

## Syllabus Virtual Exam Protocols for Adjudicators

### 2021 Spring, Classical Piano Syllabus

As soon as you receive your schedule

- Prompt communication upon receipt of your schedule is vital in case changes need to be made to adjudicator assignments.
- Communicate with the teacher regarding platforms.
- Contact district chair if shuffling of adjudicator assignments needs to take place due to platforms.
- “Host Studio” packets will be USPS mailed to the adjudicator.

5-14 days before exams

- Communicate with the teacher to email the repertoire as a PDF.
- One email for each student, with their name and level in the Subject line is easier than all in one email. This email should come through the teacher, not directly from the student (family).
- Organize the repertoire PDFs ahead of time, to keep exams flowing smoothly.
- Communicate with the teacher if video links are being used and check that they work.
- Students may opt to link ONE video of ALL their repertoire. After the skills portion of the exam, which should be about half the amount of exam time, you may end the video conference. Then you can watch the video and comment as you would during a live exam with the remaining minutes. You may also watch the videos and write comments in advance of the exam, and briefly comment on the performances once the skills portion of the exam is over.
- Remind teacher that the adjudicator will initiate each exam.
- Remind teacher that Rhythm and Sight reading will be skipped for Spring 2021 virtual Syllabus.
- Ear Training is at the discretion of the adjudicator, provided the link has good quality sound. Digital keyboards may be used for ear training.
- Remind teachers (and pass onto students) to charge devices ahead of exams, and have setup complete 10 minutes ahead of time with a good view of the performer and the keyboard.
- Establish exam link 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 and to wait patiently in the waiting room if the platform provides this service.
- 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.
- 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 exams

- Greet the student and confirm name/level/tier.
- Ask them to clear the music stand.
- Check viewing angle for a complete view of the keyboard and student.
- If student is testing from home, parents are to be out of sight and to remain silent – a polite reminder to parents should be sufficient.
- Mute your mike while the student is playing to reduce sound issues. Unmute to speak briefly.
- Smile a LOT, make eye contact between skills, speak briefly, and keep spoken comments positive.
- If they have a multiple-camera setup, you can mute your video while they play so they're not looking into your face for every scale/chord.
- Stretch and move while they play to avoid muscle/eye strain.
- Before progressions or skills requiring speaking, ask the students to speak the words very loudly as the piano drowns out the voice. No need to repeat the skill if you don't hear every word.
- Don't forget to award "With Distinction" as appropriate for Level X students.
- Conferences: thank teachers for their continued support of the Syllabus program.

### After exams

- IMMEDIATELY after the exam is over, text/email the 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.