VIDEO ASSESSMENT SUBMISSION GUIDELINES

OPENING STATEMENT

After completing a practical assessment, students must place the **final exported file** in the **Submissions folder** of their course. This can be found by logging into Editshare on any one of the Media Arts computers.

(If you do not have access to Editshare or the course folder, please see one of the technicians in office 0-16, in the Williams building)

Students must ensure that the final submission meets the guidelines outlined by the **assessment brief** (given by the course tutor) or in absence of a brief, **this document**. The instructions here serve as a default unless otherwise stated in the course brief and outline **individual** and **group** submissions.

GUIDELINES

Please Note – *Technical staff are on hand Mon – Fri (9am – 12pm, 1pm - 5pm) to help you with any questions regarding submissions.*

Ident and End Slate:

You must use the **RHUL Title Ident** at the beginning and the **End Slate video** at the end on every practical submission. This can be found on EditShare, in the Graphics media drive (shown in image below).

Finding Ident and End Slate, steps below:
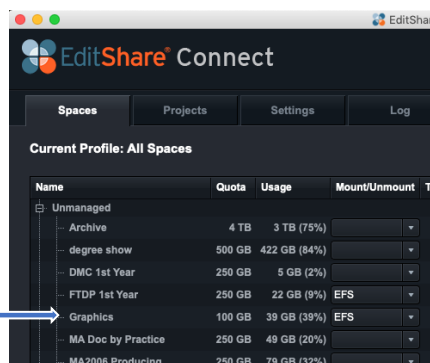
- Mount EditShare, go to **Graphics > Countdowns & Idents** folder
- Copy **End Slate – Pro Res** and **RHUL Title Ident – Pro Res** to your personal media space

These are both **Pro Res 422** at **Full HD (1920 x 1080)** resolution so should fit in your timeline if it is setup following these submission guidelines.

Applying the Ident and End Slate:

- The **Ident** must go before the first frame of your video and the **End Slate** after the last.
- The submission length of your video **does not** include the Ident and the End Slate (if your video is 10 mins in length, that is the submission time, not 10mins plus 27 seconds)

- The first frame of your video should be on timecode 01:00:00:00 meaning your sequence start point should be 15 seconds prior at 00:59:45:00 (allowing 15 seconds cushion for the ident) - Please ask a tech for help if unsure.

The ident will appear as below:
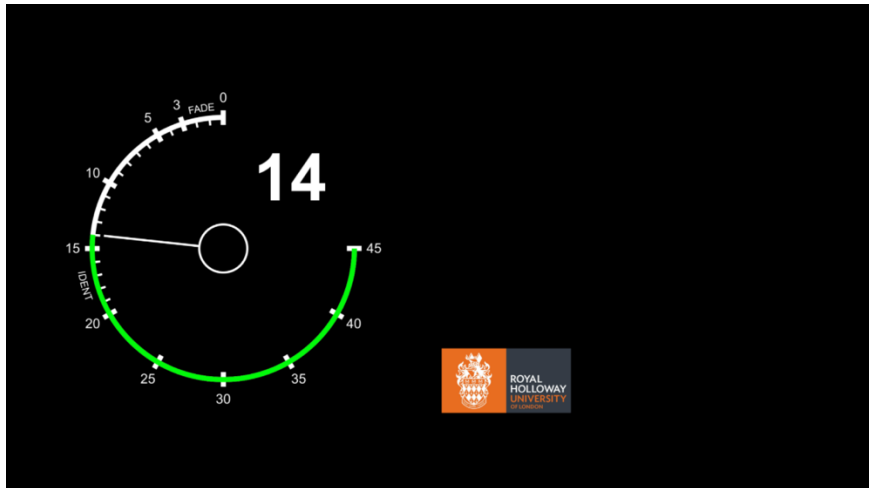
Once added to your timeline, please use the text tool (T) in Premiere to draw a text box in the blank space and enter the video info in the below format:
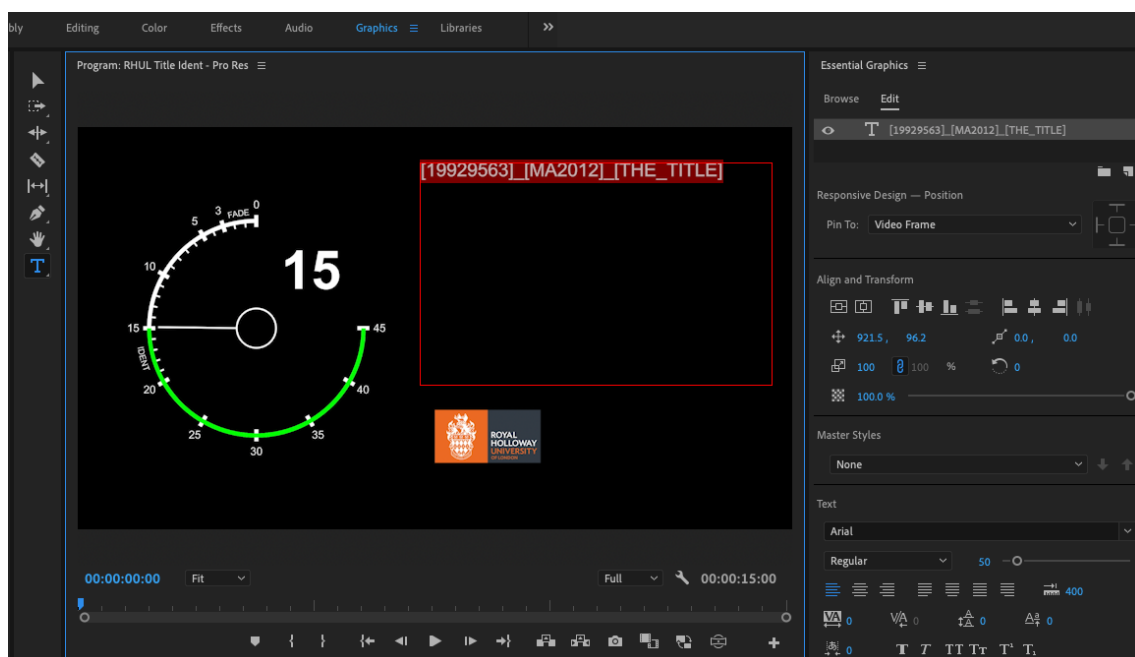
For Individuals

CANDIDATENUMBER_COURSENUMBER_THE_TITLE
(*Please do not include spaces, all spaces should have an underscore_*)
DURATION
DATE
SUBMISSION FORMAT

FOR GROUPS
GROUPNUMBER_COURSENUMBER_THE_TITLE
CANDIDATENUMBER1_ROLE_IN_MAKING_VIDEO
CANDIDATENUMBER2_ROLE_IN_MAKING_VIDEO
CANDIDATENUMBER3_ROLE_IN_MAKING_VIDEO
CANDIDATENUMBER4_ROLE_IN_MAKING_VIDEO
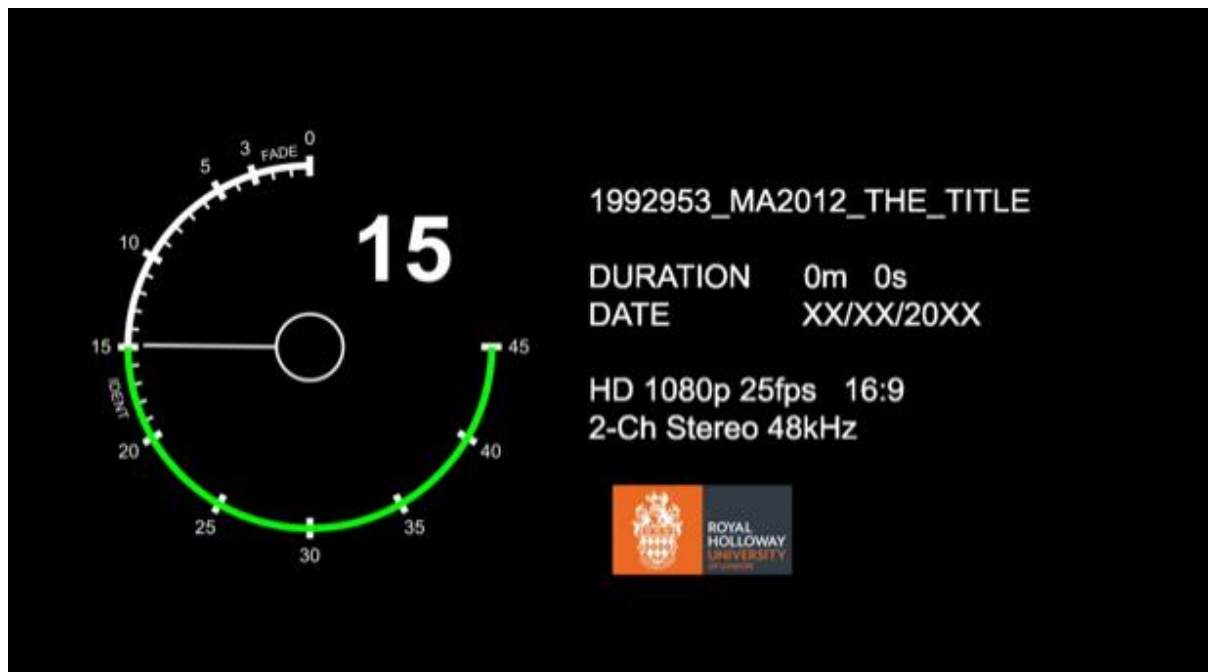(*Please do not include spaces, all spaces should have an underscore_*)
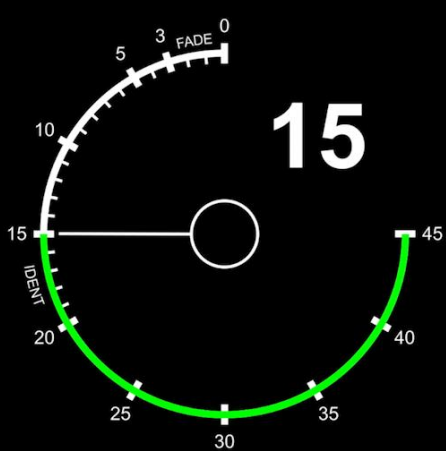DURATION
DATE
SUBMISSION FORMAT

- You can use the 'Graphics' workspace at the top to display the Essential Graphics window which has a 'Browse' and 'Edit' mode.
- Select 'Edit' mode to change text appearance.
- Ensure the text is highlighted then you can make changes such as reducing the text size to 50 and changing the font to Arial Regular.
- Please enter the correct details for the video file you are submitting, conforming to the submission format.
- Remember - **4k video is 17:9 aspect ratio** not 16:9 (please see **Export Settings** for further explanation)

Once completed, your ident should look like the following:

For Individuals

For Groups

(scroll down for Export settings)

EXPORT SETTINGS

Submission formats and codecs:
File format: Quicktime (.mov)
Video codec: Apple Pro Res 422, 1920 pixels along the longest edge, 25 frames
Audio codec: WAV 48kHz @ 24 bit depth

Aspect Ratio Explanation:
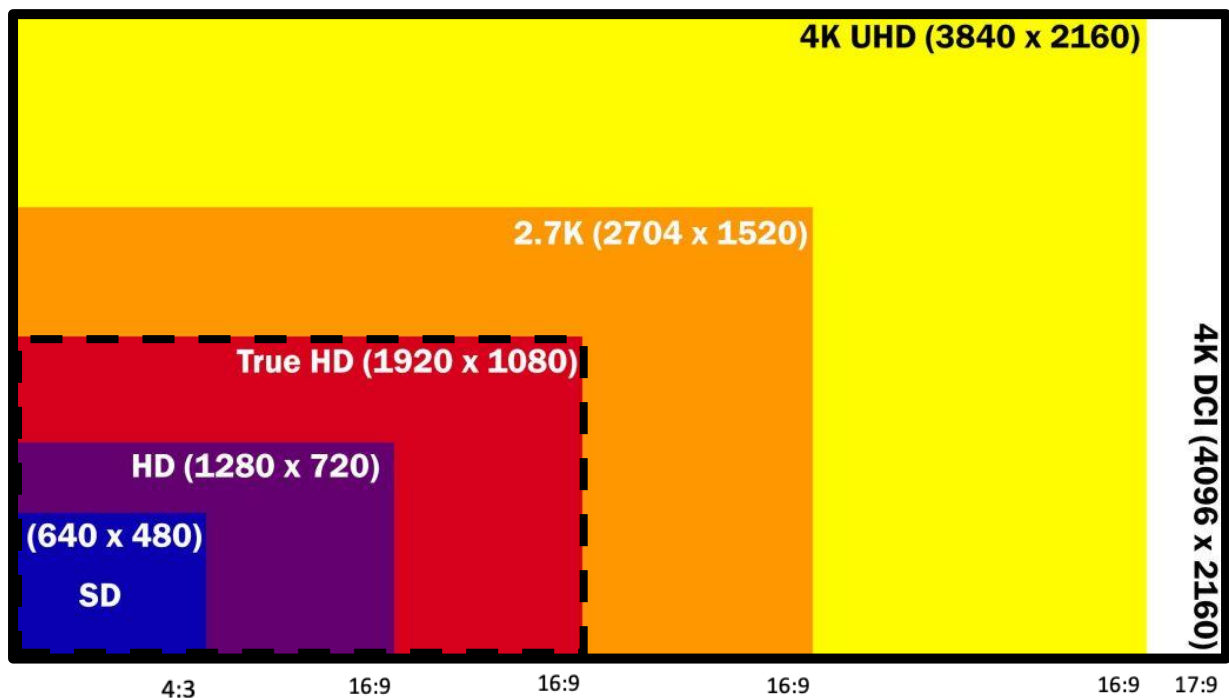
There are three main resolutions that you may be working in:
HD: 1920x1080p 16:9 aspect
4K UHD: 3840x2160p 16:9 aspect
4k DCI: 4096x2160p 17:9 aspect

The image below shows how different pixel resolutions belong to different aspect ratios:


Because we want your **Quicktime Pro Res 422 file** at 1920 horizontal/long pixels, you may have to downscale if you have shot in **UHD** or **4K DCI**.

- UHD > 1920 = this is a simple downscale when you export, maintaining the 16:9 aspect
- 4K DCI > 1920 = this is a downscale maintaining the 17:9, but will show letterboxing
- If you are unaware of your sequence settings, you are likely to experience problems with your exported video. ***Please consult with a technician if in doubt.***

Exporting from Adobe Premiere:

1. Select the sequence window. If correctly selected, the window will be surrounded by a thin blue line

2. Press: File > Export > Media or shortcut cmd+M
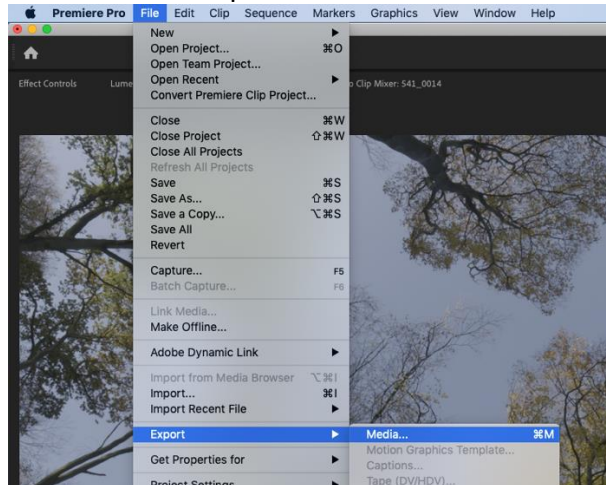
3. The 'Export Settings' window will open. From the 'Format' drop-down menu, select '**QuickTime**'
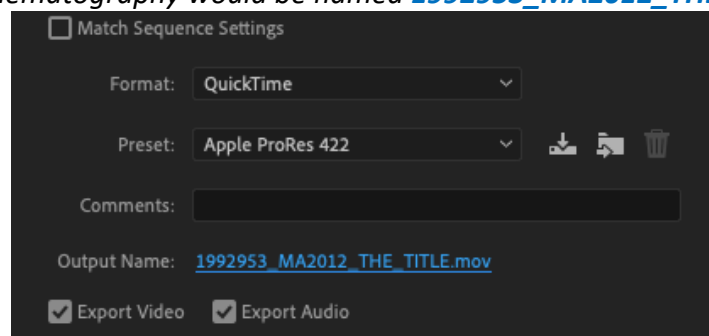
4. Under 'Preset' select '**Apple Pro Res 422**'

5. The 'Output Name' defaults to the sequence name. Click on the name (underlined in blue) to open another window that allows you to rename the file.

6. Use the file naming template:

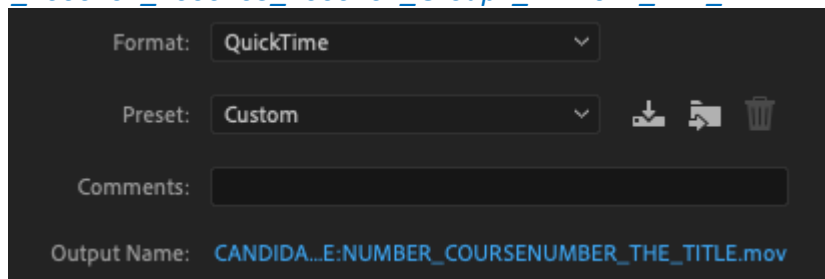**For Individuals**

CANDIDATENUMBER_ COURSENUMBER_THE_TITLE
E.g. 2nd year Cinematography would be named 1992953_MA2012_THE_TITLE

For Groups

CANDIDATENUMBER1_CANDIDATENUMBER2_CANDIDATENUMBER3_CANDIDATENUMBER4_GROUP_NAME/NUMBER_COURSENUMBER_THE_TITLE
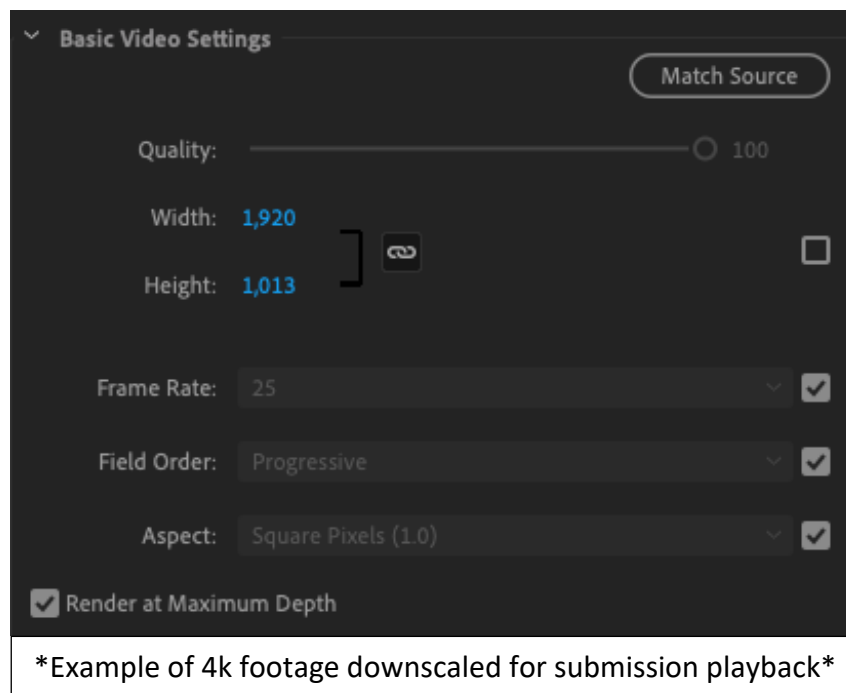*E.g. 2000101_2000102_2000103_2000104_Group1_MA2012_THE_TITLE.MOV*

7. The file should be saved on your personal EditShare space within 'Exports' in your project folder. Do not save to the local hard drive. Press 'Save' to return to the 'Export Settings' window

8. In the 'Video' tab set the width (or the longest edge) to **1920**. UHD and 4K footage will scale appropriately to keep the aspect ratio of your footage.

This button maintains the frame aspect ratio.

9. Ensure that your footage is **25 frames** per second and select 'Render at Maximum Depth'

Example of 4k footage downscaled for submission playback

10. In the 'Audio' tab choose the following options: - Audio Codec = Uncompressed - Sample Rate = **48000 Hz** – Sample Size = **24 bit**

11. Press 'EXPORT', or 'Queue' if you prefer to let Media Encoder run the export if you wish to continue using Premiere.

Submitting your work to the Server:

1. Once the export has completed, check the playback of the submission file to ensure there are no errors or technical issues. It is the students' responsibility to ensure their file functions correctly and they should test playback on a machine other than their own prior to submission

2. Copy the submission file to your own physical storage device, such as a memory stick, SD card or portable drive to retain as your own back up copy

3. Copy the submission file to the **submissions** folder within your course unit's shared space on Editshare. The file will automatically be moved out of this folder into a secure location, so it is imperative that you check the file works before submitting it

4. Go to Williams W0-16 to obtain a receipt from one of the technical team to signify that the work has been uploaded correctly

5. If there is a problem with the submitted file, e.g. the file is in the incorrect format, marks may be deducted. If the file is unreadable, a zero mark will be given