies). If the student owns an external mic or higher quality camera, they are welcome to use those as well.
- The camera should be placed at least a few feet away from the piano so that the student's torso, face, and arms, as well as the keyboard and music rack are visible in the video frame at all times. Please refer to the sample photo below for generally how to frame a video shot.
- If the student doesn't have a tripod or pop socket, he or she should prop the camera on a stable surface (music stand, stack of books, etc.) An [inexpensive small tripod can be found here](#).
- If a student is playing from memory, the music rack should be *clear of all papers and books*. There should be no question for the judge whether or not the student is performing from memory.
- Try to get the audio as clear and clean as you can. Turn off any background noises (HVAC, etc.) and ask family members to be quiet during recording.
- Videos and scanned scores must be uploaded by 12:00 noon on Friday, March 5.
- Any student whose video does not follow these guidelines will be given an incomplete.

