



OMTA Syllabus may be scheduled in-person, or may be scheduled for virtual (live, online) exams in the 2021-2022 Season, depending on adjudicator availability. Those hoping for in-person Syllabus should be prepared for either possibility. The OMTA State Board may vote to have all events moved to virtual. Check the OMTA website frequently for updates <https://oregonmta.org/programs/syllabus/>

Hybrid Choices

1. In-person: students testing from the teacher's studio.
2. Virtual: students testing online from either the teacher's studio or from their own homes.
3. Studios should organize students into one platform. If you have students for both virtual and in-person, expect them to be tested on separate days.

In-Person Syllabus Protocols: Teachers should read this document carefully and share its information with your students. For in-person exams, the following safety measures will be strictly adhered to:

1. As voted in the June 2021 OMTA Board Meeting, Syllabus events will follow guidelines from the Oregon Health Authority and the Center for Disease Control and Prevention.
2. All participants will wear a mask indoors regardless of vaccination status.
3. Everyone should wash hands upon entrance.
4. Parents and siblings need to stay in the car.
5. Only one student and the teacher may be in the host studio at a time.
6. Host studios should expect to host other teachers and students in addition to their own.

Virtual Syllabus Protocols

1. **Rhythm Reading and Sight Reading will not be tested in virtual exams for the 21-22 Syllabus year.**
2. PDFs of repertoire are required for all virtual Syllabus exams, to be sent Monday or Tuesday prior to exam. The format should be .PDF (no photos, links, etc)

Leggiero

1. Register early in Leggiero to avoid last minute tech failures.
2. Teacher Conferences are required.
3. In the "Special Circumstances" box, list if the student prefers a virtual exam or an in-person exam. If you leave this blank, the district chair will decide.

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 of connectivity issues.
3. Additional breaks are scheduled to accommodate virtual exams, and days are shorter.

Technology: instructions on OMTA website for creating video links and PDFs

<https://oregonmta.org/programs/syllabus/>

1. Request a "tech mentor" from your district chair who can help if you find technology a struggle.
2. PDFs & video links must be sent to your adjudicator no later than the Monday/Tuesday before the exam. Include measure numbers. Photocopied music is not allowed.
3. Video links of repertoire may be submitted for Level 7-10 students or for students who have unstable internet in their home.
4. Submit one email for each student with their name and level in the Subject line. Emails and video links should only come through the teacher, not directly from student families. You can also add anything specific you'd like the me to know about your student or if there are exam changes.
5. Add student contact numbers if they are testing from their home in case of tech problems.
6. Work with your students at announcing the progressions clearly and loudly to compensate for the sound of the piano online.

Exam Set-up: Teachers should share this information with student families who are testing from their own homes.

1. Charge the device ahead of time.
2. Set up device ahead of time, landscape, not vertical.
3. The device is to be stationary and secure, not hand-held.
4. The view should include the entire keyboard and the seated student's profile.
5. Test your setup ahead of time so Syllabus minutes are not wasted in correcting the camera angle.
6. Turn off all other streaming devices during the exams, and 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. If students in Levels 7-10 choose to record their repertoire rather than playing live, the exam will still take place at the scheduled time. The exam will end halfway through the time scheduled to allow the adjudicator to view the video(s) and write comments.
4. 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. Certificates and comments sheets 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.