

# Syllabus Virtual Exam Protocols for 2021 Spring

## Teacher Instructions

### Before Syllabus

Teachers: please read this form carefully and share its information with your students.

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 your own safety precautions.

### Repertoire

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

### Leggiero

1. Register early in Leggiero, not at the last minute when a tech failure could cause you to miss the deadline.
2. In the "Special Circumstances" box, list which platform(s) ALL exams can be performed with. (Zoom, Google, Facetime, Skype, etc)

### Exam Schedule

1. Contact your adjudicator as soon as your schedule is published to confirm the platform.
2. Provide the adjudicator with phone numbers for students who will be testing from home in case the virtual link issues.
3. Additional breaks are being scheduled this year to accommodate virtual exams, and days are shorter.

## Technology: instructions on OMTA website for creating video links & PDFs

1. A PDF of the repertoire must be sent a minimum of four days ahead of exams to the adjudicator via email/Dropbox/Google Docs. (With measure numbers, no photocopies...)
2. Students in Levels 6-10 may choose to record their repertoire rather than playing live. All repertoire selections should be sent in ONE video file to the adjudicator a minimum of four days before the exam via YouTube link, Google drive link, etc.
3. If a wifi-challenged student Levels 1-5 needs to send a video of pieces instead of live performance, let the adjudicator know. Glitchy sound for skills is okay, repertoire less so.
4. Request a "tech mentor" from your district who can help those who find technology a struggle.
5. Work with your students at announcing the progressions clearly and loudly to compensate for the sound of the piano online.

## Exam Set-up

Teachers: share this information with student families who are testing from their own home

1. Charge the device ahead of time.
2. Set up device ahead of time, landscape, not vertical.
3. The device is to be stationary, not hand-held or propped up with a ketchup bottle.
4. The view should include the entire keyboard and the seated student's profile.
5. Practice the testing setup ahead of time so Syllabus minutes are not wasted in setting up the camera angle.
6. Remind families to turn off all streaming devices during the exams, and to keep family/pets out of the room.
7. Clear the music rack.

During virtual Syllabus Exams

1. The adjudicator will initiate the exam when they are ready for the next student.
2. Wait patiently in the waiting room if the platform allows this.
3. Students in Levels 1-5 will take the entire test live.
4. Students in Levels 6-10 may choose to record their repertoire rather than playing live. The exam will still take place at the scheduled time, but will end halfway through the time scheduled to allow the adjudicator the time to view the video and write comments.
5. Absolutely no video recordings may be taken of Syllabus exams by the teacher or student's family, or by the adjudicator.

## After Syllabus Exams

1. After the exam, the adjudicator will send an email/text with the results directly to the teacher, who will forward them to the student.
2. Certificate and paper copy of the comments sheet will be USPS mailed to the teacher after the exams.

## When Technology Fails

1. If the live connection fails or is not possible due to technology constraints, the adjudicator may try to reschedule.
2. Alternatively, they might send an email indicating which skills/keys will be tested. The student should video themselves performing those particular skills for a non-linear/asynchronous exam. The video link will be sent to the adjudicator as referenced above.