

Guide to carrying out a Music Medal assessment

Information for Teacher-Assessors

Carrying out the assessment

- Make sure you have parental permission to record each candidate and that you have printed the confidential Option test and a report form for each candidate.
- Test the camera and make sure that you have a good view of the candidate and other members of the ensemble – it's essential that the candidate being assessed stands nearest to the camera and appears on the left of the screen.
- At the start of the assessment you should announce:
 - your name
 - the date
- At the start of each Medal you or the candidate should announce:
 - the candidate's name
 - the Medal level
- Before the Ensemble and Solo performances you or the candidate should announce:
 - the title of the piece
 - the book it comes from
 - (*for Ensemble items*) the line number that the candidate will perform
- Record the Ensemble, Solo and Option test for each candidate in this order.
- When performing their solo piece, candidates can play on their own, with CD accompaniment or with an accompanist.
- Complete your mark form and check your marking against the criteria.
- When completing the mark form you don't need a mark under each criterion. However, it is important that you cross at least one descriptor in each of the grid sections to convey your overall impression.

Submitting your assessments

- Log in to your ABRSM account to upload your videos and marks.
- Recordings must be in one of the following formats: MP4, WMV, MOV or MPG.
- The file size must not be more than 2GB.
- If the resolution of the video is too high, the file may be too large or slow to upload. In these circumstances, you can compress the file so that it uploads successfully.
- You do not need to send us any paperwork. It's a good idea to keep the paperwork until you have received your results. It can then be confidentially destroyed.

Results

- We aim to publish results seven days after you submit the video and marks. You will receive an email when the digital mark form is ready to view online.
- All successful candidates then receive a certificate and a Music Medal, sent to you in the post.