

Quick Guide for Music Medals Assessments

Here is some useful information that will help you conduct your first Music Medals Assessments.

- Make sure that you have received parental permission to record each candidate and that you have printed the confidential options 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 is also essential that the candidate being assessed stands nearest to the camera and appears to the left of the screen.
- At the start of the assessment the Teacher-Assessor should announce:
 - their name
 - the name of the school and name of their Music Medals Partner, if applicable
 - the date
- At the start of each Medal the candidate or TA should announce:
 - their name
 - the Medal level for which they are entering
- Before the Ensemble and Solo performances the candidate or TA should announce:
 - the title of the piece
 - the book from which it is taken
 - (*for Ensemble items*) the line number that the candidate will perform
- Record the Ensemble, Solo and Option test for each candidate without a break in this order.
- When performing their solo piece, candidates can play on their own, with CD accompaniment or with an accompanist.
- Complete your report form and check your marking against the criteria.
 - When completing the mark form you don't have to have a mark under every individual criterion. However, it is important that you cross at least one descriptor in each of the grid sections to convey your overall impression.
- Submit your candidates marks and video using our video upload facility on our entries and results website (full instructions can be found on our '[Guide to Uploading Videos and Results](#)')
 - We accept the following file formats; .mp4, .mov, .avi, .wmv, .mts
 - Once you have logged in, select '*Active Entries*' then '*Upload Videos/Results*'
 - Assign each candidate to their video, add their marks and submit to ABRSM
 - You do not need to send us any paperwork. We advise that you keep the paperwork until you have received your results and then they can be confidentially destroyed.
- After the moderation process, our team will email you when your results are ready to view online.
- All successful candidates will then receive a certificate, a commentary and a shiny Music Medal!