

Guide to uploading Music Medal videos and results

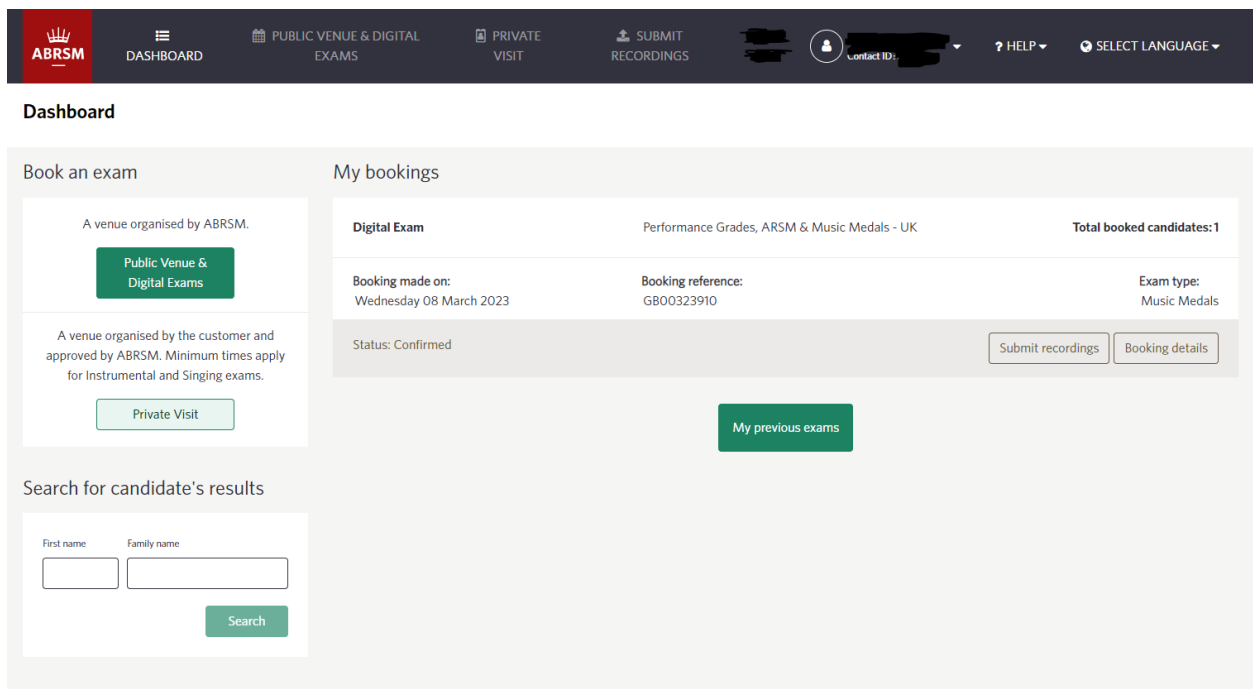
You can submit your candidate's videos and marks using the upload facility on our online service.

- 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 and this can be confidentially destroyed once you have received the results.

Uploading the video

1. Log in to your account on our [online service](#).
2. On your dashboard you will see the booking under 'My bookings'.
3. Click 'Submit recordings'.



The screenshot shows the ABRSM online service dashboard. At the top is a dark navigation bar with the ABRSM logo and menu items: DASHBOARD, PUBLIC VENUE & DIGITAL EXAMS, PRIVATE VISIT, and SUBMIT RECORDINGS. A user profile icon and 'Contact ID' are also visible. Below the navigation bar is the 'Dashboard' section, which is divided into three main areas:

- Book an exam:** Contains two options: 'Public Venue & Digital Exams' (highlighted in green) and 'Private Visit'.
- My bookings:** Displays a booking for a 'Digital Exam' (Performance Grades, ARSM & Music Medals - UK) with a total of 1 booked candidate. It shows the booking was made on Wednesday 08 March 2023, with a booking reference of GB00323910. The status is 'Confirmed'. There are buttons for 'Submit recordings' and 'Booking details'.
- Search for candidate's results:** Includes input fields for 'First name' and 'Family name', and a 'Search' button.

A 'My previous exams' button is also visible in the 'My bookings' section.

4. Then click 'Submit recordings' next to the candidate name.

Log in or register → Select exam → Programme form → Declaration → Upload recording → Confirmation

Select the exam for which you would like to submit a recording

Please note that you must submit exam recordings by the time/date shown on your booking details. Exams booked for dates which have already passed will not appear here.

A recording can only be submitted as evidence for any qualification once. If you attempt to upload a previously submitted video, the evidence will be discounted and the candidate disqualified.

File name	Full name	Contact ID	Instrument	Grade	Due date and time	Exam status
<input type="button" value="Submit recordings"/>	[REDACTED]	[REDACTED]	Baritone	Silver	04 April 2023 11:59PM	Recording due

5. Complete the declaration.

Log in or register → Select exam → Declaration → Upload recording → Music Medals Results → Confirmation

Declaration

This should be completed by the person submitting the recording. If a candidate is under 18, this must be a responsible adult. See our [website](#) for a definition of 'responsible adult'.

Candidate: [REDACTED] Baritone Silver

By ticking this box, I confirm the following: *

- the video being submitted is the work of the candidate named above
- the exam was conducted under the [conditions specified](#) by ABRSM
- the video of the exam will not be shared with any other person, or uploaded to any file sharing or social media website, such as Facebook or YouTube
- the video of the exam has not been submitted for a previous booking

For safeguarding and security purposes, please list everyone present in the room during the recording of the exam and their reason for being present

6. Upload your recording by selecting the video on your device using the browse button.

ABRSM DASHBOARD PUBLIC VENUE & DIGITAL EXAMS PRIVATE VISIT SUBMIT RECORDINGS Contact ID: ? HELP SELECT LANGUAGE

Log in or register → Select exam → Declaration → Upload recording → Music Medals Results → Confirmation

Upload your recording

Before you upload your recording, check that it meets the requirements set out in our [guidelines](#). Large files may take some time to upload. Where possible please make sure you have a stable internet connection.

Candidate: ██████████ Baritone Silver

Find your recording

██████████.mp4 Browse

Back Submit

7. Confirm you want to submit the video.

Confirmation required

After you submit the recording you will no longer be able to

- Upload a new video
- Cancel the exam and get a full refund
- Edit the candidate's exam entry details

Are you sure you wish to continue?

Cancel Submit Video

8. Once you've submitted the video and it has uploaded successfully, you will be taken to the results (mark form) page.

Entering your marking on the results page

1. Enter a mark next to Overall, Ensemble, Solo and the Options test.
2. Then add any additional marks to show particularly significant aspects of each section of the performance. (Please do not mark all elements under each section.)

☰ DASHBOARD
🏠 PUBLIC VENUE & DIGITAL EXAMS
📄 PRIVATE VISIT
📤 SUBMIT RECORDINGS

👤 Contact ID: [REDACTED]
🔍 HELP
🌐 SELECT LANGUAGE

Log in or register → Select exam → Declaration → Upload recording → **Music Medals Results** → Confirmation

Name	Non Applicable	Working Towards	Pass	Excellent
Overall		<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Ensemble		<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Notes	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Intonation	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Dynamics	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Tone	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Tempo	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Rhythm	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Phrasing	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Articulation	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Fluency	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Character/Mood	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Interaction	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Response	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Solo		<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Notes	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Intonation	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Dynamics	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Tone	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Tempo	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Rhythm	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Back
Submit

3. Once you have entered all the marks, click 'Submit'.

Tone	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Tempo	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Rhythm	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
Phrasing	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Articulation	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Fluency	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
Character/Mood	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Sight Reading	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Rhythm	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Pitch	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Character	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Make a Tune	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
Shape	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
Tempo	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
Rhythm	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Question & Answer	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Accuracy	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Answer	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Continuity	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Call & Response	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Shape	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Reaction Responses	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Continuity	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Back
Submit

4. Then click 'Continue' on the 'Thank you' page.

Log in or register → Select exam → Declaration → Upload recording → Music Medals Results → **Confirmation**

ABRSM

Thank you

You have successfully submitted a recording for Marianne Lowson.
We will share this with an examiner for marking.

Click [here](#) to tell us about your Digital Exam experience, or click Continue to navigate away from this page.

[Continue](#)

5. Once you have uploaded the video and submitted the results you will be able to see the entry with its status on your dashboard.

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Select the exam for which you would like to submit a recording

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File name	Full name	Contact ID	Instrument	Grade	Due date and time	Exam status
XXXXXXXXXX.mp4	XXXXXXXXXX	XXXXXXXXXX	Baritone	Silver	04 April 2023 11:59PM	Processing