

Syllabus Virtual Exam Protocols for Adjudicators

2020 Fall (2021 Spring TBD)

In Advance of exams

- Communicate to district chairs which platforms you use or have available.
- Communicate with the teacher to email/Dropbox/Google Docs the repertoire as a PDF 2 days before the exam.
- Communicate with the teacher if video links are being provided for repertoire (2 days before the exam) and check that they work.
- Remind teacher that the adjudicator will initiate each exam.
- “Host Studio” packets will be USPS mailed to the adjudicator.

Day before exams

- Establish exam connection in advance: if using Facetime/Skype type platforms, I recommend a short test-run a day or two in advance, at least send/respond a text message.
- Let families know that the adjudicator will be the one to initiate the call for the exam.
- Organize the repertoire PDFs ahead of time, to keep exams flowing smoothly.
- Set-up for adjudicating will probably be different from your teaching setup, so do this a day ahead, also. The students only need to see your face.
- Sight Reading & Rhythm Reading: if you don't have a good method for sharing the document in your video feed (screen share), you may skip the sight reading. Options will be discussed at the Adjudicator Retreat.
- Students may opt to link ONE video of ALL their repertoire. After the skills portion of the exam, you may end the video conference. Then you can watch/listen to the video and comment as you would during a live exam with the remaining minutes. The sound quality is much better this way.
- Remind families to turn off all video games and streaming devices during the exams, and to keep family/pets out of the room.
- Alert teachers and families that there is to be no video recording of exams on any end.

During the exams

- Greet the student and ask them to clear the music stand.
- Check viewing angle for a complete view of the keyboard and student.
- Mute your mic while the student is playing to reduce sound issues. Unmute to speak briefly.
- Stretch and move while they play to avoid muscle/eye strain.
- Remember they can ALWAYS see your face, so smile a LOT.
- Before progressions or skills requiring speaking, ask the students to speak the words very loudly as the piano drowns out the voice.

- Don't forget to award "With Distinction" as you deem appropriate for Level X students.
- Conferences: thank teachers for their continued support of the Syllabus program.
- If the technology fails, email a list of the skills/keys you'd like to hear and have the student send a link to a video of themselves playing the required skills. This may take additional time (such as later in the day or the next day) that will not be reimbursed by the Syllabus program.

After exams

- IMMEDIATELY after the exam is over, scan/email or photo/text the Evaluation Sheet results to the teacher.
- The teacher will forward them to the student.
- Email teachers the link to the Adjudicator Evaluation form for feedback.

Monday Morning Follow-Up

- Complete Grade Sheet and mail or scan/email to OMTA office.
- Certificate and paper copy of comments should be mailed to the teacher in a 9x12 envelope marked "Do Not Fold."
- You'll be reimbursed for postage/handling an extra 30 minutes to cover the cost of the 9x12 envelope, postage, and mileage to the USPS.
- Fill out reimbursement form immediately and return to Karen Huntsberger, OMTA Syllabus Bookkeeper.