



The Graduation Committee has provided the following guidelines to support you when submitting your students' recordings. Please read them carefully in order to make the process as smooth as possible and avoid last minute problems.

Preparing to record:

- It is the teacher's responsibility to submit recordings, not the family of the student. The teacher makes the payment for submission and recoups the fee from families.
- The teacher must be present during the recording process either in their own studio or at a concert. It is not the responsibility of the family to record at home.
- Piano submissions must be made on an acoustic piano. Keyboards will not be accepted. Please note that this is non-negotiable and the submission will automatically be returned if a keyboard is used. Please contact the BSMA Office if there are special circumstances.
- Instruments other than the piano or voice must be accurately tuned before the recording and all instruments must be in tune with the accompanying piano (where used).
- Before recording, the graduation piece must be at a standard where the student can play it through fluently. Any slips should not interfere with the general flow of the performance.

Practicalities for the recording:

- Make an audio recording not a video. Sound quality on modern mobile phones or tablets is of a good standard. Avoid background noise
- Clear announcement by student: name, age, composer and piece
- Perform from memory
- Played at tempo of official Suzuki reference recording, maintaining a consistent tempo (i.e. Matsumoto tempo)
- All repeats as printed
- No post-recording editing

Performance

- Fluent and accurate performance with no hesitations or 'searching' for notes
- Correct details of rhythm, articulation, dynamics and phrasing
- Correct bowings
- Beautiful tone
- Hand, finger and air co-ordination, with even fingers
- Hand balance
- Accurate intonation with centred notes
- Appropriate breathing
- Suitable vibrato
- Playing or singing from the heart

Submission

- Use the official link provided in the email notification of registration window opening
- Complete all sections carefully
- The student age is the age on the day of recording
- If there are any extenuating circumstances to the recording or the student has special needs, please note this in the section provided. This will be kept confidential and not referenced in the report
- Check that you upload the correct recording and that all relevant movements are included
- You will receive an email confirmation if your submission has been received successfully
- You will be invoiced at a later date