



RECORDING GUIDE FOR DEVICES

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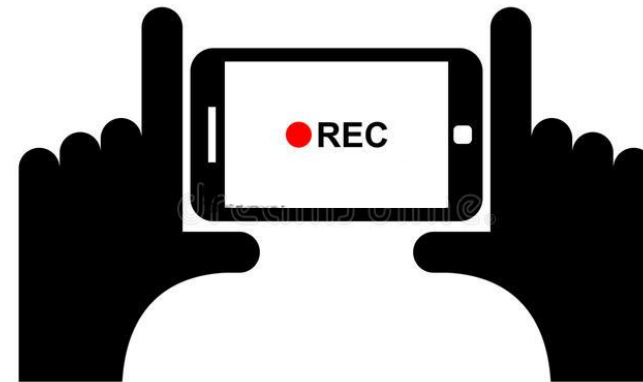
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SUITABLE ROOM & BACKGROUND

- Use a quiet room (no background noises from pets, TVs, cookers, family!)
 - Try to use a smaller room with soft furnishing if you have one.
 - A room with natural light is best; set up with a window in front of you. Do not shoot a video with a window behind you.
 - If natural lighting isn't possible, try to use a lamp/light in front of your face, behind the camera (just not too bright)
 - Your background doesn't need to be plain but not too busy. Make sure nothing you don't want to be seen is on show.
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RECORDING DEVICE

- To make things simple we recommend that you create your performance videos using your smartphone (if you are confident with a DSLR camera then go for it!)
 - **Exam videos - important information:** To ensure that our online platform can manage the final video size, change the recording quality before you begin by selecting a lower recording quality in the device's settings, **such as 720 HD**. This won't affect the examiner's ability to assess your performance but will make uploading your files much more manageable.
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BEFORE YOU RECORD

- You may need to remove any case you have on your phone covers as they may affect the recording quality.
 - If you have a tripod for your phone, please use it. Avoid using soft items to prop up your phone, as this may compromise your audio quality. The video must not be shaky, so please avoid someone holding the phone or unstable surfaces.
 - If you do not have a tripod at home, click here to see how to make a simple home-made version: [Home-made Tripods](#)
 - Please use your device horizontally, NOT in portrait mode (turn your phone to its side)
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VISUALS

- The recording device should be at head height or slightly above that of the performer.
 - The video should show some space above the performer's head and frame the performer in the middle of the screen.
 - You can sit or stand, depending on what is more appropriate to your performance;
 - **Drama students** performances will need the full body in view, see (1) below.
 - **Music students** need to ensure they and their instrument can be seen whilst recording the best-quality sound. Depending on its size, you may need to be further away from the camera.
 - **Piano exams**, record from the side to make sure the keyboard (and pedal where appropriate) can be seen.
 - **Group performances** must have all performers in view, see (2) below.
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VISUALS

(1)



(2)



VISUALS

- Place yourself in the centre of the frame. This is roughly within the centre squares of the cameras grid (see image)
- If possible, set up with a window in front of you. Do not shoot video with a window behind you.
- If you are shooting with an instrument, ensure that it can be seen. Depending on its size, you may need to be further away from the camera.
- Make sure that you have not selected 'mirror my image'.



HELPFUL TIPS

- When talking to the camera, take your time, speak clearly and slowly and project your voice (but don't shout!)
 - Make sure to look at the camera lens.
 - Try to smile throughout- it lifts the sound, helps you project, and looks friendly and welcoming.
 - Try to have fun! Not easy recording yourself, but remember, you are performing to someone watching on the other side of your video.
 - File size- if your video is for an exam which has to be uploaded, the smaller the file size the better; large files might be difficult to upload and/or share.
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