



Syllabus Virtual Exam Protocols for 2021 Spring District Chairs

Before Syllabus

Chairs: forward email instructions (separate form) to teachers and announce changes at meetings.

1. **Rhythm Reading and Sight Reading will not be tested in Syllabus for Spring 2021.**
2. Each studio is organized onto ONE platform (Zoom, Google, FaceTime, Skype, etc.) so adjudicators don't have to switch back and forth.
3. Teacher Conferences are still required.
4. PDFs of repertoire are required for all Syllabus exams, to be sent 4 days prior to exam.
5. Students may be tested from the teacher's studio or from their own homes, according to individual safety precautions.

Repertoire

1. Repertoire must match the level being tested.
2. One piece may be one level lower.
3. Level 10 repertoire should be checked with Syllabus Repertoire Committee unless using the Syllabus Repertoire lists or a reputable graded repertoire series.
4. Chairs: check repertoire ahead of the deadline for eras & refer questions to Syll. Repertoire committee.

Leggiero

1. Open Leggiero 2-4 weeks in advance of the deadline.
2. Deadline should be 4 weeks before exams.
3. Teachers: in the "Special Circumstances" box, list which platform(s) ALL exams can be performed with. (Zoom, Google, Facetime, Skype, etc)
4. Schedule as soon as possible.
5. Instruct treasurer to send funds to Syllabus bookkeeper 2 weeks before exams.
6. Select the adjudicator as the host studio (so the packets will be sent to them).
5. 15-min Breaks: schedule one to two morning breaks and two afternoon breaks.
6. 5-min Breaks: add an additional five minute break between each exam/conference for technology/paperwork shuffle.
7. Sample schedule will be emailed to all district chairs.
8. Keep days short, ending at 5 PM.
9. Expect some schedule adjustments.
10. Print & mail the packets to the adjudicators at least two weeks in advance of Syllabus